

Glossary for Fact Sheets

Glossary

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

Authorised User means a person who has been given permission by DSS to have access to and use the Datasets for the Approved Research.

Business Owner means the Branch Manager, Policy Evidence Branch, DSS or another officer of DSS formally notified as the person to whom notices are to be addressed.

BNLA means the Building a New Life in Australia Survey.

Commercial purposes means the use of DSS longitudinal data for a fee, rate, charge or other consideration, or directly or indirectly in connection with any business, or other undertaking intended for profit.

Confidential Information means, in relation to DSS, information that:

- a. is by its nature confidential
- b. is designated in writing by DSS 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 DSS or third parties (where that information is provided by a third party on behalf of DSS) 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 DSS

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.

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 DSS;

- 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);
- General Release household and person level Unit Records Data from the Building a New Life in Australia Survey;
- Any variations or updates of Releases that may be released from time to time;
- HILDA, LSAC, LSIC and BNLA Beta Datasets; and
- Any other DSS longitudinal dataset as may be notified by DSS 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.

DSS means the Commonwealth as represented by the Australian Government Department of Social Services.

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

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.

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 and BNLA, the Australian Institute of Family Studies. DSS manages the survey for LSIC.

Unauthorised Person means a person who is not authorised in writing by DSS 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.