

# **Manual for the Access to and Use of FaHCSIA Longitudinal Survey Datasets**

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## 1. About this Manual

You should read this Manual if you are considering entering into an agreement with the Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA) for access to any of the HILDA (Household, Income and Labour Dynamics in Australia), LSAC (Longitudinal Study of Australian Children) and LSIC (Longitudinal Study of Indigenous Children) datasets ('the datasets'). It provides information about FaHCSIA's licensing arrangements for the datasets and details about your roles and responsibilities under those arrangements.

For general information about the datasets, refer to the HILDA, LSAC and LSIC websites at <http://www.melbourneinstitute.com/hilda/>, <http://www.aifs.gov.au/growingup/> and <http://www.fahcsia.gov.au/lxic> respectively.

## 2. Licensing Arrangements

There are three streams of licensing arrangements for FaHCSIA's HILDA, LSAC and LSIC datasets:

- i) organisational licences;
- ii) individual licences; and
- iii) Memoranda of Understanding.

### Organisational Licence

Under these arrangements, users will have access to the datasets supported by the organisation with which they are affiliated. The organisation will sign an Organisational Deed of Licence undertaking responsibility for access management of the datasets and other provisions (such as indemnity) which generally rest with an organisation rather than an individual. Under the Organisational Deed of Licence, three groups of people have roles and responsibilities:

1. Organisation
2. Data Manager
3. Authorised Users

Authorised Users also have roles and responsibilities under the Deed of Confidentiality that they are required to sign before being given access to the datasets. Each person with responsibility for the datasets must understand their own roles and responsibilities and how their own responsibilities fit in with those of the other data users in their organisation.

The Deed of Confidentiality must be witnessed by the Data Manager.

A flat fee of \$330 (GST inclusive) is charged for each survey for each release of data. The fee for HILDA, LSAC and LSIC applies to both Australian and overseas organisations. Note that GST is not applicable to overseas organisations. The fee is paid to the relevant Survey Contract Manager and will be charged to the organisation when the first application for any of the datasets from that survey is approved by FaHCSIA. Once paid, the fee covers all datasets (except for HILDA-CNEF) from that survey as agreed in the Organisational Deed of Licence sent to the organisation for that release of the data.

Users from an organisation with an Organisational Deed of Licence will only be able to gain access to the datasets through the organisational licensing arrangements. That is, if an applicant's place of employment already has an Organisational Deed of Licence, the applicant will NOT be given access to the data through a separate Individual Deed of Licence.

For a full description of their roles and responsibilities, users with access to the datasets under organisational licensing arrangements should read Sections 4, 5 and 6 of this Manual.

### Individual Licences

There may be some users whose organisation does not wish to sign an Organisational Deed of Licence. In such cases, applicants may gain access to the datasets by signing an Individual Deed of Licence. In effect, FaHCSIA will

take on the role of the Data Manager for these users in terms of receiving notification of changes and answering questions about the terms and conditions of the deed. Individual users are responsible for making sure they understand the terms and conditions set out in the deed. Individual users will need to apply for and sign an Individual Deed of Licence for each dataset they require as well as paying the costs for each (\$77 including GST for Australian users and AUD\$121 for overseas users). The security and privacy requirements are the same as those under the organisational licensing arrangements.

If the organisation of an Authorised User with an Individual Licence subsequently signs an Organisational Deed of Licence, the Authorised User will be asked if they would like to sign a Deed of Confidentiality under the Organisational Deed of Licence to replace their Individual Licence. While there is no obligation or requirement for them to do so, they will have to sign a Deed of Confidentiality for any subsequent releases of the dataset to which they wish to have access. In signing a Deed of Confidentiality, a user agrees to the Deed of Confidentiality and the terms and conditions therein superseding all previous deeds providing them with access to HILDA, LSAC or LSIC.

Copies of the Individual Deeds of Licence and application forms are available on the HILDA, LSAC and LSIC websites.

For a full description of their roles and responsibilities individual users should read Section 6 of this Manual.

### **Memorandum of Understanding (MOU) (Commonwealth of Australia)**

A Memorandum of Understanding is only available for Commonwealth Government departments and agencies that are subject to the *Financial Management and Accountability Act 1997* and are therefore unable to enter into a legally binding agreement with FaHCSIA. Any Commonwealth agency, authority or other entity that is capable of contracting with the Commonwealth will be required to sign an Organisational Deed of Licence.

Under an MOU arrangement, users will have access to the datasets supported by the Department with which they are affiliated. The Department will sign a MOU undertaking responsibility for access management of the datasets and other provisions which generally rest with a organisation rather than an individual. Under the MOU, three groups of people have roles and responsibilities:

1. Department
2. Data Manager
3. Authorised Users

Authorised Users also have roles and responsibilities under the Deed of Confidentiality that they are required to sign before being given access to the datasets. Each person with responsibility for the datasets must understand their own roles and responsibilities and how their own responsibilities fit in with those of the other data users in their organisation.

The Deed of Confidentiality must be witnessed by the Data Manager.

A flat fee of \$330 (GST inclusive) is charged for each survey for each release of data. The fee for HILDA, LSAC and LSIC applies to Australian Commonwealth, agencies. The fee is paid to the relevant Survey Contract Manager and will be charged to the organisation when the first application for any of the datasets from that survey is approved by FaHCSIA. Once paid, the fee covers all datasets (except for HILDA-CNEF) from that survey as agreed in the MOU sent to the organisation for that release of the data.

Users from a Department with a MOU will only be able to gain access to the datasets through the Departmental MOU arrangements. That is, if an applicant's place of employment already has a MOU, the applicant will NOT be given access to the data through a separate Individual Deed of Licence.

For a full description of their roles and responsibilities, users with access to the datasets under organisational licensing arrangements should read Sections 4, 5 and 6 of this Manual.

### 3. Who is Eligible for Access to the Datasets?

Access to the datasets is at the discretion of the Longitudinal Surveys Business Owner, a position held by the Branch Manager of the Research and Analysis Branch in the Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA). The majority of users of the datasets are Australian academics, post-graduate students and employees of government agencies. Aboriginal and Torres Strait Islander organisations and people are encouraged to apply for access to LSIC.

Following is a list of the types of users who may be considered for access to HILDA, LSAC and LSIC.

#### Users in Australia

- Academics at an Australian University, Institute of Technology or TAFE;
- Researchers or research assistants, attached to an Australian University, Institute of Technology or TAFE. *Note: In the case of research assistants FaHCSIA reserves the right to require a senior research officer working on the same research project to also have access to the same or higher level dataset. This is required in the case of students working as a research assistant. If FaHCSIA has any questions about your position, they will contact you directly;*
- Australian Honours\*, Masters and PhD students at an Australian University, Institute of Technology or TAFE. *Note: Both the student and their supervisor must apply for access to the dataset independently and must be from the same institution. Supervisors must have independent access to the same or higher level dataset for which the student is applying;*
- Employees of an Australian Commonwealth agency; (including FaHCSIA);
- Employees of an Australian State/Territory agency;
- Researchers from community based organisations;
- Researchers within statutory bodies whose primary business is research;
- Individuals within other statutory bodies. *Note that this category of applications will be granted access on a case-by-case basis.*

\* Australian Honours students will only be given access to the data under organisational licensing arrangements.

Other Australian users whose prime business is research may be given access to the datasets if it is to be used for non-profit purposes. Applications for the datasets will be considered on a case-by-case basis.

#### Overseas Users

Overseas users may apply for only the General Release datasets either through organisational or individual licensing arrangements if they fit into one of the following categories.

- Academics at an overseas university.
- PhD students at an overseas university\*. *Note that both the student and the supervisor must apply for access to the same dataset independently and both must be located at the same university.*
- Researchers at overseas government agencies who intend to use the data

- for research purposes.
- Overseas researchers who work at a private institution whose primary business is research and who intend to use the data for research purposes.
- \* Applications from overseas Honours and Masters Students may also be considered for access to the data but only under organisational licensing arrangements.

Other overseas users whose prime business is research may be given access to the datasets if it is to be used for non-profit purposes. Applications for the datasets will be considered on a case-by-case basis.

## 4. Roles and Responsibilities of the Organisation

The Organisational Deed of Licence or MOU is signed by the Organisational Delegate. The Organisational Delegate will be a person in a senior position within the organisation who has the delegation to commit the organisation to the terms and conditions in the Organisational Deed of Licence or MOU. In particular, for the Organisational Deed of licence these include but are not limited to, indemnity and intellectual property provisions and in the case of the MOU provisions relating to reimbursement of costs and management of intellectual property. For the purpose of these arrangements, and with agreement from FaHCSIA, organisational licensing arrangements may be entered into with a subdivision of an organisation where the organisation as a whole does not wish to enter into an agreement. This may result in one organisation having several organisational licensing agreements. For example, individual schools or faculties may sign organisational licences rather than the university as a whole. The Organisational Delegate agrees that the organisation will:

- Accept responsibility for any other HILDA, LSAC or LSIC datasets to which an Authorised User has previously been given access under an individual deed when that Authorised User is granted access to one of the Datasets under organisational licensing arrangements. The terms and conditions of any and all individual deeds previously signed by an Authorised User will be superseded by the Organisational Deed of Licence, MOU and the Deed of Confidentiality<sup>1</sup>;
- Provide an officer to undertake the duties of Data Manager as specified in the Organisational Deed of Licence or MOU;
- Permit the Data Manager to witness the Deed of Confidentiality on behalf of the organisation;
- Within the security measures of the Organisation, permit FaHCSIA access to areas within the organisation in which the Datasets are used;
- Notify FaHCSIA if the roles of Organisational Delegate or Data Manager pass to a different person;
- Indemnify or reimburse FaHCSIA from cost or liability incurred by FaHCSIA as a result of actions by users within the organisation regardless of whether those users are Authorised Users or not;
- Acknowledge the Commonwealth as the owners of the intellectual property in the dataset;
- Where the organisation owns the intellectual property in the research material of its staff, permit those staff to provide FaHCSIA with research material that uses the datasets; and
- Take responsibility for ensuring that all terms and conditions in the Organisational Deed of Licence or MOU are complied with for as long as the organisation retains the datasets including taking steps to rectify any security breaches by users within the organisation.

