User accreditation application form

# Introduction

Organisations that wish to request Australian Government data under the Data Availability and Transparency Act (DATA) Scheme, or organisations that wish to provide specialist data services under the Scheme, must become accredited. You can find more information about the DATA Scheme, including about the two types of accreditation, on the [ONDC website](https://www.datacommissioner.gov.au/).

Organisations that wish to become an Accredited User (also referred to as an accredited data user) under the DATA Scheme may apply by completing this application form on Dataplace.

To become an Accredited User we will ask for information to help us assess that your organisation has:

1. appropriate data management and governance policies and practices and an appropriately qualified individual in a position that has responsibility for data management and data governance for the entity
2. the ability to minimise the risk of unauthorised access, sharing or loss of data
3. the necessary skills and capability to ensure the privacy, protection and appropriate use of data, including the ability to manage risks in relation to those matters.

When completing the application form, you may need to seek information from multiple areas within your organisation. The information you will need to provide covers the following topics: IT, such as cyber security controls; HR and learning and development, such as training and on-boarding processes; and data governance including your data management practices.

Before you start the application form you should run through the [User Accreditation Application Checklist](https://www.datacommissioner.gov.au/node/271) and the [Expected Characteristics for User Accreditation](https://www.datacommissioner.gov.au/node/274) to help you prepare.

There is guidance material provided throughout the form. However, if you have any questions about the form or about applying for accreditation please [contact us](https://www.datacommissioner.gov.au/contact-us).

Where you provide personal information in the application, ensure you have obtained consent from those individuals.

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# Organisation details

1. Organisation details

|  |  |
| --- | --- |
| Organisation name | Click or tap here to enter text. |
| Legal name of organisation | Click or tap here to enter text. |
| ABN/ACN | Click or tap here to enter text. |
| Type of entity | Choose an item. |

1. Provide an email / emails for general enquires

We recommend selecting group mailboxes as this will be available to the public and used for formal notices.

Your organisation mailboxes in Dataplace may be updated at any time from the manage organisation section of Dataplace.

|  |  |
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| Contact email | Click or tap here to enter text. |
| Contact email | Click or tap here to enter text. |

# Authorised officer

The accreditation application must be submitted by the head of the organisation or an appointed authorised officer.

Only certain people can be an authorised officer, as defined in the DAT Act (section 137). [Guidance](https://www.datacommissioner.gov.au/node/295) on authorised officers is available on the ONDC website, including authorisation templates.

If an appointed authorised officer is submitting the accreditation application, you must have an instrument of authorisation. This must be signed and dated **before** the application is submitted.

*Please upload the instrument of authorisation on the manage organisation section of Dataplace.*

1. Who is the authorised officer making the application for accreditation on behalf of your organisation?

|  |  |
| --- | --- |
| Given name | Click or tap here to enter text. |
| Family name | Click or tap here to enter text. |
| Preferred name | Click or tap here to enter text. |
| Position title | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Phone number | Click or tap here to enter text. |

# Contact officer

This is the person the ONDC will contact if we have any questions about the application, or if we require further information. If you nominate someone other than the authorised officer, the ONDC will contact that person as needed, but will also copy in the authorised officer to correspondence.

1. Would you like to nominate another individual to be a contact point for the accreditation process?

|  |  |
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| Given name | Click or tap here to enter text. |
| Family name | Click or tap here to enter text. |
| Preferred name | Click or tap here to enter text. |
| Position title | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Phone number | Click or tap here to enter text. |

# About your organisation

This section of the application provides contextual information about your organisation that can help the ONDC assess your organisation’s capability against the accreditation criteria.

1. Does your organisation have any obligations or affiliations that could impact or conflict with obligations under the DATA Scheme should your organisation become accredited?

When you are accredited to participate in the DATA Scheme your organisation will have obligations to keep the data safe.

In answering this question you should consider:

* any instance where data or data outputs **must** be shared beyond participants named in data sharing agreements, including through reporting to parent companies or governance committees
* any standard contracts or financial arrangements that (will) relate to the future data projects or outputs
* any foreign members of your organisation and any standard access they may have to data and data projects
* any other relevant foreign influences.

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| Does your organisation have any obligations or affiliations that could impact or conflict with obligations under the DATA Scheme should your organisation become accredited? | Choose an item. |

If yes - How will you manage these matters to ensure compliance with the DATA Scheme?

