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| Data access protocol |
| Requesting officer – data user |
| Name |  |
| Position |  |
| Name of department or organisation |  |
| Make this Deed of Undertaking in favour of | <Data custodian> |
| As principal data custodian for | <Data type> |
| Agreement of confidentiality |
| I hereby undertake that, as a member of this organisation, I will:* comply with the requirements for access to this data, including the principles and procedures contained in:
* the data access protocol and
* the data access policy
* use the information only for the purposes of statistical analysis or research
* comply with any information access renewal processes and any request by the Department of Education to review arrangements concerning storage and use of data
* not attempt to identify individuals, including matching the information with any other information for the purposes of identifying individuals
* not disclose information on any individual or any information where the identity of a particular individual might reasonably be ascertained, to any other person or organisation
* not disclose or allow access to the data to anyone else within the organisation who has not also signed an individual deed of confidentiality
* ensure that all data in any form are stored securely, to prevent anyone without approval accessing them
* not attempt to access any data after I have left the organisation and return, destroy or otherwise deal will all copies of extracts from them and
* dispose of the data and destroy all temporary files and others that do not need to be retained, encrypt all remaining files which are needed for publication review purposes or for an approved extension of the work using suitable software, and notify the department in writing attesting that all raw data has been disposed of and that retained files have been encrypted, nominating the custodian of the encrypted data and where these encrypted files have been stored.
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| I acknowledge that:* a breach of the terms of the Deed of Confidentiality may result in the Department of Education immediately withdrawing me and my organisation’s access to the data and
* this Deed of Confidentiality is to be construed in accordance with Federal and relevant State law.
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| Requesting officer |
| Signature |  | Date |  |

## Collection notice

The information collected in this form will only be used for the purpose for which it is being collected. All information will be treated confidentially, stored in a secure location, and destroyed in line with legislated retention and disposal schedules to ensure your right to privacy is maintained. For more information, go to the Department of Education’s Privacy Policy, located on the Policy and Advisory Library.

The personal information collected by the department is used for direct service provision and such information may also be used for statistical, research, planning and reporting purposes aligned with the functions of the department.

This information will only be disclosed for another purpose if that purpose is related to the primary purpose for collection and the person would reasonably expect the information to be used or disclosed or the individual has consented to the use or disclosure.

# How to submit

Email your completed form to analysis.doe@education.nt.gov.au