In effect, by signing an Organisational Deed of Licence or MOU, the organisation agrees to sponsor individual users within the organisation to be given access to the datasets. Users within an organisation that has signed an Organisational Deed of Licence or MOU will only be able to gain access to the dataset with the sponsorship of the organisation.

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<sup>1</sup> The organisation will not be responsible for users within the organisation who have access to previous versions of the HILDA, LSAC or LSIC datasets under individual licences but who have not applied for a dataset under the Organisational Deed of Licence.

## 5. Roles and Responsibilities of the Data Manager

The Data Manager is responsible for ensuring that each user from the organisation uses the dataset responsibly and follows the guidelines provided. The Data Manager is preferably a disinterested party who does not require the datasets for research purposes. If the Data Manager does require the data for research purposes, they must complete the relevant Deed of Confidentiality. The Data Manager has the following responsibilities:

- a) Witness Individual Deeds of Confidentiality for people who are employed or enrolled with the organisation;
- b) Discuss and ensure that the users in the organisation understand privacy requirements for use of this data;
- c) Ensure that users are able to meet the security requirements and will comply with them;
- d) Coordinate the provision of the datasets to Authorised Users;
- e) Not provide the data to unauthorised persons;
- f) Monitor users to ensure that they follow the security requirements;
- g) Coordinate access to organisational premises and records for auditing purposes by FaHCSIA or their nominated representative;
- h) Provide FaHCSIA with current information about Authorised Users relevant to the use of the datasets;
- i) Return all copies of the datasets when requested by FaHCSIA or when no longer required, or provide written confirmation that all copies have been destroyed;
- j) Provide FaHCSIA copies of research material as required by the Organisational Deed of Licence or MOU;
- k) Maintain a register of all Authorised Users; and
- l) Retain copies of the datasets which are of importance to the organisation.

Each of these responsibilities is discussed in more detail below.

Additionally, the Data Manager will arrange for the organisation's payment of the datasets for each of the surveys with the first application for a dataset from each survey.

If the Data Manager is on leave, the Organisational Delegate may nominate a substitute person to fill the role. The Organisational Delegate will need to send an email to [longitudinalsurveys@fahcsia.gov.au](mailto:longitudinalsurveys@fahcsia.gov.au) stating the name of the person to undertake the role of Data Manager and the duration of the period that they will be filling the role. The permanent Data Manager will need to ensure that the person taking on the role during their absence fully understands the responsibilities of the role.

### **a) Witnessing Deeds of Confidentiality**

A Deed of Confidentiality will not be approved by FaHCSIA unless it is witnessed by the Organisational Delegate or the Data Manager of the organisation with which the applicant is affiliated.

The application should only be witnessed if the person witnessing on behalf of the organisation can confirm the relationship between the applicant and the

organisation and the Data Manager has discussed privacy and security requirements with the applicant.

Data Managers should also check that the deed has been completed correctly.

## **b) Discussing privacy requirements**

Before witnessing a Deed of Confidentiality the Data Manager must discuss the privacy requirements with the applicant to ensure that the applicant understands them fully and is prepared to abide by them. If the Data Manager believes that the applicant will not abide by the privacy requirements, they should not witness the application.

Under the privacy requirements, users must not:

- publish in any form any of the unit record data;
- show or in any way make available the unit record data to anybody other than specific Authorised Users of the dataset (refer to matrix under Section 6 Roles and Responsibilities of Authorised Users part C for details about which Authorised Users may share access to the data.);
- make any attempt to identify any of the respondents in the dataset;
- make any attempt to verify identity of respondents if spontaneous recognition (the recognition and potential identification of an individual or household due to the existence of an unusual set of characteristics) occurs;
- inform anybody else about a potential recognition;
- match, merge, link or in any other way join the datasets with any other dataset without prior written approval from FaHCSIA (this involves the joining of two or more datasets in order to obtain more information about an individual than is otherwise available in one dataset);

If using the Unconfidentialised dataset:

- the geographic level of detail which may be reported in published research is limited to State and Territory (e.g. NSW), Major Statistical Region (e.g. Sydney, rest of NSW), Section of State (i.e. major urban, other urban, bounded locality, rural balance and migratory – these are based on population size (only in HILDA)) and Remoteness Area (i.e. major cities, inner regional, outer regional, remote, very remote and migratory – these are based on proximity to a broad range of services). Postcode information available in HILDA and LSAC Unconfidentialised datasets must not be reported on.

## **c) Security Requirements**

The Data Manager must make sure that all applicants and users understand and abide by the security requirements listed in the Organisational Deed of Licence or MOU, the appropriate Deed of Confidentiality and in Appendix E of this Manual. If the Data Manager believes that an applicant will not or can not abide by the security requirements, they should not witness that applicant's Deed of Confidentiality.

#### **d) Coordinating provision of datasets**

Data Managers will be sent a copy of the datasets once there has been an approved application for that particular dataset from the organisation. These are the master copies from which the Data Manager may have uploaded secure server or make copies of the dataset to provide to Authorised Users within the organisation. Datasets must be kept secure at all times in accordance with the security requirements in the Manual.

Datasets may only be provided to Authorised Users. Authorised Users are those who have received written approval from FaHCSIA to use a dataset. Authorised Users may only receive the datasets for which they have been given specific permission.

The preferred method of providing datasets to Authorised Users is access through a secure password-protected server. Access to the General Release and Unconfidentialised Datasets may be through a secure password-protected server. The Data Manager may retain the discs containing the General Release and Unconfidentialised Datasets.

If it is not possible to provide the datasets via a password-protected server, users may be provided with a copy of the Datasets on a CD ROMs/DVDs. The cover of the CD ROM/DVD as well as each disc must be clearly labelled with the name of the dataset, the name of the Authorised User to whom it has been issued, the name of the organisation and a serial number for tracking purposes. These details must be recorded in the register kept by the Data Manager.

All CD ROMs/DVDs containing copies of the dataset must be handed to the Authorised User in person and signed for by them. CD ROMs/DVDs must only be kept and used only at the organisation's premises except where prior written approval has been given by FaHCSIA.

There must be an effective means of limiting entry during both operational and non-operational hours to rooms or buildings in which the Datasets are used or stored. If possible and where practical, the room must be locked when an Authorised User is not there.

In order to gain access to the datasets on the CD ROM / DVDs sent to the organisation, Data Managers will need a password. This will be sent by the Survey Contract Manager. Data Managers will need to provide this to users who access the datasets via CD ROM / DVD. Access via a server will be through a password created by the organisation.

#### **e) Not Providing Data to Unauthorised Persons**

The datasets must only be provided to people who have been given written approval by FaHCSIA to have access to the datasets. Users must apply for each dataset to which they want access.

Datasets may only be provided through the Data Manager and may not be passed on through other users.

## **f) Monitoring Users**

FaHCSIA and its agents conduct random audits of users to ensure that the security arrangements for the datasets are being complied with. If widespread breaches in security are found within an organisation, their Organisational Deed of Licence or MOU may be terminated which will result in loss of access to the datasets to all users in the organisation. It is in the best interest of the organisations to ensure that the security requirements are adhered to at all times by all users.

The Data Manager will be contacted about any audits to be conducted within an organisation. The record of users kept by the Data Manager for tracking purposes may also be audited.

In undertaking any such audits, FaHCSIA or its agent will abide by the security requirements of the organisation and only require access to records or premises relating to the use of the datasets.

## **g) Providing Access to Organisational Premises**

Where FaHCSIA requests access to the organisation's premises or documents relating to the use of the datasets on the organisation's premises and by the organisation's Authorised Users, the Data Manager will facilitate and assist FaHCSIA staff or their agents with this.

## **h) Providing Current Information about Users**

The Data Manager must inform FaHCSIA of any changes to the details about the Authorised Users within the organisation including contact details, completion of research, departure from the organisation and security breaches. Users are required to contact their Data Manager to report such circumstances. The Data Manager will then need to update their records and pass on this information to FaHCSIA. In some circumstances, Authorised Users will need written approval from FaHCSIA if they wish to use or retain the dataset in changed circumstances, such as for changes in the topic of research.

## **i) Returning Copies of Datasets**

If the organisation proposes to cease using the datasets, or if they are requested by FaHCSIA to do so, the Data Manager is responsible for deleting copies of the datasets from computer servers and for collecting all copies of the datasets from the users within the organisation and either passing them on to FaHCSIA or destroying them. Alternatively, the Data Manager may request written confirmation from individual users that they have destroyed all copies of the datasets in their possession. The Data Manager must then provide written confirmation to FaHCSIA that all copies of the dataset given out by them have been accounted for and deleted, destroyed or handed over to FaHCSIA.

Authorised Users who wish to retain copies of the datasets will need to contact FaHCSIA prior to the organisation fully relinquishing their responsibilities. Arrangements may then be made for those users to sign Individual Deeds of Licence.

## **j) Providing Research Material to FaHCSIA**

Researchers using the datasets are required to provide FaHCSIA with copies of their research.

Researchers can do this by directly entering the bibliographic details of their research into the FLoSse Research repository at <http://flosse.fahcsia.gov.au> . FaHCSIA's Longitudinal Surveys Electronic (FLoSse) Research repository contains details of research based on FaHCSIA's three longitudinal surveys. The research is not made directly available in FLoSse. Instead, FLoSse provides links or directions on how interested researchers may obtain copies of the research.

FLoSse is publicly available but is primarily for use by Commonwealth agencies to source relevant evidence based research for input into policy development.

Generally, the research based on FaHCSIA's longitudinal datasets is expected to be made publicly available and must not be for commercial purposes.

Sensitive research that is conducted for the purposes of internal administration of Australian Government agencies other than for FaHCSIA or for confidential business purposes for the Australian Government other than for FaHCSIA does not have to be provided to FaHCSIA or entered into FLoSse.