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| Click or tap here to enter text. |

1. What is the nature of your organisation’s business and how would access to Commonwealth government data support that?

Provide a brief statement about (1) what your organisation does, (2) how you use data and (3) why you seek access to Australian Government data.

Australian Government data can only be shared under the DATA Scheme for projects that are in the public interest and for purposes defined in the DAT Act. The purposes defined in the DAT Act are:

* delivery of government services;
* informing government policy and programs; and
* research and development.

Please note that your response to this question may be published on a register of DATA Scheme participants and/or on your organisation profile on Dataplace.

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| Click or tap here to enter text. |

1. What is the approximate size of your organisation?

Provide a general estimate that includes all employees, including those who are on contracts or casual.

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| Size | Choose an item. |

# Criterion 1: Data Management and Governance

This section of the application provides information on:

* the nature of data your organisation manages
* your organisation’s data management and governance policies and practices, and
* the individual(s) responsible for data management and governance in your organisation.

Applications will be assessed in the context of the size of your organisation and your organisation’s experience with data. While the questions are specific to each criterion, your application will be assessed as a whole against the criteria in the DAT Act.

We do not expect organisations to necessarily have all elements covered in the questions below. Organisations will tailor their data management and governance practices according to the role that data plays in their organisation, the type of data they work with and the nature of their business. There are opportunities in the questions to provide commentary about your data management practices to contextualise your responses.

#### Organisational data holdings

The following questions ask about the nature of data your organisation manages.

1. What is the volume of your organisation’s data holdings?

Provide an estimate in Terabytes. Please include your organisation’s business data, such as data relating to clients, business activities and operations. Do not include your own corporate or administrative (e.g. HR or financial) data. Do not include data contained in archives and backups or any other duplicates.

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| Data volume | Click or tap here to enter text. |

1. How much of your organisation’s data is treated as sensitive?

What is considered sensitive can be context specific. Sensitive data can include information that is personal, or is commercially, environmentally or culturally sensitive.

For the purposes of this application form, the [Protective Security Policy Framework](https://www.protectivesecurity.gov.au/) should be used to help you consider whether the data referred to is sensitive data. This requires organisations to assess the value, importance or sensitivity of information and the potential damage to government, the national or public interest, organisations or individuals that would arise if the information’s confidentiality was compromised.

In addition, sensitivity of data should be considered where data relates to culture of people and the environment. This is different to the technical meaning of ‘sensitive information’ within the Privacy Act 1988, which refers to a subset of personal information.

We understand that the definition of sensitive is subjective and will depend on the context where the data is applied. Please consider the impact if the information were to be compromised to determine whether the data you hold is sensitive.

*Select a percentage and add a comment if more explanation is needed.*

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| Sensitive data (%) | Choose an item. |
| Click or tap here to enter text. | |

1. What subject matter data does your organisation hold?

*Select all subjects that your organisation has data on.*

Economy (e.g. Labour, Business, Industry, Financial)

Society (e.g. Population, Migration, Culture, Health, Education, Crime and Justice, Disability, Aboriginal and Torres Strait Islander Peoples)

Environment (e.g. Land, Water, Atmosphere, Biodiversity)

Other (*describe below*)

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| Click or tap here to enter text. |

1. How much of your organisation’s data is created in or by your organisation?

Data created in or by your organisation is any original data collections produced by your organisation (e.g. through a survey or data manipulation) or collected by your organisation through business processes that it manages (e.g. applications for a permit). This is distinct from data that has been collected by other organisations that you may have access to or is in your possession.

The percentage of data is relative to the estimated volume of data holdings you provided above.

*Select a percentage and add a comment if more explanation is needed.*

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| Data created internally (%) | Choose an item. |
| Click or tap here to enter text. | |

#### Organisational data governance controls

The following statements refer to your organisation’s data management and governance policies and practices and the appropriately qualified individual with responsibility for leading the organisation’s data agenda.

1. We know the data we hold

*Select the option that best fits and add a comment with more explanation.*

We do not have any kind of organised inventory of our data holdings

We have an inventory of the personal information that we hold

We have a number of different data inventories, including an inventory of personal information although nothing centralised

We have a centralised data inventory, which includes personal information

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| Click or tap here to enter text. |

1. We know the value of data that we hold

For this question, value means the importance or significance of the data.

