# FACT SHEET 3
# Roles and Responsibilities of Authorised Users

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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.

In signing the Deed of Confidentiality to obtain access to a dataset under organisational licensing arrangements, users give DSS 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.

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 DSS to use.

If at any time an Authorised User has any questions regarding their use of or access to the dataset, they should contact their Data Manager or DSS. A list of organisations who have signed an Organisational Deed of Licence or MOU and the relevant contact details is available on the DSS, 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. Contact your Data Manager for a copy of the Deed of Confidentiality and complete. Refer to Fact Sheet 7 ‘How to Complete a deed and survey contact list’ for additional instructions on completing the deed;

2. Discuss your application with the Data Manager of your organisation. If you are applying for LSIC data, you must read Fact Sheet 6 ‘Longitudinal Study of Indigenous Children Data Protocols’ and complete the LSIC Standpoint and Data Integrity Statement;

3. Have your Data Manager witness your Deed of Confidentiality and forward it to DSS;

4. If your application is approved, both you and your Data Manager will be notified by DSS;

5. 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. Refer to the appropriate website;

2. Print out a copy of the Individual Deeds of Licence for the datasets you wish to apply for;

3. Email longitudinalsurveys@dss.gov.au if you have any questions about the Individual Deed of Licence;

4. 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 Fact Sheet 6 'Longitudinal Study of Indigenous Children Data Protocols' and read and complete section marked 'For LSIC Users Only' of the application form;

5. Forward your Deed of Licence to DSS by scanning your application form and emailing it to longitudinalsurveys@dss.gov.au (note: you **DO NOT** need to send the original signed deed to DSS);

6. 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 DSS 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 and administrative requirements listed in the security and administrative requirements clauses of the deed they signed. 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, DSS 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 DSS 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 DSS's longitudinal datasets with any other datasets without the prior written consent from DSS, 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 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 does not 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 DSS. 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 Fact Sheet 5 ‘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** | **Unconf** |
| **User B** | **Any Previous Release** | **CNEF*** | No | No | No | No |
| | | **General** | No | No | No | No |
| | | **UnConf** | No | No | No | No |
| | **Same Release** | **CNEF*** | Yes | No | No | No |
| | | **Training*** | No | Yes | No | No |
| | | **General** | Yes | Yes | Yes | No |
| | | **UnConf** | Yes | Yes | Yes | Yes |
| | **Any Later Release** | **CNEF*** | Yes | No | No | No |
| | | **General** | Yes | Yes | Yes | No |
| | | **UnConf** | 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 Fact Sheet 5 ‘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 DSS 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 DSS 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 DSS.

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 DSS and the relevant Survey Contract Managers in all their research material. Refer to Fact Sheet 8 'How to acknowledge DSS and the relevant survey contract managers' in all research material.

## 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 DSS before commencing a different research topic. This may be done by email (longitudinalsurveys@dss.gov.au) and you should receive an answer within 5 working days. The data may only be used for the research topics for which DSS 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), Greater Capital City Statistical Area, 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), Region of Residence (LSAC only) and Level of Relative Isolation (LSIC only). Note that postcode information available in the HILDA and LSAC Unconfidentialised datasets must not be reported on. Also note that Socio-Economic Indexes for Area (SEIFA) information must not be reported on at the index level.

- 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 in Fact Sheet 6 'Longitudinal Study of Indigenous Children Data Protocols'.

## 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 DSS 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 DSS, either directly or through your Data Manager, in the following situations:

- You want to request permission to match, merge or link a DSS 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 DSS longitudinal dataset for a different research topic;

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

## j) Providing Research Material to DSS

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. DSS 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 DSS'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 DSS, all users of the datasets must upload the bibliographic details of their finalised research into FLoSse Research. The website address is http://flosse.dss.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. DSS 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, DSS will be notified there is an entry waiting approval. This is to ensure only legitimate material is included in the repository. In addition, DSS staff will assign subjects. The list of subjects broadly reflects DSS 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 DSS 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 DSS.  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. DSS 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 an e-mail to flosse@dss.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@dss.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 DSS 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 DSS 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 at l) Relinquishing Your Responsibilities for the Dataset. Users 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 DSS'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 including all CDs containing the dataset and confirm this by email to the Data Manager. More information about this is in Fact Sheet 9 'Security Requirements'. 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 DSS before they leave their current organisation.