## **k) Maintaining a Register of All Authorised Users**

The Data Manager is required to keep a register of all Authorised Users within the organisation. This will include contact details, application details, details of dataset holdings and a description of the research project. For a list of all required fields please refer to Appendix C.

The register may be kept in any format by the Data Manager as long as the information can be provided as requested by FaHCSIA. Under the Organisational Deed of Licence or MOU, the register must be made available to FaHCSIA if requested.

The Data Manager must provide FaHCSIA with an update of all Authorised Users within the organisation confirming their continued affiliation with the organisation, contact details, the status of dataset holdings, an update of research (i.e. whether finalised or not) and other information in December of each year. This update is required before users at the organisation will be able to have access to new releases of the datasets.

If a user has had a previous release of data from one of the surveys, they agree in signing the Deed of Confidentiality that they will abide by the terms and conditions in the Deed of Confidentiality in relation to all releases of the datasets held by them. Signing a Deed of Confidentiality covers all previously held datasets. The Data Manager must be aware of all dataset releases held by users and record these and apply the same security and reporting measures. This information will need to be recorded in the register.

## **I) Retaining Copies of the Dataset**

For some organisations, it may be necessary to retain earlier releases of the HILDA, LSAC and LSIC data or work containing unit record data once the Authorised User responsible for them has left the organisation. The user must still fully relinquish their responsibilities in such an instance by passing the work containing the unit record data to the Data Manager. The data then becomes the responsibility of the organisation and may be used by another Authorised User in the organisation. The organisation cannot fully relinquish their responsibilities for the data while they retain any unit record data.

## 6. Roles and Responsibilities of Authorised Users

Under the organisational licensing arrangements, an Authorised User is a person who has signed a Deed of Confidentiality and whose application has been supported by an organisation to have access to one or more specific datasets covered by the Organisational Deed of Licence or MOU. The Authorised User agrees to abide by specific roles and responsibilities in the two abovementioned Deeds and further explained in this Manual.

In signing the Deed of Confidentiality to obtain access to a dataset under organisational licensing arrangements, users give FaHCSIA permission to provide the Data Manager with details of all datasets currently held by them and to which access was granted under individual licensing arrangements. This is only for the purpose of Data Managers being able to meet their administrative obligations under the Organisational License.

Users should especially note that under organisational licensing arrangements, all datasets held by them are subject to the latest deed signed by them and the conditions outlined in this Manual as updated from time to time.

An Authorised User may also be a person who has signed an Individual Deed of Licence.

Users may only use the specific datasets for which they have been given written permission by FaHCSIA to use.

If at any time an Authorised User has any questions regarding their use of or access to the dataset, they should refer to this Manual or contact their Data Manager or FaHCSIA. A list of organisations who have signed an Organisational Deed of Licence or MOU and the relevant contact details is available on the HILDA, LSAC and LSIC websites.

### a) Applying for the Datasets

Under the **organisational licensing arrangements**, researchers apply for the datasets by following these steps:

- 1 Read this Manual;
- 2 Contact your Data Manager for a copy of the Deed of Confidentiality and complete deed, referring to Appendix B for additional instructions on completing the deed;
- 3 Discuss your application with the Data Manager of your organisation. If you are applying for LSIC data, you must read Section 8 and the Data Access Protocols in Appendix A and complete the LSIC Standpoint and Data Integrity Statement;
- 4 Have your Data Manager witness your Deed of Confidentiality and forward it to FaHCSIA;
- 5 If your application is approved, both you and your Data Manager will be notified by FaHCSIA;
- 6 Contact your Data Manager to arrange for delivery of the dataset(s).

Note that both the user and the Data Manager will be sent an electronic copy

of their authorised Deed of Confidentiality. This should be retained by the user and may be used as proof of eligibility for access to the dataset.

Applicants may apply for different datasets using the same Deed of Confidentiality, making sure they specify all the datasets they are applying for.

Under the **individual licensing arrangements**, researchers apply for the datasets by following these steps.

1. Read this Manual;
2. Refer to the appropriate website;
3. Print out a copy of the Individual Deeds of Licence for the datasets you wish to apply for referring to Appendix B for additional instructions on completing the deed;
4. Email [longitudinalsurveys@fahcsia.gov.au](mailto:longitudinalsurveys@fahcsia.gov.au) if you have any questions about the Individual Deed of Licence;
5. Complete the Individual Deed(s) of Licence making sure you complete all the highlighted parts. If you are applying for LSIC data, you must read Section 8 and the Data Access Protocols in Appendix A and complete Attachment A of the application form;
6. Forward your Deed of Licence to FaHCSIA (see contact details in Appendix D);
7. If your application is approved, your application will be forwarded to the relevant Survey Management Contractor who will arrange for payment and forward you the dataset.

You will be sent an electronic copy of your authorised Deed of Licence which you should retain and may use as proof as permission from FaHCSIA to use the dataset.

Note that under the individual licensing arrangements you will need to apply for and pay for each dataset separately.

## **b) Security of the Data**

It is the responsibility of users to keep all unit record data secure and to comply with the security requirements listed in the security clause of the deed they signed and in Appendix E of this Manual. Each user should become familiar with the requirements that apply to the datasets in their possession.

Under an Organisational Licence, if any user within the organisation compromises the security of the dataset, the rights of all users within that organisation to use the data may be revoked. The Data Manager will monitor each individual within the organisation using the dataset to ensure that they are using the dataset responsibly.

While aiming to be responsive to users' needs, FaHCSIA must also ensure a high level of security and privacy protocols are adhered to in order to protect the privacy of the respondents. Because longitudinal datasets increase the risk of identification of respondents, any breach of confidentiality will undermine the trust of respondents and will affect their willingness to participate in the survey.

Users should note that random audits are conducted to check the compliance of

the use of the datasets both at the organisational and individual level.

### **c) Protecting the Identity of the Respondents**

Despite obvious means of identification such as names and addresses being removed and other variables in the datasets being modified, there may still be some cases of spontaneous recognition. This is the recognition and potential identification of an individual or household in the unit record data by users due to the existence of unusual characteristics. The possibility of this occurring is decreased by reducing the detail available and modifying certain items in the data.

In the unlikely event of a respondent being identified, a user must not disclose the identity of the respondent as this would violate the trust that respondents place in FaHCSIA when they agree to participate in longitudinal surveys. Trust is a key factor in maintaining the high quality of data both now and in the future. If spontaneous recognition occurs, users must not seek to confirm the identity of the individual or household, nor inform or attempt to inform anybody else of a potential recognition.

Users must not perform any matching, sharing, merging or linkage of any of FaHCSIA's longitudinal datasets with any other datasets without the prior written consent from FaHCSIA, as this increases the possibility of individual respondents being identified. Matching, sharing, merging or linking involves joining in any way two or more datasets either specifically to identify individuals or to increase the amount of information known about each respondent.

### **d) Where You May Use the Dataset**

The preferred method of access to the datasets is through a password-protected server. The datasets may be accessed on organisational premises or remotely if the dataset is provided via an appropriate server. Other security requirements must be met regardless of the physical location in which the data is used.

For users whose organisation cannot provide access via a secure server, the Data Manager will provide a copy of the dataset on CD ROM or DVD that is to be kept and may only be used on the organisation's premises. Each disc will be labelled with your name and a unique number for tracking purposes and will be the responsibility of the Authorised User to whom it was given.

Users with an Individual Deed of Licence will be sent the data by the relevant Survey Management Contractor. The data may only be kept and used on the premises of the organisation listed on the Authorised User's Deed of Licence.

Transporting copies of the datasets from one place to another should be kept to a minimum and may only be transported by the Data Manager, or the Authorised User responsible for that copy of the data.

If you need to move the dataset to a location outside your organisation, you must seek prior written approval from FaHCSIA. This applies whether the dataset is on a CD, DVD, USB drive, a removable hard drive or laptop computer.

Distance education students will only be able to use the dataset if they have remote access through a password-protected server.

The HILDA-CNEF and the HILDA Training Datasets are the only datasets that may be used on CD ROM / DVD on non-organisational premises. This is due to the lesser confidential nature of the datasets. (See Section 8 Specialist Datasets for more information about the use of these datasets.)

All users should note the other security requirements that must be applied regardless of location.

### e) Sharing the Data with Others

Authorised Users may only share the unit record data with another person if that person is an Authorised User of the same dataset or is authorised to use a later release of the same dataset and/or one with a higher level of confidentiality. The table below shows who you are permitted to show the unit record data to.

Assume User A is showing the dataset to User B. User A is allowed to show User B datasets where there is a “Yes” in the box. This only applies when both users have different releases of the same survey (e.g. both users have a HILDA dataset).

			User A			
			CNEF*	Training*	General	In-Conf
User B	Any Previous Release	CNEF*	No	No	No	No
		General	No	No	No	No
		In-Conf	No	No	No	No
	Same Release	CNEF*	Yes	No	No	No
		Training*	No	Yes	No	No
		General	Yes	Yes	Yes	No
		In-Conf	Yes	Yes	Yes	Yes
	Any Later Release	CNEF*	Yes	No	No	No
		General	Yes	Yes	Yes	No
		In-Conf	Yes	Yes	Yes	Yes

\*Only applies to HILDA

Note that there are three releases of the Training Dataset. One includes data from waves one to three of HILDA, one includes waves one to five of HILDA and the latest includes data from waves one to seven. The Training Datasets should be considered to be the same as Release 3, Release 5 or Release 7 of HILDA respectively.

Users of the Beta Dataset must not show the unit record data to anyone who is not an Authorised User of the same release Beta Dataset. Access to the Beta Dataset is for a limited period only and the termination date is specified on the Deed of Confidentiality (See Section 8 Specialist Datasets for more information).

Before sharing access with another person or even showing un-aggregated unit record data to another person, an Authorised User must check with the Data Manager that the individual is authorised to use the dataset. Alternatively, the user can request to see the other person’s FaHCSIA signed Deed of Confidentiality or Individual Deed of Licence. Authorised Users must not show or

share data with individuals who have not been approved by FaHCSIA to use the data.