*Select the option that best fits and add a comment with more explanation.*

The value of data held by our organisation is unknown

The value of data is driven by the needs of projects and/or individuals

Business units understand the value of the data they hold (e.g., could identify business critical data / high value data quickly)

We understand the value of our data at an organisational level and have a consistent way of assessing the value of individual datasets to the organisation

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| Click or tap here to enter text. |

1. We manage data that we hold

*Select the option that best fits and add a comment with more explanation.*

We have no established practice for managing data

Our data is managed for a single purpose or on a project-by-project basis, by individuals according to their time and capability or by business units with some established practices

Our data is managed according to practices defined and documented at the organisational or business unit level as relevant

Our data is managed according to its value; we have a consistent way of valuing data across the organisation and invest proportionate effort in its management (i.e. set management standards according to high and low value data)

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| Click or tap here to enter text. |

1. We manage our metadata

Other data standards are considered in later questions.

*Select the option that best fits and add a comment with more explanation.*

We have no defined metadata standards

We have some defined metadata standards

We have agreed metadata standards defined for most data

We have agreed metadata standards defined for nearly all data

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| Click or tap here to enter text. |

1. We use data ethically

*Select the option that best fits and add a comment with more explanation.*

Our work does not require consideration of ethics

We do not have a process for the consideration of ethics in using data

We have a clear framework for the organisation to consider ethics associated with using data

We are bound by policy or legislation to consider ethics

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| Click or tap here to enter text. |

1. We have monitoring and reporting arrangements in place to govern our data management and use

*Select the option that best fits and add a comment with more explanation.*

There is no regular or systemic monitoring or reporting arrangements in place

There are informal, project-based monitoring and reporting arrangements in place

There are organisational monitoring and reporting arrangements in place with limited review mechanisms

There is organisational monitoring in place and a senior manager responsible for reporting and review to an executive committee

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| Click or tap here to enter text. |

1. We have incident management arrangements in place to govern our data management and use

Your incident management plans may include but not limited to:

• data breach mitigation plan

• disaster recovery plan

• business continuity plan

More information on incident management can be found in the [Protective Security Policy Framework](https://www.protectivesecurity.gov.au/).

*Select the option that best fits and add a comment with more explanation.*

There is no structured approach to incident management and/or breach response

There are informal incident response processes managed on a project basis or within business units

We have an incident management response plan with clear and documented incident response and escalation procedures

We have an incident management response plan which is regularly tested and continuously improved

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| Click or tap here to enter text. |

1. We manage data risks

*Select the option that best fits and add a comment with more explanation.*

There is no risk management strategy in place

There is a general risk management strategy in our organisation

The business areas are responsible for managing their data risks within the organisational risk management strategy

There is an organisational wide approach to managing data risks

The organisation reports data risks to an external body, including the public

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| Click or tap here to enter text. |

1. Does your organisation have obligations for handling personal information?

This includes how you collect, store and use personal information.

Policy obligations include a whole of government or agency specific policy that you commit to.

*Select the option that best fits and add a comment with more explanation.*

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| Does your organisation have obligations for handling personal information? | Choose an item. |

If Yes - legislative, what legislation applies to your organisation?

*Privacy Act 1988* (Cth)

*Privacy and Personal Information Protection Act 1998* (NSW)

*Information Act 2002* (NT)

*Personal Information Protection Act 2004* (TAS)

*Information Privacy Act 2009* (QLD)

*Information Privacy Act 2014* (ACT)

*Privacy and Data Protection Act 2014* (VIC)

*Privacy and Responsible Information Sharing Act 2024* (WA)

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| Click or tap here to enter text. |

1. How does your organisation manage personal information?

For this question, ‘personal information’ only includes client / customer / business data. This does not include corporate or HR data.

*Select all the options applicable and add a comment with more explanation.*

We do not deal with personal information

We have a privacy policy for the organisation

We have position specific privacy policy / policies

We have guidance material, checklists and templates that informs how to manage privacy and respond to incidents

We have an ethics framework that includes consideration of how we seek consent and how we use personal information

We have mechanisms in place to ensure informed consent for the data that the organisation receives / uses

We have mandatory privacy training (including compliance checks)

We regularly consider the privacy impacts of any new projects and systems that involve personal information and undertake Privacy Impact Assessments when needed

We have assurance activities to drive improvement in how we manage privacy obligations

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| Click or tap here to enter text. |

1. What data management / governance roles does your organisation have?

Select all the roles in your organisation and add a comment if more explanation is needed. Your organisation may use different titles. If so, select the roles based on their description.

