

JOURNEYS HOME: LONGITUDINAL STUDY OF FACTORS AFFECTING HOUSING STABILITY

FACT SHEET 1

- **Licensing arrangements for access to datasets**
- **Eligibility for access**
- **Applying for the *Journeys Home* dataset**

Types of release

There are three types of release for *Journeys Home* data:

1. ***Journeys Home* General Release**

This file contains the survey data and some confidentialised and derived variables.

2. ***Journeys Home* Limited Release**

This file is the unconfidentialised version of *Journeys Home* data which contains the General Release and additional information from the Research and Evaluation database (RED) held by the Department of Employment, formerly the Department of Education, Employment and Workplace Relations (DEEWR). Please see the Section on Security Requirements on page 2 and **Fact Sheet 2***.

3. **Overseas Release**

Overseas researchers may only apply for the survey dataset.

Licensing Arrangements

- Unlike the access process for other longitudinal studies owned by the Department of Social Services (DSS), formerly the Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA), only individual licences will be available for access to the *Journeys Home* dataset.
- The Melbourne Institute of Economic and Social Research 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.
- The mention of unconfidentialised data throughout the document will, in the case of *Journeys Home*, refer to the Limited Release file, which has a protocol that differs from those of the other DSS unconfidentialised data files. The main differences are that the Department of Employment needs to approve the use of the data, as well as DSS, and there may be additional limitations on what details can be published.
- Individual users are responsible for ensuring that they understand the terms and conditions set out in the deed and must apply for and sign an Individual Deed of Licence and a Deed of Confidentiality as well as paying the required fee.
- The one-off fee of \$77 (GST incl) for Australian users and AUD\$121 for overseas users is payable to the Melbourne Institute.
- Access to the datasets will not be granted if the resulting research is intended for commercial purposes.
- The application for a Deed of Licence will require the approval of both DSS and the Department of Employment.
- The Individual Deed of Licence application and the Deed of Confidentiality are available on the websites of [DSS](#) and the [Melbourne Institute of Applied Economic and Social Research](#).

*Security requirements

- Users of the unconfidentialised datasets (the Limited Release) must abide by the additional security requirements set out in the Deed of Licence and **Fact Sheet 2**. Before DSS and the Department of Employment give approval to use the unconfidentialised datasets, applicants must demonstrate that they can meet the security requirements and justify the research need for data at this detailed level.
- Publications based on *Journeys Home* data should not identify individuals. To ensure this, if a sub-group, or sub-category, consists of less than 20 people, the exact number in this group should not be stated in the report – for example, where a table cell value is less than 20, the actual number should be replaced with “<20” both in the table and when the number is referred to in the text.
- The Licensee must not use the unconfidentialised dataset for the purpose of reporting on or showing data in relation to a geographic area other than the Permitted Geographic Area.
- Permitted Geographic Area means any of the areas falling within the geographical area classifications – State and Territory, Greater Capital City Statistical Areas, Statistical Area 4 or Section of State – that are described in the Australian Statistical Geography Standard (ASGS), 2011, released and used by the Australian Bureau of Statistics (ABS) for the collection and dissemination of geographically classified statistics (descriptions of these geographical area classifications are available on the [ABS website](#)).
- For a full description of security requirements, please refer to **Fact Sheet 2**.

Publication of Research

- The Licensee will be required to provide copies of any research papers or any other Documents produced by the Licensee based on the Datasets at least 28 days before they are to be made public through presentation (in any form) and at least 28 days in advance of publication for the Licensee’s approval to publish.

Eligibility for Access

- Access to the dataset is at the discretion of the *Journeys Home* Business Owner, a position held by the Branch Manager of the Housing Policy Branch, DSS, and the Data Owner, the Branch Manager, Research Branch, Department of Employment. Aboriginal and Torres Strait Islander organisations and people are encouraged to apply. Use of the data must be for research purpose as stated.
- All applications will be granted access on a case-by-case basis.

Users in Australia

- Applications from the following types of users would be considered.
 - 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, DSS or the Department of Employment reserve 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. If DSS has any questions about your position, it will contact the applicant directly.*
 - 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 applies.*
 - Employees of an Australian Commonwealth agency; (including agencies from the Project Steering Committee – DSS, the Department of Employment and the Department of Human Services).
 - Employees of an Australian State or Territory government agency;
 - Researchers from community based organisations.
 - Researchers within statutory bodies whose primary business is research.
 - Individuals within other statutory bodies.
 - Other Australian users whose prime business is research may be given access to the dataset if it is to be used for non-profit purposes.

Overseas Users

- Overseas users may apply for the survey dataset only and must belong to 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.
 - Other overseas users whose prime business is research may be given access to the dataset if it is to be used for non-profit purposes. Applications for the dataset will be considered on a case-by-case basis.

Applying for the Dataset

1. Refer to the websites of the [Melbourne Institute of Applied Economic and Social Research](#) (the Melbourne Institute) or [DSS](#).
 2. Complete a printed copy of the *Journeys Home* Deed of Licence and Deed of Confidentiality found on either of these pages. They cannot be completed online.
 3. Contact longitudinalsurveys@dss.gov.au if you have any questions about the documents.
 4. Forward your Deed of Licence and Deed of Confidentiality to DSS by scanning your signed application form and emailing it to longitudinalsurveys@dss.gov.au You **DO NOT** need to send the originals.
 5. DSS will advise you of the outcome of your application.
 6. You will be sent an electronic copy of your authorised Deed of Licence and Deed of Confidentiality which you should retain and may use as proof as permission to use the dataset.
- Successful applicants must agree to the roles and responsibilities set out in **Fact Sheet 2** and the Deed of Licence.

Contact details

- For questions about, or submission of, application forms
- longitudinalsurveys@dss.gov.au
- For information on *Journeys Home* or the progress of an application
- jh@dss.gov.au