Under no circumstances should users create another copy of the complete dataset for another person, even if that person is an Authorised User. If an Authorised User requires another copy of the dataset, they must contact their Data Manager or FaHCSIA.

It is permitted to show aggregated data to non-Authorised Users.

#### **f) Acknowledging Data Ownership**

The Commonwealth owns all intellectual property rights in the data. Under the deeds and MOU, both Organisations and researchers have agreed to acknowledge FaHCSIA and the relevant Survey Contract Managers in all their research material.

If you have used **HILDA** data in your research, you must include the following paragraph or a similar paragraph that has been approved in writing by FaHCSIA:

‘This paper uses unit record data from the Household, Income and Labour Dynamics in Australia (HILDA) Survey. The HILDA Project was initiated and is funded by the Australian Government Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA) and is managed by the Melbourne Institute of Applied Economic and Social Research (Melbourne Institute). The findings and views reported in this paper, however, are those of the author and should not be attributed to either FaHCSIA or the Melbourne Institute.’

If you have used **LSAC** data in your research, you must include the following paragraph or a similar paragraph that has been approved in writing by FaHCSIA:

This paper uses unit record data from Growing Up in Australia, the Longitudinal Study of Australian Children. The study is conducted in partnership between the Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA), the Australian Institute of Family Studies (AIFS) and the Australian Bureau of Statistics (ABS). The findings and views reported in this paper are those of the author and should not be attributed to FaHCSIA, AIFS or the ABS.

If you have used **LSIC** data in your research, you must include the following paragraph or a similar paragraph that has been approved in writing by FaHCSIA:

‘This paper uses unit record data from the Longitudinal Study of Indigenous Children (LSIC). LSIC was initiated and is funded and managed by the Australian Government Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA). The findings and views reported in this paper, however, are those of the author and should not be attributed to FaHCSIA or the Indigenous people and their communities involved in the study.’

If you use data from more than one of the surveys, relevant acknowledgements must be included either separately or in a combined version.

Note that the word 'paper' may be changed to better describe the research. If you wish to use other different wording, you must seek prior written approval from FaHCSIA.

If the wording given in this Manual differs from the wording included in the Deed of Licence, MOU or Deed of Confidentiality signed by the user, the wording in the Manual should be taken to supersede the wording in the deed if this version of the Manual is current from a date later than the date the deed was signed.

### **g) Additional Requirements for the Use of the Data**

Users of the Datasets must abide by the following additional requirements:

- Under no circumstances may the unit record data, either wholly or partially, be published or in any way shared with anyone who is not an Authorised User. Users may share or publish aggregated data.
- If you wish to conduct research on a different topic once you have already been given permission to have access to the dataset, you must request further permission from FaHCSIA before commencing a different research topic. This may be done by email and you should receive an answer within 5 working days. The data may only be used for the research topics for which FaHCSIA has given prior written approval.
- The geographic level of detail which may be reported on in published research is limited to State and Territory (e.g. NSW), Major Statistical Region (e.g. Sydney, rest of NSW), Section of State (i.e. major urban, other urban, bounded locality, rural balance and migratory – these are based on population size) and Remoteness Area (i.e. major cities, inner regional, outer regional, remote, very remote and migratory – these are based on proximity to a broad range of services). Note that postcode information available in the HILDA and LSAC Unconfidentialised datasets must not be reported on.
- Due to the cultural aspects associated with using the LSIC data, applicants for this dataset, whether applying under organisational or individual licensing arrangements, are required to provide additional information when putting forward their research applications. More information about this is included in Section 8 and Appendix A of this Manual.

### **h) Keeping Contact Details Current**

Data users must ensure that they inform the Data Manager of any changes to their contact details. This includes changes to phone numbers, address, email address and/or changes of employer.

Users with an Individual Deed of Licence must inform FaHCSIA of any changes.

### **i) Notification Requirements**

You must notify your Data Manager in any of the following situations:

- If there are any changes to your contact details;
- You intend to cease affiliation with the organisation;
- You lose the dataset;
- You become aware of a breach of security either by yourself or others;
- You complete your research;
- You have any questions about your responsibilities in relation to the dataset;
- You wish to apply for another dataset;
- You wish to relinquish responsibility for a dataset.

You must contact FaHCSIA, either directly or through your Data Manager, in the following situations:

- You want to request permission to match, merge or link a FaHCSIA longitudinal dataset with another dataset;
- You want to request permission to report data at a more detailed geographic level than is permitted by the Deed of Confidentiality;
- You want to request permission to use a FaHCSIA longitudinal dataset for a different research topic;
- You believe that the Data Manager is not acting according to the requirements set out in this Manual;

Users with Individual Deeds of Licence should report directly to FaHCSIA in any of the above circumstances.

#### **j) Providing Research Material to FaHCSIA**

The longitudinal datasets are funded by the Commonwealth so that research resulting from them may be used as part of the evidence base for policy development. FaHCSIA will not grant access to the datasets if the resulting research is intended for commercial purposes. While there is no requirement to make your research publicly available through publication, either in print or on the web, there is a requirement for Commonwealth agencies to be able to have access to it. All bibliographic details, including a description of the research, as well as details about how to get access to the research must be provided on FLoSse Research.

FLoSse Research is a website-based repository containing bibliographic details of all research based on FaHCSIA's longitudinal surveys. It is publicly available and is searchable using a number of search parameters including author, title, keyword and subject.

Rather than providing your research directly to FaHCSIA as was previously required, all users of the datasets must upload the bibliographic details of their finalised research into FLoSse Research. The website address is <http://flosse.fahcsia.gov.au>

In order to enter details of your research, select the 'deposit' button on the home page or along the top of any page throughout the site. When you sign in for the first time, you will need to register. This information is used to send automatically generated e-mails from the system. FaHCSIA does not keep this information. This registration also allows you to request and receive updates about new items or collections. You do not need to log on if you only wish to search for research.

Once you have logged on, you will be asked to select a 'collection'. The collections in FLoSse are equivalent to the type of research i.e. journal article, book chapter etc. The subsequent fields requested are specific to that particular collection.

Once you submit your entry, FaHCSIA will be notified there is an entry waiting approval. This is to ensure only legitimate material is included in the repository. In addition, FaHCSIA staff will assign subjects. The list of subjects broadly reflects FaHCSIA and Commonwealth priorities.

You may find from a search that some of your research is already in FLoSse Research. Some details already available on the Melbourne Institute and AIFS website were added by FaHCSIA to provide an initial population of items in the site. If you have existing entries, please check that these are correct and notify us of any mistakes or anything you wish to have changed, added or deleted. While you can enter details yourself in a new entry, you are not able to change details in an existing entry.

You will note that, primarily for potential copyright breaches, abstracts have not been included in the entries made by FaHCSIA. However, abstracts make the entries more useful for searchers. We would appreciate it if you could provide us via e-mail with abstracts for any of your research already existing on the site.

If you have research that is not included on the site, please input the details. FaHCSIA will continue to add past research so please check first.

If your research is not available through specified means, i.e. published in a journal, book or on a website, you will need to include details about how interested searchers may be able to get access to your research.

If you have any questions or would like to make any changes to any of the entries, click on "Contact Us" and send us an e-mail on [flosse@fahcsia.gov.au](mailto:flosse@fahcsia.gov.au)

This inbox is only for mail in regards to FLoSse Research. Any enquiries about deeds or access to the datasets should continue to be sent to [longitudinalsurveys@fahcsia.gov.au](mailto:longitudinalsurveys@fahcsia.gov.au)

The Commonwealth will own the copyright in the Datasets but will not own the copyright on the research material based on the datasets. If FaHCSIA or another Commonwealth Agency wishes to incorporate the researcher's material in documents to be made publicly available, permission will be sought from the owner of the intellectual property in accordance with Australian copyright laws.

When uploading research material into FLoSse, please indicate who the owner of the intellectual property is so that the owner may be contacted in respect of permission to use the material.

If a third party is to own the intellectual property rights in material to be created using HILDA, LSAC or LSIC, the Authorised User must provide written confirmation that the owner is aware of, and agrees to, the Authorised User's obligations to publicise the existence of the research under the deeds before FaHCSIA will give permission to the Authorised User to have access to the data.

Sensitive research that is conducted for the purposes of internal administration

of Australian Government agencies or for confidential business purposes for the Australian Government does not have to be uploaded into FLoSse.

### **k) Termination Dates**

All overseas users on individual licences and Australian users of the Datasets on individual licences may retain the Dataset(s) for a maximum of three years. These applicants are asked to nominate a termination date to coincide with the expected date of completion of their research up to a maximum of three years from the date of application. By the nominated termination date, these users must destroy the data in accordance with the requirements set out in the Manual. Users who require the data beyond the three years may apply to FaHCSIA in writing prior to the termination date requesting permission to retain the data for an additional specified length of time. Permission is at FaHCSIA's discretion.

### **l) Relinquishing Your Responsibilities for the Dataset**

In order to fully relinquish responsibilities for the dataset, users must destroy all copies of the unit record data and confirm this by email to the Data Manager. Users must physically destroy all CDs containing the dataset by breaking each of them into four pieces, cancelling access to password-protected servers and destroying all paper copies of unit record data using a crosscut shredder. Until this is done, users are legally responsible for the datasets they hold.

If a user ceases to be employed by or enrolled at an organisation, they must fully relinquish their responsibilities for the dataset before they leave the organisation. If they wish to continue using the dataset at their new place of employment, they will need to reapply for access to the dataset under the sponsorship of their new organisation, or as an individual if the organisation they are moving to has not signed an Organisational Deed of Licence or MOU.

If the organisation needs to retain a copy of the dataset in your possession or research that contains unit record data from the dataset, responsibility for it may be transferred to the Data Manager.

Users with an individual deed of licence wishing to use the dataset in a new workplace should contact FaHCSIA before they leave their current organisation.

## **7. Additional Roles and Responsibilities of Supervisors**

Students will only be given access to the datasets if their supervisors have access to the same or a more highly confidentialised dataset of the same or later release. This is because the complexity of using a longitudinal dataset means that assistance may be required from the supervisor and unless the supervisor is also an Authorised User, they will not be able to view the unit record data.