Chief Data Officer (CDO) – Accountable for enterprise-wide governance and use of data as an asset within an agency.

Chief Analytics Officer – Oversees an agency’s analytics function, including data analytics and data science.

Chief Information Officer (CIO) – Oversees the inward view of technology in an agency.

Chief Technology Officer (CTO) – Oversees the outward view of technology in an agency.

Chief Information Security Officer (CISO) – Ensures the alignment of cyber security and business objectives in an agency.

Chief Information Governance Officer (CIGO) – Establishes and maintains an enterprise-wide culture for an accountable and business-focused information management environment. Often performed by CDO or CIO.

Data Stewards – Oversee day-to-day management of data collected and held by an agency within a defined data domain or business area. Sometimes referred to as Domain Data Stewards.

Data Champion – Promotes best practice use, sharing and re-use of data within their agency.

Privacy Champion – Promotes a culture of privacy that values and protects personal information within an agency.

Privacy Officer – Promotes a strong privacy governance capability within an agency.

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| Click or tap here to enter text. |

1. Who is the person chiefly responsible for the data management and data governance of your organisation?

This person should be in one of the roles identified above.

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| --- | --- |
| Given name | Click or tap here to enter text. |
| Family name | Click or tap here to enter text. |
| Position title | Click or tap here to enter text. |

1. Provide a brief summary of the qualifications, skills and experience of the person chiefly responsible relevant to their data management and data governance role.

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| Click or tap here to enter text. |

1. Please upload a description of the role and responsibilities of the person chiefly responsible for data management and data governance.

Attach a file, drag and drop a file into Dataplace or click the button on Dataplace to select a file to upload. Allowable file types include pdf, doc, docx, txt, jpg, jpeg, gif, png, xls, xlsx, csv.

|  |  |
| --- | --- |
| Document title | Click or tap here to enter text. |

1. What data management and governance documents does your organisation have?

Provide information about the documents your organisation has on its data management and governance practices. This may include data strategies, policies, data handling procedures, data governance frameworks, risk management, ethics, and audit programs.

If your documentation is extensive, provide details for up to 10 most relevant documents that, collectively, showcase your organisation’s approach to data management and its governance. Please consider also which documents support your responses to other questions in this form.

If you have more than 10 documents, only provide the title of remaining documents.

|  |  |
| --- | --- |
| Document title 1 (Name of policy / document / guideline) | Click or tap here to enter text. |
| Describe what it covers (*please include a link if document is public*) | Click or tap here to enter text. |
| How is it published? | Choose an item. |
| How is it communicated to staff? | Choose an item. |
| How is it reviewed / updated? | Choose an item. |
| How is it enforced? | Choose an item. |

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| Document title 2 (Name of policy / document / guideline) | Click or tap here to enter text. |
| Describe what it covers (*please include a link if document is public*) | Click or tap here to enter text. |
| How is it published? | Choose an item. |
| How is it communicated to staff? | Choose an item. |
| How is it reviewed / updated? | Choose an item. |
| How is it enforced? | Choose an item. |

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| Document title 3 (Name of policy / document / guideline) | Click or tap here to enter text. |
| Describe what it covers (*please include a link if document is public*) | Click or tap here to enter text. |
| How is it published? | Choose an item. |
| How is it communicated to staff? | Choose an item. |
| How is it reviewed / updated? | Choose an item. |
| How is it enforced? | Choose an item. |

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| Document title 4 (Name of policy / document / guideline) | Click or tap here to enter text. |
| Describe what it covers (*please include a link if document is public*) | Click or tap here to enter text. |
| How is it published? | Choose an item. |
| How is it communicated to staff? | Choose an item. |
| How is it reviewed / updated? | Choose an item. |
| How is it enforced? | Choose an item. |

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| --- | --- |
| Document title 5 (Name of policy / document / guideline) | Click or tap here to enter text. |
| Describe what it covers (*please include a link if document is public*) | Click or tap here to enter text. |
| How is it published? | Choose an item. |
| How is it communicated to staff? | Choose an item. |
| How is it reviewed / updated? | Choose an item. |
| How is it enforced? | Choose an item. |

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| Document title 6 (Name of policy / document / guideline) | Click or tap here to enter text. |
| Describe what it covers (*please include a link if document is public*) | Click or tap here to enter text. |
| How is it published? | Choose an item. |
| How is it communicated to staff? | Choose an item. |
| How is it reviewed / updated? | Choose an item. |
| How is it enforced? | Choose an item. |

