|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Data access protocol | | | | | |
| **Applicant information** | | | | | |
| Name |  | | | | |
| Organisation |  | | | | |
| Email |  | Phone | |  | |
| Name of research |  | | | | |
| Research approval group and ethics approval attached | | Y/N | | | |
| **Data request** | | | | | |
| Please provide a detailed description of data required |  | | | | |
| Time frame: calendar years requested, for example 2020–2022 |  | | | | |
| Disaggregation – please specify any that apply noting not all options are available for every data set. | | | | | |
| Calendar year | Y/N | Semester | | Y/N | |
| Term | Y/N | Week | | Y/N | |
| Collection | Y/N | | | | |
| **Data disaggregation** | | | | | |
| Data disaggregation – please specify the level of detail required. | | | | | |
| System | Y/N | School | | Y/N | |
| Student | Y/N | | | | |
| School details, please specify any that apply noting not all options are available for every data set. | | | | | |
| Government | Y/N | Region | | Y/N | |
| Non-government | Y/N | Remote | | Y/N | |
| Outer regional | Y/N | Very remote | | Y/N | |
| Student details, please specify any that apply noting not all options are available for every data set. | | | | | |
| Indigenous | Y/N | Stage of school | | Y/N | |
| Non-Indigenous | Y/N | Collection level | | Y/N | |
| Age | Y/N | Year level | | Y/N | |
| Language background other than English | Y/N | LBOTE / Not-LBOTE | | Y/N | |
| Female | Y/N | Male | | Y/N | |
| Any other levels of disaggregation required |  | | | | |
| Rationale for the data requested linked to research project |  | | | | |
| **Timing and data provision** | | | | | |
| Date data required noting this will need to be negotiated with the appropriate department business area. | | | | | |
| **Is staggering expected** | Y/N | | | | |
| **Is a template being provided** | Y/N | | | | |
| **If no, please state the format required** |  | | | | |
| **Use and publication** | | | | | |
| Please state your level of proficiency in manipulating and using data |  | | | | |
| Do you anticipate requiring assistance in using or interpreting the data | | | | Y/N | |
| What are the anticipated outputs |  | | | | |
| Which anticipated outputs will the data inform or appear in |  | | | | |
| Provide details of what is intended to be reported | | | | | |
| Actual data |  | | | | |
| Summary findings |  | | | | |
| Test results |  | | | | |
| Details | <Specifically relating to intended publications and whether the actual data would appear in those> | | | | |
| **Data storage** | | | | | |
| Where will the data be stored |  | | | | |
| **Terms and conditions** | | | | | |
| Please note the following terms and conditions:   * prioritisation or denial of data provision is at the departments discretion and may be dependent on the workload of the unit, the availability of the data requested and the complexity of the request * I agree to sign an agreement relating to the specific terms of use of data, including not sharing it with a third party, nor attempting to match it with other sources outside the negotiated scope * all pre-publication materials must be submitted for review by the department prior to seeking publication, featuring some of the data or related findings. No information can be released in any research output in which it may be possible to reasonable identify an individual * the department must be notified of any changes to the list of researchers working with the data and any changes to the conditions imposed by ethics. The department must also be notified of any breach of any of the above conditions whether intentional or unintentional and regardless of who committed the breach * if the department is informed or suspects non-compliance with the research data agreement relating to use, access, output, diffusion or storage conditions it will notify the authorities in charge of the research, and any of the following responses may occur: * immediate termination of access to datasets * suspension or revocation of data access approval * denial of any further access to data holdings, or other data holdings of the department * reporting of non-compliance to the researcher’s home institution * reporting of non-compliance to the research ethics board that provided approval for the project * reporting of non-compliance to all agencies that provided funding for the project * reporting of non-compliance to any organisations who have published findings from the study. | | | | | |
| **Requesting officer** | | | | | |
| Signature |  | | Date | |  |
| **Official use only** | | | | | |
| Approval given by |  | | | | |
| Limitations of data provision |  | | | | |
| Where data provision is denied please include comments |  | | | | |

# Collection notice

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](mailto:analysis.doe@education.nt.gov.au)