Supervisors must support the Data Manager in ensuring that their students abide by the security requirements.

Supervisors must not show any unaggregated data to any students unless the students have written permission from FaHCSIA to have access to the data.

Supervisors of students who require access to the data under an individual licence will need to pay for the dataset separately. This is regardless of whether they require it for any purpose other than their supervisory role of the student.

In the case of research assistants, FaHCSIA reserves the right to require a senior research officer working on the same research project also to have access to the same or higher-level dataset. If FaHCSIA has any questions about your position or requires that your supervisor also have access to the dataset, they will contact you directly.

## 8. Specialist Datasets

In addition to the HILDA, LSAC and LSIC General Release and HILDA and LSAC Unconfidentialised datasets there are three other datasets available.

1. HILDA-CNEF Dataset
2. Beta Datasets
3. HILDA Training Dataset

These are all covered under the Organisational Deed of Licence or MOU in terms of the data security requirements but other rules apply in terms of access limitations, application procedures or payment. People wanting access to these datasets should read the following instructions for the relevant datasets. Note that the HILDA-CNEF and the HILDA Training Dataset do not have LSAC or LSIC equivalents, and there is no Unconfidentialised version of the LSIC dataset.

### ***HILDA-CNEF Datasets***

The HILDA-CNEF dataset is a subset of HILDA data developed specifically for use as part of the Cross National Equivalence File (CNEF). The CNEF contains equivalently defined variables for the following panel studies:

- Panel Study of Income Dynamics (USA),
- German Socio-Economic Panel,
- British Household Panel Study,
- Canadian Survey of Labour and Income Dynamics, and
- Household, Income and Labour Dynamics in Australia Survey (HILDA).
- Swiss Household Panel
- Korea Labour income Panel Study

The datasets are designed to allow cross-national researchers not experienced in panel data analysis to have access to a simplified version of these panels, while providing experienced panel data users with guidelines for formulating equivalent variables across countries. Most importantly, the equivalent file provides a set of constructed variables (for example pre-and post-government income and international household equivalence weights) that are not directly available on the original surveys.

Access policies for the datasets within the CNEF vary depending upon the administrative requirements of the individual surveys from which the datasets are taken. FaHCSIA is only responsible for approving access to the HILDA-CNEF. Details on how to order the CNEF data for other surveys can be viewed on the Cornell University CNEF website:

<http://www.human.cornell.edu/che/PAM/Research/Centers-Programs/German-Panel/cnef.cfm>

Access to the HILDA-CNEF data is by completing an Individual Deed of License HILDACNEF Dataset even for those who are eligible for access to other datasets under an Organisational Deed of Licence or MOU. To apply for the HILDA-CNEF follow the steps outlined in part 6(a) 1-6 (for Individual Licenses) of this Manual. FaHCSIA will email the researcher to let them know whether

permission for access to the dataset has been granted. FaHCSIA will also inform the CNEF team at Cornell University. It is the responsibility of the researcher to contact the CNEF team at Cornell University ([CNEF@cornell.edu.au](mailto:CNEF@cornell.edu.au)) to organise to be sent the CNEF datasets.

In the case of users who are at an organisation with an Organisational Deed of Licence or MOU, FaHCSIA will also inform the Data Manager of the individual's permission for access to the HILDA-CNEF. This is done so that the Data Manager is aware of all datasets held by users of the organisation. However, the organisation has no responsibilities under the Organisational Deed of Licence or MOU for the HILDA-CNEF dataset held by its users.

Cornell University provides users with a set of CDs containing all of the CNEF datasets. Each of the datasets in the CNEF may only be accessed with a password. The passwords for each dataset will only be provided once Cornell University has been notified that the applicant has met the access requirements of the specific dataset.

FaHCSIA has been informed that the cost for obtaining the set of CDs with all of the CNEF datasets is US\$125 but advises users to check this. This fee is payable to Cornell University. This cost is NOT covered under the Organisational Deed of Licence or MOU.

Users are permitted to use the HILDA-CNEF Dataset on CD ROM / DVD off organisational premises but must comply with the security requirements in their Deed.

Users should note that because HILDA-CNEF is not on a separate CD from the other CNEF datasets, it is not possible to relinquish responsibility of the HILDA-CNEF without relinquishing access to all the CNEF datasets.

Unlike other datasets, the Data Manager will not hold a copy of the HILDA-CNEF dataset and each applicant will be supplied with a copy directly by Cornell University.

### ***Beta Datasets***

A beta dataset is one that precedes the public release of that dataset. Much of the data in the beta dataset will remain unchanged in the final version. However, some information such as weights, imputations and the coding framework may be updated prior to the final release or may not be complete in the beta dataset.

FaHCSIA's longitudinal beta datasets are released to a small number of users for the purposes of testing to identify such problems as documentation errors, illogical data, unusual national estimates and missing files.

Access to the beta datasets may be provided under the provisions of the Organisational Deed of Licence, MOU or under an Individual Deed of Licence. However, access is highly restricted and is generally at FaHCSIA's invitation. As with all other datasets, users must sign an appropriate deed before being given

access. Users of the beta datasets agree to report any problems or errors they identify to the relevant Survey Management Contractor.

No analysis from the beta dataset may be reported except with the express written permission of FaHCSIA. The beta dataset may be used for preliminary analysis but any reported research must be based on the final version of the dataset once it becomes available.

Unit record data from the beta dataset must not be shown to anyone who is not an Authorised User of the beta dataset.

There is no administration fee charged for beta datasets.

### ***HILDA Training Dataset***

The HILDA Training Datasets are sub-sets of the HILDA data that have been created as a tool for teaching about the use and analysis of longitudinal data. There are three training datasets; one with a balanced three year panel (waves one to three), one with a balanced five year panel (waves one to five) and one with a balanced seven year panel (waves one to seven). They contain information across 77 fields. They do not contain household information.

The HILDA Training Datasets are only available under the organisational licensing arrangements. They will not be supplied under individual licensing arrangements.

The access policy for the Training Datasets is dependant upon the type of course the data is to be used for; a short course or a long course.

#### **Short Courses**

Short courses may last anywhere between a few hours and five days. However, the primary distinguishing factor is that participants of a short course do not have access to the dataset outside the classroom. If participants are required to use the dataset outside the classroom, the rules for the long courses will apply regardless of the length of the course.

#### **Short Course Instructors**

Instructors of the course will sign a HILDA Training Dataset Deed of Confidentiality for Course Instructors in which they undertake to restrict participant access to the dataset and take steps to ensure participant adherence to security requirements. If there is more than one instructor for a course, all instructors must sign a copy of the HILDA Training Dataset Deed of Confidentiality for Course Instructors. Instructors who have previously signed a Deed of Confidentiality for another HILDA dataset such as the General Release or Unconfidentialised datasets will still need to sign the HILDA Training Dataset Deed of Confidentiality for Course Instructors as it contains details of additional responsibilities in relation to the provision of the dataset to course participants.

Instructors will be responsible for providing copies of the dataset to the participants in a nominated secure environment and must be in attendance at all times that the participants have access to the dataset. The dataset will preferably

be on a password-protected server. Instructors must ensure that the file containing the dataset is closed down at the end of each session and is not accessible by unauthorised persons.

If the dataset cannot be provided on a secure server, it may be provided on a CD ROM / DVD. The Data Manager will provide the instructor with the required number of copies. The cover of each CD ROM/DVD as well as each disc must be clearly labelled with the name of the dataset, the name of the instructor to whom it has been issued, the name of the organisation and a serial number for tracking purposes. These details must be recorded in the register kept by the Data Manager. The Instructor is responsible for all copies of the dataset and must collect them at the end of each session. If the dataset has been made available on the computer hard drives, the instructor must make sure that the dataset is removed from all hard drives prior to the computers being used for other purposes or at the conclusion of the course.

A list of course participants should be forwarded to FaHCSIA a week prior to the commencement of the course either by the instructor or through the Data Manager. Instructors must witness the HILDA Training Dataset (Short Courses) Deed Polls which must be completed and signed by all participants before they are given access to the dataset.

Instructors may retain copies of the training dataset at the conclusion of the course for use in future or subsequent training purposes. However, FaHCSIA needs to be informed of each intended use. All copies in the possession of the instructor must be kept secure in accordance with the security requirements set out in the HILDA Training Dataset Deed of Confidentiality for Course Instructors. If the instructor wishes to relinquish responsibility for the dataset, they must return all copies to the Data Manager or destroy them in accordance with the Deed of Confidentiality and inform the Data Manager. The Data Manager will inform FaHCSIA when this has been done.

### **Short Course Participants**

Course participants are required to sign a HILDA Training Dataset (Short Courses) Deed Poll in which they undertake not to use the dataset outside the venue of the course and to comply with the instructions given by the instructor including the security arrangements. The Deed Polls do not need to be signed in advance of the course, as they do not need to be counter signed by FaHCSIA. However, they must be signed by the participants and witnessed by an instructor who has signed a HILDA Training Dataset Deed of Confidentiality for Course Instructors for the course, before the participants are given access to the data. The Deed Polls must be forwarded to FaHCSIA once signed.

Participants who already have access to the latest release of the HILDA dataset (the General Release or the Unconfidentialised) do not need to sign the Deed Poll as its provisions are already met under the Deed of Confidentiality for the other datasets. They do however need to inform FaHCSIA that they will be using the training dataset as this constitutes another purpose for which they wish to use the data. This can be done by the participants contacting FaHCSIA directly or through the Data Manager or through the course instructor indicating on the participant list sent to FaHCSIA. These participants may not retain the training dataset or use it outside the classroom.

Before giving access to the participants who have a previous Deed of Licence or MOU with FaHCSIA, the instructor must seek proof either by sighting the signed copy of the participant's deed or through a confirmation email from the Data Manager or FaHCSIA.

## **Long Courses**

Long courses are primarily indicated by the fact that course participants will need access to the dataset outside the class environment.