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| Document title 7 (Name of policy / document / guideline) | Click or tap here to enter text. |
| Describe what it covers (*please include a link if document is public*) | Click or tap here to enter text. |
| How is it published? | Choose an item. |
| How is it communicated to staff? | Choose an item. |
| How is it reviewed / updated? | Choose an item. |
| How is it enforced? | Choose an item. |

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| Document title 8 (Name of policy / document / guideline) | Click or tap here to enter text. |
| Describe what it covers (*please include a link if document is public*) | Click or tap here to enter text. |
| How is it published? | Choose an item. |
| How is it communicated to staff? | Choose an item. |
| How is it reviewed / updated? | Choose an item. |
| How is it enforced? | Choose an item. |

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| Document title 9 (Name of policy / document / guideline) | Click or tap here to enter text. |
| Describe what it covers (*please include a link if document is public*) | Click or tap here to enter text. |
| How is it published? | Choose an item. |
| How is it communicated to staff? | Choose an item. |
| How is it reviewed / updated? | Choose an item. |
| How is it enforced? | Choose an item. |

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| Document title 10 (Name of policy / document / guideline) | Click or tap here to enter text. |
| Describe what it covers (*please include a link if document is public*) | Click or tap here to enter text. |
| How is it published? | Choose an item. |
| How is it communicated to staff? | Choose an item. |
| How is it reviewed / updated? | Choose an item. |
| How is it enforced? | Choose an item. |

Other documents

|  |
| --- |
| Click or tap here to enter text. |

1. Having regard to the list of documents set out above, please upload the document that is most relevant to your organisation’s data management and data governance policies.

Documents that are publicly available do not need to be uploaded. Please upload the internal document that is most relevant.

Attach a file, drag and drop a file into Dataplace or click the button on Dataplace to select a file to upload. Allowable file types include pdf, doc, docx, txt, jpg, jpeg, gif, png, xls, xlsx, csv.

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| Document title | Click or tap here to enter text. |

1. What governance bodies related to data, risk management and/or audit does your organisation have?

If your list of governance bodies is extensive, please provide details for up to 10 most relevant governance bodies across the organisation. Please consider which governance bodies would support your responses to other questions in this form, including physical, ICT and data security governance.

If you have more than 10, only provide the name of remaining governance bodies.

|  |  |
| --- | --- |
| Name of governance body 1 | Click or tap here to enter text. |
| What is the key function/responsibility of the body, including any monitoring programs that report to the body? | Click or tap here to enter text. |
| Are there requirements on who can be the chair (e.g. by seniority or by defined position)? | Choose an item. |
| What is the composition of membership? | Choose an item. |
| Are members required to have specific skills, qualifications or roles? | Choose an item. |

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| Name of governance body 2 | Click or tap here to enter text. |
| What is the key function/responsibility of the body, including any monitoring programs that report to the body? | Click or tap here to enter text. |
| Are there requirements on who can be the chair (e.g. by seniority or by defined position)? | Choose an item. |
| What is the composition of membership? | Choose an item. |
| Are members required to have specific skills, qualifications or roles? | Choose an item. |

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| Name of governance body 3 | Click or tap here to enter text. |
| What is the key function/responsibility of the body, including any monitoring programs that report to the body? | Click or tap here to enter text. |
| Are there requirements on who can be the chair (e.g. by seniority or by defined position)? | Choose an item. |
| What is the composition of membership? | Choose an item. |
| Are members required to have specific skills, qualifications or roles? | Choose an item. |

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| Name of governance body 4 | Click or tap here to enter text. |
| What is the key function/responsibility of the body, including any monitoring programs that report to the body? | Click or tap here to enter text. |
| Are there requirements on who can be the chair (e.g. by seniority or by defined position)? | Choose an item. |
| What is the composition of membership? | Choose an item. |
| Are members required to have specific skills, qualifications or roles? | Choose an item. |

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| Name of governance body 5 | Click or tap here to enter text. |
| What is the key function/responsibility of the body, including any monitoring programs that report to the body? | Click or tap here to enter text. |
| Are there requirements on who can be the chair (e.g. by seniority or by defined position)? | Choose an item. |
| What is the composition of membership? | Choose an item. |
| Are members required to have specific skills, qualifications or roles? | Choose an item. |

