ADSP Application Checklist

This checklist has been developed to assist you with preparing your application to become an **accredited data service provider (ADSP)** under the Data Availability and Transparency Act (DATA) Scheme. It supports the more detailed assistance on the ONDC website about how to make and submit an ADSP application.

Your application will consist of a completed ADSP Application Form together with supporting evidence, and will be submitted via Dataplace.

Preparation

Your application will require a significant amount of supporting documentation and you are strongly encouraged to refer to the guidance available and to contact information@datacommisioner.gov.au if you have any questions. I have:

- [ ] reviewed the *Evidence Guidance for the ADSP application* and the *Instructions for making an ADSP application* (available from the ONDC website)

- [ ] downloaded the *ADSP Application Form*

To submit an application, your organisation needs to be registered to use Dataplace. You may like to review the Dataplace On-boarding How-to Guide. I have:

- [ ] confirmed that my organisation has been on-boarded onto Dataplace

Section 1: About your organisation and data services

Questions in this section provide contextual information about your organisation and data services under the DATA Scheme.

This section requires you to provide information about the entity applying for accreditation as an ADSP, including Authorised Officer details, ADSP application co-ordinator (contact officer) details and organisation details. I have:

- [ ] confirmed that my organisation is eligible to become accredited, and is not an excluded entity under the *Data Availability and Transparency Act 2022* (the **DAT Act)**

- [ ] identified the Authorised Officer as defined under section 137 of the DAT Act

- [ ] identified the ADSP application co-ordinator (contact officer)

- [ ] reviewed my organisation's obligations as an Accredited Data Service Provider and identified the area within my organisation that will provide data services

- [ ] engaged my organisation's legal and data governance areas to respond to the questions about data services to be provided, entity legal structure, conflicts of interest, affiliations and legislative restrictions on your data activities

Section 2: Data Management and Governance

This section requires you to provide information about your organisation's data experience and ability to perform data services relating to de-identification data services, secure access data services, and/or complex data integration services. I have:

☐ engaged my organisation's corporate governance and data management areas to respond to the questions about data service policies, practices, governance, and risk management

☐ identified the person(s) chiefly responsible for the data management and data governance, and engaged with them about their role and qualifications

Section 3: Privacy and Data Protection

This section requires you to provide information about your organisation's ability to ensure the privacy, protection and appropriate use of data, including the ability to manage related risks. I have:

☐ engaged my organisation's data management and privacy areas to respond to the questions about data privacy, protection, ethics and appropriate use of data

☐ identified the person(s) chiefly responsible for privacy, and engaged with them about their role and qualifications

Section 4: Security Settings

This section requires you to provide information about how your organisation stores and secures your data, and the policies, practices and controls in place to minimise related risks. I have:

☐ engaged with my organisation's IT security and corporate governance areas to respond to the questions about security settings and managing risks

☐ identified the person(s) chiefly responsible for security, and engaged with them about their role and qualifications

Section 5: Skills and Capabilities

Questions in this section relate to your organisation's technical capabilities and skills to protect, manage and use data, as well as about your organisation's workforce and data culture. I have:

☐ reviewed my organisation's experience working with data and the skills and capability that exist within our workforce

☐ engaged my organisation's HR area to respond to the questions about employee management and training for my organisation's workforce

Section 6: Consent and declaration

An Authorised Officer of your entity will be required to sign the declarations and consent to the submission of the application. I have:

☐ notified the Authorised Officer that they will be required to sign the application

☐ received consent from individuals for their personal information to be included in the application