Instructors must sign a HILDA Training Dataset Deed of Confidentiality for Course Instructors and will be provided with access to the dataset by the Data Manager.

Participants of long courses will need to complete a HILDA Training Dataset (Long Course) Deed of Confidentiality for Participants which must be approved by FaHCSIA before being given access to the dataset by the Data Manager.

Participants will need to comply with the destruction requirements for all copies of the training dataset that they hold within one week of the completion of the course. If participants wish to retain the dataset after the completion of the course, they should contact FaHCSIA prior to the end of the course, stating the reasons they wish to retain the dataset. Alternatively, they may apply for the General Release Dataset.

While use of a secure server is the preferred method of access to the dataset, participants are permitted to use the HILDA Training Dataset on CD ROM / DVD off organisational premises as long as they comply with the security requirements in the Deed of Confidentiality.

Users must not publish research and analysis based on the HILDA Training Dataset.

## **Training Material**

Instructors may use unit record data or analysis based on the Training Dataset in their training material only but must abide by the following conditions:

- 1 no more than twenty lines of unit record data may be included per example;
- 2 lines of data must be randomly selected where possible;
- 3 training material that includes unit record data may not be published or otherwise made publicly available;
- 4 training material that includes the unit record data may be provided to course participants.

## 9. Longitudinal Study of Indigenous Children Data Protocols

All applicants for the LSIC dataset must provide additional information at 'For LSIC Applicants only' of the Deed of Licence and sign the LSIC Data Integrity Statement before their applications will be considered. In completing these forms, applicants should consider three key protocols described briefly below and discussed in more detail in Appendix A.

### Protocols

1. **Standpoint:** Applicants and licensed users must openly acknowledge their standpoint in their application and in the reporting of data outputs in reports or publications. This is a declaration of the context in which the data analysis is being generated, including their institutional context and their personal context.
2. **Cultural Competency:** Applicants must be culturally competent. Cultural competency refers to the need to respect, understand and acknowledge the benefits, values and realities of Indigenous people and communities. This includes being mindful of Indigenous peoples' right to have different values, norms and aspirations to non-Indigenous people. LSIC data users should recognise that Indigenous communities are diverse, with different languages, cultures, histories and perspectives, as well as the diversity of individuals within these communities. Researchers need to be cognisant of diversity by showing an understanding and appreciation of these differences in the analysis, interpretation and reporting of the data.
3. **Research:** Data users need to provide FaHCSIA with their final research material so that the department can honour its commitment to give Aboriginal and Torres Strait Islander peoples and communities (particularly those involved in the study) feedback on how the data is being used and a summary of research project findings. This also allows FaHCSIA to make publicly available a bibliography of all final research material using LSIC data to encourage uptake of findings, avoid research duplication, facilitate collaboration and the progressive building upon research findings.

'For LSIC Applicants only'

At 'For LSIC Applicants only' of the individual application form or the Organisation Deed of Confidentiality, LSIC applicants are asked to provide additional information about their intended research. This part of the application form or deed is only completed by applicants for the LSIC data.

#### *1 Standpoint*

Applicants and licensed users will be asked to openly acknowledge their standpoint in their application and in the reporting of data outputs in reports or publications. Refer to the additional information in Appendix A.

#### *2 Additional Data Sources*

In order to build a complete picture or obtain other information, it may be necessary to use other sources of data for the research. Any additional data

sources the applicant intends to use in their research should be listed in this section. Note that while it is permissible to use other data sources to provide further perspective of a situation, it is not permissible to combine other data sources with LSIC data in any way to provide additional information about individual respondents.

Details about the data should include the name of the dataset, the years covered, the source and the information the data will provide.

### **LSIC Data Integrity Statement**

The LSIC Data Integrity Statement forms a legally binding part of the Deed of Licence, or Deed of Confidentiality signed by the applicant. This Statement can be found at 'For LSIC Applicants only' on the application form or deed.

It is a condition of having access to the LSIC dataset that all applicants agree to abide by the conditions set out in the LSIC Data Integrity Statement which should be read carefully by all applicants so that they can consider whether they are able and willing to abide by the conditions set out in the statement before signing it. If applicants do not feel able to abide by the conditions in the statement, they should not sign it.

Note that it is a requirement of signing the LSIC Data Integrity Statement that you read Appendix A.

## Appendix A—LSIC Protocols

This section contains three key interrelated protocols that LSIC data users need to follow when working with the data, in addition to the formal requirements set out in this Manual and the relevant Licence Deeds. These have been developed in consultation with a subcommittee of Aboriginal members from the LSIC Steering Committee. Applicants need to provide a response regarding adherence to the protocols in the application form.

People are encouraged to obtain advice from FaHCSIA's LSIC project team if uncertain about any aspect of these protocols or would like support in or ideas about how to enhance their cultural competency in interpreting and reporting the data. LSIC staff can be contacted on 1800 106 235 or at [lsicdata@fahcisa.gov.au](mailto:lsicdata@fahcisa.gov.au)

FaHCSIA, in partnership with the LSIC Steering Committee, will regularly review LSIC data outputs for adherence to culturally sensitive practices in the analysis, interpretation and reporting of data.

### Protocol 1 -Acknowledge Standpoint when reporting LSIC data

It is accepted that researchers using the LSIC data in the public domain will hold different lenses through which the meaning of the data will be filtered. Applicants and licensed users will be asked to openly acknowledge their standpoint in their application and in the reporting of data outputs in reports or publications.

Scholar Maggie Walters<sup>2</sup> writes about **standpoint** in social science research as, "How we see the world is not a neutral, objective understanding, but is inevitably influenced by the filters and frames of our life experiences and circumstances and our social, cultural, economic and personal identity location" (p11). In application to the LSIC data this means reflecting on the assumptions a researcher holds about which knowledge is valued (epistemology) and the framework used to understand the situation of Indigenous peoples (ontology). It is a process of understanding one's values system and those of the group and/or institutions that the researcher is operating in (axiology). Walters (p.12) recommends a series of reflexive questions be asked to unearth a researcher's values position including:

- Why have we chosen the research question we have?
- Why have we settled on that aspect?
- How did we decide that topic was worth researching – as opposed to others?

As Walters argues, "Our standpoint, who we are socially, economically, culturally and even politically, underpins the questions we see, the answers we seek, the way we go about seeking those answers and the interpretation we make, the theoretical paradigms that make 'sense' to us" (p.11). Declaring openly one's standpoint position requires a researcher to become conscious of who they are, and their embedded ways of making sense of the world around them.

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<sup>2</sup> Walters, M. (ed) (2009). *Social Research Methods: An Australian perspective*, 2<sup>nd</sup> Ed. Oxford University Press: Melbourne

Acknowledging the standpoint of the researcher allows people using another's research material to be able to do so knowing the way the researcher has approached and understood the LSIC data. Indigenous data users may have a different worldview on many topics from their non-Indigenous colleagues; people in different academic disciplines are likely to view the dataset from different perspectives (sociology versus psychology) as might government researchers versus community based ones.

In summary, this protocol states that LSIC data users need to make a declaration of the context in which the data analysis is being generated, for example their institutional context and whether in a university, government department, community organisation or cross sector partnership. This should also include declaring ones personal context, such as cultural background, work background, depth of experience liaising with Aboriginal and Torres Strait Islander people and prior research/publications in the area.

## **Protocol 2 – Competency in the cultural context of the LSIC data**

In addition to having social research method competency and self reflective capacity LSIC data users should strive to be culturally aware, culturally sensitive and culturally competent. Cultural competency refers to the need to respect, understand and acknowledge the benefits, values and realities of Indigenous people and communities. This includes being mindful of Indigenous people's right to have different values, norms and aspirations to non-Indigenous people. Analysts should recognise that Indigenous communities are diverse, with different languages, cultures, histories and perspectives, as well as the diversity of individuals within these communities. Researchers need to be cognisant of the diversity by showing an understanding and appreciation of these differences in the analysis, interpretation and reporting of the data.

Attention should be paid to the limitations in extrapolating to all Indigenous people based on analysis derived from the LSIC data. Whilst the sample is reflective of a diverse range of Aboriginal and Islander people within the research sites, the data is not designed to be used as representative of the whole Australian population of Indigenous people. Indigenous culture is relationally based and best understood within a specific local context. The LSIC data collection locations cover remote, regional, urban sites but these were not randomly selected or stratified due to pragmatic considerations and resource limitations.

The study was designed to provide an in-depth understanding of the holistic nature of Indigenous children's pathways in growing up over time, rather than a nationally representative snap shot of Indigenous children's social circumstances. The ABS National Aboriginal and Torres Strait Islander Social Survey (2008) data, released in 2009, does have a specific module that captures a representative sample of Indigenous children's social circumstances.

Martin<sup>3</sup> (2008, p.133) offers some key parameters for a researcher to use to self regulate their behaviour and enhance their cultural accountability. Martin suggests that all researchers must show respect for: land, laws, elders, culture,

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<sup>3</sup> Martin, K. (2008). *Please knock before you enter*. Teneriffe Qld: Post Pressed

community, families and support Indigenous people's visions for their futures. Cultural respect is the important element emphasised by Martin and one that LSIC data applicants need to demonstrate. Actualising this requires a level of active demonstration of responsible and accountable behaviour by the researcher so that the way they manage their research projects respects the Aboriginal and Torres Strait Islander families who have openly shared personal information that has allowed the building of the dataset. This can be a process of self regulation where one actively takes the time to 'come alongside' (a phrase suggested by Martin) the issue being researched. This means implicating oneself in understanding more deeply the Indigenous perspective on the topic at hand rather than just purely treating the data as an external object of science that can be expertly known at a distance.

### **Protocol 3 – Contributing knowledge to build better outcomes from LSIC data**

The sharing of findings from the data output is an essential component of being accountable to the Aboriginal and Torres Strait Islander people and communities who have given their time in the hope that the LSIC study would build better outcomes for their children and families. The more accessibility people have to the final research material generated from the LSIC data, in association with the researchers' standpoint, the better quality the analysis and interpretation of the data.