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| Name of governance body 6 | Click or tap here to enter text. |
| What is the key function/responsibility of the body, including any monitoring programs that report to the body? | Click or tap here to enter text. |
| Are there requirements on who can be the chair (e.g. by seniority or by defined position)? | Choose an item. |
| What is the composition of membership? | Choose an item. |
| Are members required to have specific skills, qualifications or roles? | Choose an item. |

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| Name of governance body 7 | Click or tap here to enter text. |
| What is the key function/responsibility of the body, including any monitoring programs that report to the body? | Click or tap here to enter text. |
| Are there requirements on who can be the chair (e.g. by seniority or by defined position)? | Choose an item. |
| What is the composition of membership? | Choose an item. |
| Are members required to have specific skills, qualifications or roles? | Choose an item. |

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| Name of governance body 8 | Click or tap here to enter text. |
| What is the key function/responsibility of the body, including any monitoring programs that report to the body? | Click or tap here to enter text. |
| Are there requirements on who can be the chair (e.g. by seniority or by defined position)? | Choose an item. |
| What is the composition of membership? | Choose an item. |
| Are members required to have specific skills, qualifications or roles? | Choose an item. |

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| Name of governance body 9 | Click or tap here to enter text. |
| What is the key function/responsibility of the body, including any monitoring programs that report to the body? | Click or tap here to enter text. |
| Are there requirements on who can be the chair (e.g. by seniority or by defined position)? | Choose an item. |
| What is the composition of membership? | Choose an item. |
| Are members required to have specific skills, qualifications or roles? | Choose an item. |

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| Name of governance body 10 | Click or tap here to enter text. |
| What is the key function/responsibility of the body, including any monitoring programs that report to the body? | Click or tap here to enter text. |
| Are there requirements on who can be the chair (e.g. by seniority or by defined position)? | Choose an item. |
| What is the composition of membership? | Choose an item. |
| Are members required to have specific skills, qualifications or roles? | Choose an item. |

Other governance bodies

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| Click or tap here to enter text. |

1. How will your organisation manage and govern your DATA Scheme obligations?

DATA Scheme obligations include: complying with any conditions of accreditation, reporting changes in circumstances, reporting Scheme data breaches, complying with data sharing agreements, only using Scheme data for allowed purposes and mitigating Scheme data breaches. For more information see the [guidance](https://www.datacommissioner.gov.au/data-scheme-guidance) on the ONDC website.

If in question 4.12 your organisation intends to create new learning, development or training about the DATA Scheme please provide information about the training here.

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| Click or tap here to enter text. |

# Criterion 2: Security Settings

This section of the application provides information about:

* how your organisation proposes to store the data accessed through the DATA Scheme
* your organisation’s approach to minimising the risk of unauthorised access, sharing or loss of data, and
* your organisation’s data transfer, storage and disposal controls.

We do not expect organisations to necessarily have all elements covered in the questions below. Organisations will tailor their security practices according to the role that data plays in their organisation, the type of data they work with and the nature of their business. There are opportunities in the questions to provide commentary about physical and cyber security practices to contextualise your responses.

#### Organisational DATA Scheme data storage

The following questions ask about how your organisation proposes to store the data accessed through the DATA Scheme.

1. Does your organisation plan to store and manage data accessed through the DATA Scheme on your IT network(s)?

You may not be planning to store data accessed under the DATA Scheme on your IT networks. This may be because you are planning to use an ADSP’s secure access data service or for other reasons.

The ADSP secure access data service provides accredited users with access to a third-party secure environment where they can perform data analysis.

|  |  |
| --- | --- |
| Does your organisation plan to store and manage data accessed through the DATA Scheme on your IT network(s)? | Choose an item. |

If you answer No to this question, your accreditation will include a condition that you cannot host data accessed through the DATA Scheme. Go to criterion 3 (question 4.1) and do not complete the rest of the security section (criterion 2).

1. How many network(s) does your organisation manage?

For this question, network(s) means a group of self-contained infrastructure (including workstations, servers, devices etc.) which your organisation controls, operates and manages with appropriate security controls and ICT policies and procedures in place.

|  |  |
| --- | --- |
| Networks | Click or tap here to enter text. |

1. Does your organisation have a Protected network(s)?

A ‘Protected network’ is as defined by the Protective Security Policy Framework (PSPF).

This question is only applicable to Commonwealth entities, Non-Commonwealth entities please proceed to question 3.6.

