

***JOURNEYS HOME: LONGITUDINAL
STUDY OF FACTORS AFFECTING
HOUSING STABILITY***

FACT SHEET 2

- **Roles and Responsibilities of Licensees and Supervisors**

Types of *Journeys Home* Data Release

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 data 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).

Users of the unconfidentialised datasets need to abide by additional security requirements as stated in the Deed of Licence. Before the Department of Social Services (DSS), formerly the Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA), 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.

3. Overseas Release

Overseas researchers may only apply for the survey dataset.

Licensees

- A Licensee is a person who has signed an Individual Deed of Licence and a Deed of Confidentiality and who has the approval of the Department of Social Services and the Department of Employment to have access to the *Journeys Home* dataset. The Licensee agrees to abide by specific roles and responsibilities in the two above mentioned Deeds.
- If at any time a Licensee has any questions regarding their use of or access to the dataset, they should contact DSS at jh@dss.gov.au.
- Access to the datasets will not be granted if the resulting research is intended for commercial purposes.

Security of the Data

- 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.
- It is the responsibility of users to keep all unit record data secure and to comply with the requirements listed in the security clauses of the Deed of Licence and the Deed of Confidentiality. All users should become familiar with these requirements.
- While aiming to be responsive to user requirements, DSS and the Department of Employment must ensure compliance with a high level of security and privacy protocols 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. It will also breach the relevant legislation and could lead to heavy penalties.

- Before DSS and the Department of Employment give approval to use the unconfidentialised (Limited Release) datasets, applicants must demonstrate that they can meet the security requirements and justify the research need for data at this detailed level.
- Random audits may be conducted to check the compliance of the use of the datasets.

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, existence of unusual characteristics in the unit record data could spark cases of spontaneous recognition and potential identification of an individual or household. 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 person's identity. The user 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 the *Journeys Home* longitudinal dataset with any other dataset without the prior written consent from DSS and the Department of Employment, as this increases the possibility of individual identification. Matching, sharing, merging or linking means joining in any way two or more datasets either specifically to identify individuals or to increase the amount of information known about each respondent.
- Publications based on *Journeys Home* data should definitely 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](#)).
- Licensees comply with the minimum standards for the protection of 'Protected' information in accordance with the Security-In-Confidence *Protective Security*

Policy Framework (PSPF) and the *Information Security Manual (ISM)* as notified by the Commonwealth from time to time.

- Licensees must have signed a Deed of Confidentiality copies of which must be provided to the Commonwealth, prior to the data being accessed by that person.
- Under no circumstances may the unit record data, either wholly or partially, be published or in any way shared with anyone who is **not** a Licensee. 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 access the dataset, you must request further permission from DSS and the Department of Employment before commencing a different research topic. This may be done by email to jh@dss.gov.au. The data may only be used for the research topics for which DSS and the Department of Employment have given prior written approval.

Where You May Use the Dataset

- 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 or General Release datasets are used or stored. The room must be locked when a Licensee is not there.
- The Licensee must 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 and 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.
- If the security arrangements are at any time below the standards required by the Deed, the Business Owner will provide a written notice to the Licensee. The Licensee will be given 14 days from the date of such notice to increase the security standards to meet the requirements of the Deed before the next inspection. If the Licensee fails to meet security standards by the end of the 14-day notice period, the Commonwealth may, without further written notice, immediately terminate the Deed.
- Transporting copies of the datasets from one place to another should be kept to a minimum and may only be transported by the Licensee responsible for that copy of the data.
- Distance education students will only be able to use the dataset if they have remote access through a password-protected server.
- All security requirements must be met regardless of the physical location in which the data is used.

Sharing the Data with Others

- Licensees may only share the unit record data with another person if that person is a Licensee 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.

- Before sharing access with another person or even showing un-aggregated unit record data to another person, an Licensee must check with DSS at jh@dss.gov.au that the individual is authorised to use the dataset or request to see the other person's DSS signed Deed of Confidentiality or Individual Deed of Licence.
- Licensees must not show or share data with individuals who have not been approved by DSS and the Department of Employment to use the data.
- Under no circumstances should users create another copy of the complete dataset for another person, even if that person is a Licensee. If a Licensee requires another copy of the dataset, they must contact DSS.
- It is permitted to show aggregated data to non-Licensees.

Acknowledging Data Ownership

- The Commonwealth owns all intellectual property rights in the data. Under the Deed, researchers agree to acknowledge DSS, the Department of Employment and the Survey Contract Manager, the Melbourne Institute of Applied Economic and Social Research, in all their research material.
- The wording to be used for this acknowledgement is:

This paper uses unit record data from Journeys Home: Longitudinal Study of Factors Affecting Housing Stability (Journeys Home). The study was initiated and is funded by the Australian Government Department of Social Services (DSS). The Department of Employment has provided information for use in Journeys Home and it 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 DSS, the Department of Employment or the Melbourne Institute.

Keeping Contact Details Current

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

Notification Requirements

- You must contact DSS if you:
 - lose the dataset;
 - complete your research;
 - wish to relinquish responsibility for a dataset;
 - become aware of a breach of security either by yourself or others;
 - have any questions about your responsibilities in relation to the dataset;
 - wish to request permission to match, merge or link a DSS longitudinal dataset with another dataset;
 - wish to request permission to report data at a more detailed geographic level than is permitted by the Deed of Confidentiality; and
 - wish to request permission to use the dataset for a different research topic.

Notification of publication of studies

- You must advise DSS and the Department of Employment of your intention to publish your research. The Licensee must 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.
- You must also, within 30 days of completion, enter bibliographic details of any final research material produced using the datasets into [FLoSse](#). See **Fact Sheet 3**.

Termination Dates

- Licensees may retain the dataset for a maximum of three years. You will be asked to nominate the expected date of completion of the research as the termination date, up to a maximum of three years from the date of application.
- By the nominated termination date, users must destroy the data in accordance with the requirements set out below.
- Licensees who require the data beyond the three years may apply to DSS in writing prior to the termination date requesting permission to retain the data for an additional specified length of time. Permission is at the discretion of DSS and the Department of Employment.

Relinquishing Your Responsibilities for the Dataset

- In order to fully relinquish responsibilities for the dataset, Licensees must destroy all copies of the unit record data and confirm this by emailing jh@dss.gov.au.
- All CDs containing the dataset must physically destroyed by breaking each 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, Licensees are legally responsible for the datasets they hold.

Roles and Responsibilities of Supervisors

- Students (see **Fact Sheet 1** for eligible student categories) 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 a Licensee, they will not be able to view the unit record data.
- Supervisors must ensure 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 DSS 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. The one-off fee, payable to the Melbourne Institute of Applied Economic and Social Research, is \$77 (GST incl) for Australian users and AUD\$121 for overseas users.

- In the case of research assistants, DSS 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 DSS or the Department of Employment have any questions about your position or requires that your supervisor also have access to the dataset, they will contact you directly.

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