**Project proposal to undertake a data integration project**

**involving Commonwealth data for research and statistical purposes**

Applicants (data users) intending to undertake a data integration project involving Commonwealth data for statistical or research purposes should complete this project proposal form prior to approaching data custodians to seek in-principle approval.

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| **Applicants should consider whether their project is in scope,**  **prior to commencing the project proposal form.** | | |
|  | **yes** | **no** |
| **Is your project for statistical and/or research purposes?**  *Projects are out of scope if they are undertaken for compliance, monitoring or regulatory purposes.* |  |  |
| **Does the project involve linking one or more Commonwealth datasets?**  *For example, a Commonwealth dataset being linked to:*   * *Data belonging to a state/territory agency;* * *A dataset from a different Commonwealth portfolio; or* * *A different dataset from the same Commonwealth portfolio.*   *Longitudinal surveys (which follow the same group of people over a period of time) are only in scope if they are linked with a separate data source, such as another survey or an administrative collection.* |  |  |
| **Is the linking at the unit record or micro level?**  *Projects involving integration at the unit record level (records for an individual person or business), or micro level,* ***(****e.g. projects that involve integrating data for small geographic areas, families or business groups****)****. Projects involving linking highly aggregated data are out of scope.* |  |  |
| **If you selected ‘no’ to any of the above questions,**  **then your project is out of scope of the Commonwealth Arrangements.** | | |

Further information on ‘What’s in scope?’ can be found on the NSS website

<http://www.nss.gov.au/nss/home.NSF/pages/Data+Integration+-+whats+in+scope?opendocument>

or contact the CPDI Secretariat E: [statistical.data.integration@nss.gov.au](mailto:statistical.data.integration@nss.gov.au) or telephone 6252 7198

Please note that this project proposal is a guiding template for applicants, and that certain data custodians may have their own standard project proposal forms to complete.

The information compiled in the project proposal may be used to form the basis of project agreements.

**Project Proposal Process**

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| **This project proposal contains 6 Sections:**   * **Part A – Sections 1 to 4, to be completed primarily by the data user (applicant) in consultation with the data custodians (or their representative) as required. A process for the completion of the form is outlined below.** * **Part B – Sections 5 to 6, to be completed primarily by the data custodians**   **The process for completing this proposal is summarised below:** | | |
|  | | ***Part A – Data user (applicant)*** |
| ***Step 1:*** | | ***Data user to complete Sections 1 to 3 of the project proposal form*** |
| ***Step 2:*** | | ***Data user, in consultation with the data custodians to complete Section 4 of the project proposal form.*** |
| ***Step 3:*** | ***Upon completion of Part A, the data user submits the project proposal to the data custodian(s) for consideration.*** | |
|  | ***Part B – Data Custodians*** | |
| ***Step 4:*** | ***The data custodians consider the project proposal for in-principle approval, according to the checklist provided.*** | |
| ***Step 5*** | ***In-principle approval, including any special conditions, agreed and signed by the data custodians.*** | |
| ***Step 6:*** | ***An integrating authority is appointed with the agreement of all data custodians.*** | |

***What happens next…***

Once in principle approval is given for the project to proceed, the integrating authority (in consultation with the data custodians and data users) finalises the details of the project, including technical feasibility, data security and data management arrangements, linking methodology, measures to protect privacy and confidentiality, data access arrangements and data retention and destruction plans.[[1]](#footnote-1)

***To formalise the agreed arrangements…***

Final approval is confirmed through the signing of project agreements[[2]](#footnote-2) between data custodians and the integrating authority and between data users and the integrating authority.

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| ***Part A:***  ***Data users to complete Part A, Sections 1 to 4, of the project proposal form***   * ***Project name*** * ***Contact details for the data*** * ***Project Summary and Details*** * ***Datasets and data custodians*** |
| **1. Project name:** |
|  |
| **2. Data user/applicant - (responsible Senior officer):**  *This must be the person who will sign the agreement (i.e. MOU or contract) with the integrating authority* |
| Name: |
| Position: |
| Organisation: |
| Postal address: |
| T:  M:  E: |
| **2.1 Data user/applicant - (project contact):**  *This should be the person to be contacted for inquiries regarding this project* |
| Name: |
| Position: |
| Organisation: |
| Postal address: |
| T:  M:  E: |
| **2.2 Co-researchers**  *Only the co-researcher(s) named on this project proposal can have access to the data, providing they have signed appropriate undertakings and confidentiality agreements, according to data custodian requirements.*  *(complete separate details for each co-researcher)* |
| Name: |
| Organisation: |
| T:  M:  E: |

