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User Accreditation Application Checklist

This checklist has been developed to assist you with preparing your application for user accreditation, which is available as an online form on [Dataplace](#).

You are able to save the draft application form on Dataplace and return to it later. Note that **if two users are editing the application form at the same time, the last person who saves will overwrite the current content.**

Preparation

Before you can begin 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 and that I can sign in to Dataplace.

Section 1: About your organisation

This section requires you to provide information about the entity applying for accreditation, including Authorised Officer details, contact officer details and organisation details. I have:

- confirmed that my organisation is eligible to become accredited, and 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.
- reviewed my organisation's obligations as an Accredited User.
- determined my organisation's purposes for applying for accreditation and they are aligned to the data sharing purposes in the DAT Act.

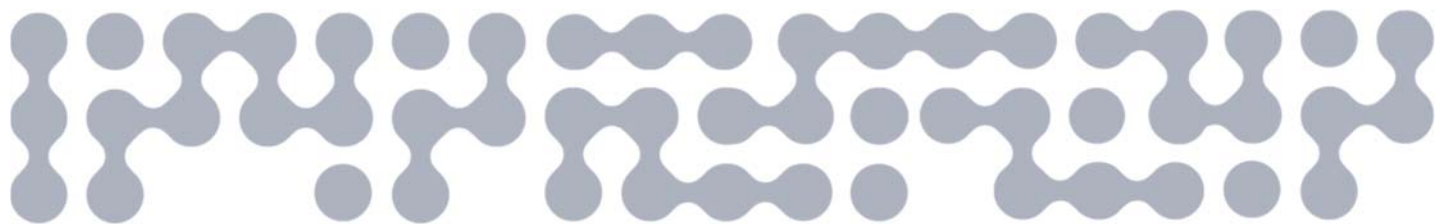
Section 2: Selection Criteria

Criterion 1: Data Management and Governance

This section requires you to provide information about your organisation's data experience. I have:

- engaged my organisation's data management area to respond to the questions about data policies and practices.
- identified the person chiefly responsible for the data management and data governance, and engaged with them about their role and qualifications.

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Criterion 2: Security Settings

This section requires you to provide information about how your organisation stores and secures your data.

- I have determined whether my organisation would like to store data accessed under the DATA Scheme or only access data through an Accredited Data Service Provider (ADSP).
- If my organisation would like to store data, I have engaged with my organisation's IT security area to respond to the questions about security settings.

Criterion 3: Data Skills & Capabilities

This section requires you to provide information 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 3: 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 submit the application.
- received consent to provide any personal information in the application form.