Data users need to provide FaHCSIA with their final research material so that the Department can honour its commitment to give Aboriginal and Torres Strait Islander peoples and communities (particularly those involved in the study) feedback on how the data is being used and a summary of research project findings. This also allows FaHCSIA to make publicly available a bibliography of all final research material using LSIC data to encourage uptake of findings, avoid research duplication, and facilitate collaboration and the progressive building upon research findings.

It is important that the findings generated from the LSIC data are made available so they can contribute in the policy, planning, evaluation, management and delivery of services. In accordance with the Deed of Licence or MOU the final research material may also be used across the Commonwealth Government to support internal policy development and evaluation.

## Appendix B—Completing the Deed

Information applicants provide us with on the deed is kept on a database by FaHCSIA so that we can contact users and also have a better understanding about how the data is being used for research and security purposes. Having to check on or seek additional information may increase the length of time taken to process an application.

Before completing the form, ensure that you have the correct deed by checking against the list of available deeds in Appendix F. The forms are dependent upon the type of user you are (Australian Government or Academic and Non-Government, Non-Academic & Overseas). They are also different depending on whether you are applying under organisational, MOU or individual licensing arrangements. The following provides additional information about fields about which we most often have queries.

### Application Form

Family Name: Also referred to as surname or last name as per the Australian convention.

First Name: This is generally the name to which we will address correspondence. If you publish using a different name or have a name that is used in other circumstances, please include all names and specify the conditions under which you use each name. For example, someone may publish under their full name Virginia but prefer to be addressed personally as Ginny.

Name of Supervisor: This only needs to be included if you are a student or a research assistant. For more information about the requirements of access to the dataset by your supervisor refer to Sections 3 & 7.

Postal Address: This is the address to which the data or any non-electronic correspondence will be sent. This must be an address connected to the organisation and include a state and postcode. Personal addresses will be queried.

Address: This is the physical address where the data will be used. Do not include a post office box address. Unless you have written permission from FaHCSIA this address will be on organisational premises.

Telephone: This should be the phone number on which it is easiest to contact you.

Email: This should be the email address on which it is easiest to contact you. Please ensure that this field is completed correctly and that it is easy to read.

What are the research aims/questions or hypotheses for which you will be using the data? Include here a brief description of the research you will be undertaking using the data. If you intend to use the data for a number of projects they should all be included here. If there is insufficient information we will contact you.

What is your analytical plan or the key variables you will be examining? Include

the names (not the codes) of the main variables you will be using in your research. These can be groups of variables (e.g. retirement plans) or individual variables (e.g. the age at which people plan to retire). The maximum number of variables is 10.

What outputs do you intend will result from this research?: You must list at least one output here. This may include journal articles, books, book chapters, working papers, theses, conference papers, presentations etc. It is understood that other outputs may develop over the course of conducting the research and may not be identified at the time of application. However, all outputs intended at the time of application should be listed here. Note that all outputs, whether listed on the application or not, should be forwarded to FaHCSIA when complete. Sensitive research conducted for the purposes of internal administration of Australian Government agencies or for confidential business purposes for the Australian government does not have to be provided to FaHCSIA. However, if the intended outputs fall into either of these categories, the applicant should indicate so here.

Who will own the intellectual property of the research material for which the data will be used?: Your research cannot be made publicly available except with the permission of the owner of the Intellectual Property. This question ensures that the intellectual property rights of the owner are not infringed.

Expected Date of Completion of Research: FaHCSIA will expect your research to be loaded onto FLoSse around the date entered in this field.

LSIC Applicants: For further information about completing Individual, Organisation or MOU LSIC segment refer to Section 9 and Appendix A.

## **Deed**

When completing the deed, ensure that you fill in any **yellow highlighted** areas. The Execution page should include your signature and that of a witness. If you are sending the hard copy of the deed to us, please do not staple the pages – paper clips are preferred.

## **Submitting Your Application**

The quickest and easiest way to send your completed application and deed to FaHCSIA is to email a scanned copy to [longitudinalsurveys@fahcsia.gov.au](mailto:longitudinalsurveys@fahcsia.gov.au) or fax it to 02 6206 9545 (or +61 2 6206 9545 for overseas applications). You do **NOT** need to forward the hard copies. The approval process can take up to 10 working days.

## Appendix C—2010 Organisational Final Report Proforma

Every year in December, the Data Manager is required to provide an update of all Authorised Users of the datasets within their organisation. Organisations will not be given access to further releases of datasets unless this update has been sent to FaHCSIA.

The following is a list of fields that must be completed for each person who was an Authorised User at the organisation at any time during the life of the Deed. This data may be provided in an Excel or Access format.

### User Details

Title, First Name, Surname, Phone Number, Email, Is the user still at organisation? If not, date they left the organisation Current Department (at a university) or Branch (government department)

### Dataset Details

Date that Deed of Confidentiality was signed by FaHCSIA, Name of dataset received including release number (e.g. HILDA General Release 10), Date dataset received by user, Format dataset was provided in (secure server, CD Rom, DVD), Serial number of CD Rom/ DVD (where applicable), Have relinquishing procedures been followed?, If yes, date of notification to Data Manager

### Research Details

Research topic, Name of datasets being used for the research, Estimated date of completion, Status of research (ongoing, complete), Date of completion (if complete), Have the bibliographic details been entered into FLoSse?, In what way have LSIC Data Protocols been followed? (Where applicable)

Details should be provided for **each dataset** provided and **each research topic** that uses one or more of the datasets. Details should also be kept of all datasets held by the user originally obtained under individual deeds of licence.

## **Appendix D—Contact Details**

### **FaHCSIA – for enquiries about access to the datasets**

Department of Families, Housing, Community Services and Indigenous Affairs  
PO Box 7576  
Canberra Business Centre ACT 2610  
Australia  
Attn: Longitudinal Surveys Business Owner  
Research and Analysis Branch TOP DE4

Fax: +61 2 6206 9545

Email: [longitudinalsurveys@fahcsia.gov.au](mailto:longitudinalsurveys@fahcsia.gov.au)

A list of Organisations who have signed an Organisational Deed of Licence or MOU along with the name of the Organisational Delegate and the Data Manager is available on the HILDA, LSAC and LSIC websites. Please direct queries about the HILDA, LSAC or LSIC datasets to the Data Manager at your organisation.

### **The Melbourne Institute of Applied Economic and Social Research – for enquiries about HILDA**

Melbourne Institute of Applied Economic and Social Research  
Level 7, Alan Gilbert Building, 161 Barry Street  
The University of Melbourne  
Victoria 3010 Australia

Tel: +61 3 8344 2108

Fax: +61 3 8344 2111

Email: [hilda-inquiries@unimelb.edu.au](mailto:hilda-inquiries@unimelb.edu.au)

WWW: <http://www.melbourneinstitute.com/hilda>

### **Contacting the Australian Institute of Family Studies – for enquiries about LSAC**

Level 20  
485 La Trobe Street  
Melbourne, Vic  
Australia 3000

Tel: +61 3 9214 7888

Fax: +61 3 9214 7839

Email: [lsacweb@aifs.gov.au](mailto:lsacweb@aifs.gov.au)

WWW: <http://www.aifs.gov.au/growingup/>

## **Contacting FaHCSIA for enquires about LSIC data**

Department of Families, Housing, Community Services and Indigenous Affairs  
PO Box 7576

Canberra Business Centre ACT 2610

Australia

Longitudinal Study of Indigenous Children Data Manager  
Research and Analysis Branch TOP DE4

Tel: +61 2 6244 1391

Fax: +61 2 6244 6589

Email: [lsicdata@fahcsia.gov.au](mailto:lsicdata@fahcsia.gov.au)

WWW: <http://www.fahcsia.gov.au/lsic>

## Appendix E—Security requirements

### Security Requirements for FaHCSIA's Longitudinal Datasets

1. Only allow the Unit Record Data from the Datasets to be viewed by Authorised Users as set out in the Manual;
- 2a. store all complete or partial **General Release** dataset/s, either on a password protected stand alone computer (not networked) or on a password protected drive with a correctly configured server;
- 2b. store all complete or partial **Unconfidentialised** dataset/s, either on a password protected stand alone computer (not networked) or on a password protected drive on a computer network that has an intruder-resistant firewall, of Defence Signals Directorate approved standard;
3. The password should be at least seven characters long, and contain a mix of upper and lower case characters, and numerics or symbols;
4. Access to the password protected drive is only by Authorised Users of the Dataset and the password must only be known to Authorised Users of the relevant Dataset(s);
- 5a. where the Authorised User does not have access to the **General Release** dataset via a password protected server, Authorised Users may arrange with the Data Manager to provide them with a copy of the Dataset via CD ROM or DVD that is to be kept and used only on the Organisation's premises. Each CD ROM or DVD will be given a serial number by the Data Manager and will be the responsibility of the Authorised User to whom it was given;
- 5b. Where the Authorised User does not have access to the **Unconfidentialised** dataset via a password protected server, Authorised Users may arrange with the Data Manager to download the Dataset onto a password protected stand alone computer (clauses 6, 7, 9, and 10, apply only in this case);
- 6a. there must be an effective means of limiting entry during both operational and non-operational hours to rooms or buildings in which the **General Release** datasets are used or stored. If possible and where practical, the room must be locked when an Authorised User is not there;
- 6b. there must be an effective means of limiting entry during both operational and non-operational hours to the dedicated lockable room/s in which the **Unconfidentialised** datasets are used or stored. The room must be locked when an Authorised User is not there;
7. Removable hard drives, CD ROMs, DVDs or other formats containing the Datasets must be stored in a locked commercial grade filing cabinet when not in use;
8. The keys or combinations to lockable containers in which the Datasets are kept must be kept secure and not be given to any Unauthorised Person;
9. A record must be kept of all people who have been issued with keys and/or combinations in which the Datasets are used or stored;
10. Any unit record output from the Datasets must not be left unsecured for more than 15 minutes, and must be stored in a locked commercial grade

container and disposed of using a crosscut shredder when no longer required;

11. When using the Datasets, users must lock their screen when they are away from their workstation and must have a password protected screen saver set to be activated after no more than 10 minutes;
12. The Business Owner or their nominated representative may with at least three Business days notice and during normal business hours make a physical inspection of the premises in which the Datasets are stored or used to ensure the security measures are in place, subject to the Business Owner complying with the security measures of the Organisation.