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| **3. Project Summary and Details:** |
| **3.1 Project description**   * *Include a brief summary of background information, research design and proposed methods.* |
|  |
| **3.2 Objectives**   * *Objectives of the project* |
|  |
| **3.3 Project Outputs:**   * *Expected public benefits* * *How is it planned to disseminate/publish the results of the project?* |
|  |
| **3.4 Data Access**   * *Does the project require access to identified data?  If yes, has informed consent been given to use the data for this purpose.* * *Provide justification, if applicable, for the use of identified data for this project* |
|  |
| **3.5 Anticipated completion date:**   * *If the project is non-ongoing, please supply the expected project completion date (that is the date that the integration dataset is due for destruction, once the approved purpose of the project has been met).* * *If the project is ongoing and retention of the integrated dataset is required, please provide the reason you are seeking to retain the dataset and the date the project is subject to review .* |
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| **4. Datasets and Data custodians** | | |
| * *Applicant to complete specification of the data items required for the study (in consultation with the data custodians as necessary).* * Please copy and complete this table for each dataset, appending as many rows as required | | |
| **Datasets and Data custodian(s) contact details** | | |
| Dataset name: | | |
|  | | |
| Data custodian name and contact details: | | |
| Name: | | |
| Position: | | |
| Organisation: | | |
| Postal address: | | |
| T:  M:  E: | | |
| **Data Items required for the project** | | |
| Period of data | From | To |
| Data ItemC:\Users\wicktr\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\T0EEEO6F\MC900442164[1].png e.g. age | Filter C:\Users\wicktr\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\T0EEEO6F\MC900442164[1].png e.g. only those 50 years and over | Comment C:\Users\wicktr\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\T0EEEO6F\MC900442164[1].png e.g. age in 5 year ranges |
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| **4.1. Do you have a preferred integrating authority or data linkage unit for this project?**   * *If yes, please specify your preference. Note that the final decision on which integrating authority to appoint rests with the data custodians.* | | |
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**This proposal may now be submitted to the data custodians for in principle approval**

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| ***Part B:***  ***Data custodians (or their authorised representative) complete Part B of this form to confirm in-principle approval. The following checklist summarises the main considerations of data custodians to give approval in-principle.[[3]](#footnote-3)*** | | | |
| **Checklist for the data custodian(s) prior to agreeing in-principle**  **to proceed with the data integration project:** | | | |
| * ***Ensure that the project is in scope and that the project is in the public interest*** * ***Ensure there is authority to release the data for the purpose of the specified project:***   + does legislation allow the release of the data to the integrating authority?   + has consent been given by data providers?   + is a privacy impact assessment or public interest determination needed? * ***Complete a risk assessment for the project using the Risk Framework***   + the risk assessment will determine whether or not the integrating authority needs to be accredited * Risk Assessment Guidelines (December 2013) http://www.nss.gov.au/nss/home.NSF/pages/Data+integration+projects+%E2%80%93+how+to+determine+the+risk+level?opendocument   ***The in-principle approval, together with the risk assessment and the project proposal, should be signed off by each data custodian in accordance with departmental delegations for the approval of projects or the release of data for research purposes.*** | | | |
|  | | | |
| **5. Project Authorisation** | | | |
| **5.1 Does this project require ethics committee approval?**   * *The data user and data custodians to identify and agree on required ethics committee approvals* * *The data user is responsible for preparing and submitting the forms for ethics committee approval in consultation with the nominated integrating authority.* | | | |
| * **No** * **Yes** | | | |
| *If yes, list the committees that will need to approve this project* | | | |
|  | | | |
| **5.2 Does this project require a Public Interest Determination?**   * *If one of the datasets is not health related, it may be necessary for the Privacy Commissioner to make a Public Interest Determination. The Privacy Commissioner must give a determination if the project purpose would otherwise constitute a breach of an Australian Privacy Principle.* * *The data custodian is responsible for seeking a public interest determination.* | | | |
| * **No** * **Yes** | | | |
| **5.3 Legislation**  *Please list any legislation or regulations that apply to this project. If additional approvals and/or exemptions are required, please provide evidence with this application. (append additional rows as required)* | | | |
| **Legislation / regulation name** | | | **Evidence of exemption/approval attached**  **(yes/no)** |
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| **6. Special conditions applied by data custodians**  *Data custodians should list any conditions applying to their in principle approval of the project and subsequent release of data for the purpose of the project if applicable. (e.g. data custodians may require a draft copy of the final reports within a specified time before the researcher publishes to ensure that privacy and confidentiality has not been compromised and that there is no error in interpretation and use of the data).* | | | | |
| Data Custodian | Condition | | | |
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| **In-principle approval (data custodians to sign)** | | | | |
| The data custodian(s) requested to provide data for this project **agree in-principle** to engage and proceed in this data integration project on the proviso that all satisfactory approvals are obtained and special conditions detailed in Section 6 are met. | | | | |
| The agreed integrating authority for this project is:………………………………………………………………….. | | | | |
| ***Insert row cells for each data custodian as required*** | | | | |
| **Data custodian or their Delegate :**  Name……………………………………………………………………..  Position.....................................................................  Organisation………………………………………………………………  **Witness name**  **Date** | | Signature  Signature | | |
| **Data custodian or their Delegate :**  Name……………………………………………………………………..  Position.....................................................................  Organisation………………………………………………………………  **Witness name**  **Date** | | Signature  Signature | | |

1. Further information about the project proposal and the approval process through to final approval, including the roles of data custodians, integrating authorities and data users is available in the *Guide to the Governance and Institutional Arrangements for Data Integration Involving Commonwealth Data for Statistical and Research Purposes*. [↑](#footnote-ref-1)
2. Project agreements may take the form of a contract, Memorandum of Understanding or other arrangement as appropriate for the parties concerned. [↑](#footnote-ref-2)
3. Further information is available within *A Guide for Data Integration Projects Involving Commonwealth Data for Statistical and Research Purposes*. [↑](#footnote-ref-3)