## Appendix F—List of Licences, Deeds of Confidentiality and Deed Polls

The following list provides a quick reference that deeds users need to complete for the different longitudinal surveys. For further information about the exact conditions of each of the deeds, applicants should read the relevant sections of this Manual.

**Forwarding Applications** – the deed can be faxed or emailed to FaHCSIA. NOTE if you fax or email the deeds, you do **NOT** need to post the original documents. However electronic copies must still have the applicant's signature on the execution page. See Appendix D – Contact Details, 'FaHCSIA'.

- 1 **Australian Organisational Deed of Licence for Longitudinal Surveys** – this is signed by the Organisational Delegate on behalf of the organisation. Note that the licence does not need to be renewed each year.
- 2 **Overseas Organisational Deed of Licence for Longitudinal Surveys** – this is signed by the Organisational Delegate on behalf of the organisation. Note that the licence does not need to be renewed each year.
- 3 **Memorandum of Understanding for Longitudinal Surveys** – this is signed by the Organisational Delegate on behalf of the relevant Commonwealth Government department or agency. Note that the MOU does not need to be renewed each year.

### Deeds for users under the Organisational Deed of Licence or Memorandum of Understanding

Ask your Data Manager for copies of these deeds and the relevant application forms.

- 1 **Longitudinal Surveys, General Release and Unconfidentialised Datasets Deed of Confidentiality** – use this deed if you wish to apply for the HILDA, LSAC, and/or LSIC General Release or Unconfidentialised Datasets. You may apply for all datasets using the one Deed.
- 2 **HILDA-CNEF Individual Deed of Licence** -use this deed if you wish to apply for the HILDA-CNEF. Note that payment needs to be made directly to Cornell University and is not covered under the Organisational Deed of Licence.
- 3 **HILDA Training Dataset Deed of Confidentiality for Course Instructors** – use this deed if you are an instructor of a course which uses the HILDA Training Dataset.
- 4 **HILDA Training Dataset (Long Courses) Participant Deed of Confidentiality** – use this deed if you require the HILDA Training Dataset as a participant of a course in which you need to use the dataset outside the classroom.
- 5 **HILDA Training Dataset (Short Courses) Deed Poll** – use this deed if you are a participant in a course which only requires you to use the dataset in the

classroom. This deed must be completed and signed by the participant and signed by the instructor before participants will be given access to the dataset for the duration of the course.

- 6 **Deed of Confidentiality for General Release Beta Dataset** -use this deed of you wish to apply for a Beta General Release Dataset.
- 7 **Deed of Confidentiality for Unconfidentialised Beta Dataset** -use this deed of you wish to apply for a Beta Unconfidentialised Dataset.

### **Individual Deeds of Licence**

The following Deeds of Licence may only be used if the applicant is from an organisation which is **NOT** party to an Organisational Deed of Licence or MOU. These deeds can be found on the survey websites.

1. **Longitudinal Surveys, General Release and Unconfidentialised Datasets Individual Deed of Licence for Australian Academic and Government Researchers**-use this deed if you wish to apply for the HILDA, LSAC, and/or LSIC General Release or Unconfidentialised Datasets and you are an Australian academic or government researcher. You may apply for all datasets using the one Deed. You will need to pay for each dataset.
2. **Longitudinal Surveys, General Release and Unconfidentialised Datasets Individual Deed of Licence for Australian Researchers other than Academic and Government Researchers** -use this deed of you wish to apply for the HILDA, LSAC and/or LSIC General Release or Unconfidentialised Datasets and you are from a non-academic or non-government organisation. You may apply for all datasets using the one Deed. You will need to pay for each dataset.
3. **Longitudinal Surveys, General Release Datasets Individual Deed of Licence for Overseas Researchers** – use this deed if you wish to apply for the HILDA, LSAC and/or LSIC General Release Datasets and you are from an overseas organisation. You may apply for all datasets using the one Deed. You will need to pay for each dataset.
4. **HILDA-CNEF Individual Deed of Licence** -use this deed if you wish to apply for the HILDA-CNEF.
5. **Individual Deed of Licence for General Release Beta Dataset** -use this deed if you wish to apply for a Beta General Release Dataset.
6. **Individual Deed of Licence for Unconfidentialised Beta Dataset** -use this deed if you wish to apply for a Beta Unconfidentialised Dataset.

Deeds for FaHCSIA users are available on the FaHCSIA intranet.

## Glossary

**Approved Research** means research projects which have been approved in writing by FaHCSIA for individual Authorised Users and for which the Datasets may be used.

**Authorised User** means a person who has been given permission by FaHCSIA to have access to and use the Datasets for the Approved Research. (Refer to Section 6 (e)).

**Business Owner** means the Branch Manager, Research and Analysis Branch, FaHCSIA or another officer of FaHCSIA formally notified as the person to whom notices are to be addressed (see Appendix D).

**Confidential Information** means, in relation to FaHCSIA, information that:

- a) is by its nature confidential
- b) is designated in writing by FaHCSIA as confidential
- c) is personal information under the *Privacy Act 1988*, protected information under the Section 23(1) of the *Social Security Act 1991*, or protected information under Division 2 of Part 6 of *A New tax System (Family Assistance) (Administration) Act 1999*;
- d) the Organisation/Confidant knows or ought to know is confidential

and includes:

- e) the Datasets, if in a form which discloses any of the information referred to in paragraphs (a)-(d) above;
- f) other information comprised in or relating to any Intellectual Property of FaHCSIA or third parties (where that information is provided by a third party on behalf of FaHCSIA) if in a form which discloses any of the information referred to in paragraphs (a) – (d) above; or
- g) information relating to the internal management and structure of FaHCSIA

but does not include information which:

- h) is or becomes public knowledge other than by breach of the Deed, other confidentiality obligations or the Privacy Act 1988, the Social Security Act 1991, or A New Tax System (Family Assistance) (Administration) Act 1999; or
- i) the Organisation/Confidant can establish by written evidence has been independently developed or acquired by the Organisation without breach of any obligation of confidence.

**General Release Dataset** means a release of data from which personal information such as names, addresses (including postcodes) and date of birth have been removed and other information has been modified by various methods such as top coding and the application of classification codes at a more general level.

**Data Manager** means the officer nominated by the Organisation to undertake the duties of managing the Datasets within the Organisation.

**Datasets** means any or all of the FaHCSIA;

- General Release and Unconfidentialised household and person level Unit

Record Data from the Household, Income and Labour Dynamics in Australia (HILDA) survey;

- the HILDA Training Datasets;
- the HILDA-CNEF dataset
- General Release and Unconfidentialised household and person level Unit Record Data from the Longitudinal Study of Australian Children (LSAC);
- General Release household and person level Unit Records Data from the Longitudinal Study of Indigenous Children (LSIC);
- Any variations or updates of Releases that may be released from time to time;
- HILDA, LSAC and LSIC Beta Datasets; and
- Any other FaHCSIA longitudinal dataset as may be notified by FaHCSIA to the Organisation.

**Deed of Confidentiality** means the deed of confidentiality that all Authorised Users in the Organisation must sign in order to obtain the Datasets.

**FaHCSIA** means the Commonwealth as represented by the Australian Government Department of Families, Housing, Community Services and Indigenous Affairs.

**FLoSse** means the FaHCSIA's Longitudinal Surveys Electronic Research repository into which users can directly upload bibliographic details of research created using the datasets.

**HILDA** means the Household, Income and Labour Dynamics in Australia Survey.

**Intellectual Property** means copyright (and all associated rights, including moral rights), and all rights in relation to inventions, registered and unregistered trade marks (including service marks), registered and unregistered designs, and circuit layouts, and any other rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields.

**LSAC** means the Longitudinal Study of Australian Children. It is also known as Growing Up in Australia.

**LSIC** means the Longitudinal Study of Indigenous Children. It is also known as Footprints in Time.

**Memorandum of Understanding** means a deed of licence signed by a Commonwealth government department or agency agreeing to manage the datasets for all users engaged by the organisation.

**Organisation** means the entity listed under the Parties Section of the Organisational Deed of Licence or MOU and includes all officers, employees, directors, students, subcontractors and any other person affiliated with the Organisation and who may as a result of that affiliation have access to the Datasets.

**Organisational Deed of Licence** means a deed of licence signed by an organisation agreeing to manage the datasets for all users affiliated with the

organisation.

**Organisational Delegate** means the person who signs the Deed for and on behalf of the Organisation. This will be a person in a senior position within the organisation who has the delegation to commit the organisation to the terms and conditions in the Organisational Deed of Licence or MOU. In particular, these include but are not limited to, indemnity and intellectual property.

**Personal Information** means information or opinion (including information or opinion forming part of a database) whether true or not, and whether recorded in a material form or not, about a natural person whose identity is apparent or can reasonably be ascertained from the information or opinion.

**Release** means a dataset that differs from another dataset from the same survey in that it contains additional information based on new responses from survey respondents. A Release does not include a new version of the data in which changes have been made based on the existing information from respondents.

**Research Material** means any final research findings based on the analysis of the Dataset created by the Organisation/Confidant and for which the Organisation/Confidant owns the Intellectual Property.

**Survey Management Contractor** means in the case of HILDA, the Melbourne Institute of Applied Economic and Social Research at the University of Melbourne, Australia and in the case of LSAC, the Australian Institute of Family Studies. FaHCSIA manages the survey for LSIC.

**Unauthorised Person** means a person who is not authorised in writing by FaHCSIA to use the Datasets.

**Unconfidentialised Dataset** means a release of data from which the names and addresses have been removed but includes other potentially personal information such as postcodes (indigenous area for LSIC) and data at a detailed level.

**Unit Record Data** means records about individual respondents from the Datasets, that is, unaggregated data.