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| Does your organisation have a Protected network(s)? | Choose an item. |

1. Does your organisation intend on only storing data accessed through the DATA Scheme on your Protected network(s)?

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| Does your organisation intend on only storing data accessed through the DATA Scheme on your Protected network(s)? | Choose an item. |
| Name of storage location | Click or tap here to enter text. |

1. Does your organisation’s Protected network(s) have secure and encrypted communication / transfer capabilities?

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| Does your organisation’s Protected network(s) have secure and encrypted communication / transfer capabilities? | Choose an item. |

1. Where will your organisation store, use, analyse and manage data accessed through the DATA Scheme?

Include the location(s) of any back-ups or archives that will be kept.

If you rely on third parties to provide or manage your IT network, this should be included in the hosting provider for the data centre section of the response.

If you have your own on-premise data storage, include your organisation name and details as the answers to these questions.

|  |  |
| --- | --- |
| Name 1 (e.g. Internal staff network) | Click or tap here to enter text. |
| Hosting provider for the data centre (e.g. Amazon Web Services) | Click or tap here to enter text. |
| Hosting data centre location (e.g. Moorebank, Sydney) | Click or tap here to enter text. |
| Status under the Home Affairs Hosting Certification Framework | Choose an item. |
| Primary or backup storage | Choose an item. |

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| --- | --- |
| Name 2 (e.g. Internal staff network) | Click or tap here to enter text. |
| Hosting provider for the data centre (e.g. Amazon Web Services) | Click or tap here to enter text. |
| Hosting data centre location (e.g. Moorebank, Sydney) | Click or tap here to enter text. |
| Status under the Home Affairs Hosting Certification Framework | Choose an item. |
| Primary or backup storage | Choose an item. |

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| --- | --- |
| Name 3 (e.g. Internal staff network) | Click or tap here to enter text. |
| Hosting provider for the data centre (e.g. Amazon Web Services) | Click or tap here to enter text. |
| Hosting data centre location (e.g. Moorebank, Sydney) | Click or tap here to enter text. |
| Status under the Home Affairs Hosting Certification Framework | Choose an item. |
| Primary or backup storage | Choose an item. |

|  |  |
| --- | --- |
| Name 4 (e.g. Internal staff network) | Click or tap here to enter text. |
| Hosting provider for the data centre (e.g. Amazon Web Services) | Click or tap here to enter text. |
| Hosting data centre location (e.g. Moorebank, Sydney) | Click or tap here to enter text. |
| Status under the Home Affairs Hosting Certification Framework | Choose an item. |
| Primary or backup storage | Choose an item. |

#### Organisational security settings

The following questions ask about your organisation’s approach to minimising the risk of unauthorised access, sharing or loss of data and your organisation’s data transfer, storage and disposal controls.

1. Which of the following are in place in your organisation?

*Select all the options applicable.*

Information classification markings

Security risk owners, stewards or managers

Security policy or plan

ICT Security policy or plan

Security investigation and response plan or processes

Security incident monitoring plan

Security incident response plan

Security governance for contracted goods and service providers (e.g. standard clauses about access or breach notifications)

Security reporting processes (e.g. concerning or unexplained behaviour from colleagues)

Specific role responsible for security (e.g. Chief Security Officer)

Security assurance and review processes

Security committee or forum

Security risk management framework

1. Which of the following has your organisation been assessed against in the last 12 months or is a part of currently?

For each selected, please include a brief assessment outcome in the free text field. For example, a summary of the assessment outcome for the Essential Eight Maturity Assessment would include the Maturity Level achieved.

*Select all the options applicable and add a comment with more explanation.*

Protective Security Framework Maturity Self-Assessment

Essential Eight Maturity Assessment

Information Security Registered Assessor Program Assessment

Australian Competition and Consumer Commissioner Consumer Data Right Accreditation

Information Security Management System (ISMS)/Organisational Protective Security Framework

ISO27001 Information Security Management (ISMS)

NIST SP 800-37 Rev. 2, Risk Management Framework for Information Systems and Organisations: A System Life Cycle Approach for Security and Privacy

Payment Card Industry Data Security Standard

ACSC partner – please describe your partnership level

ACSC partner - The ACSC Partnership Program enables Australian organisations and individuals to engage with the ACSC and fellow partners, drawing on collective understanding, experience, skills and capability to lift cyber resilience across the Australian economy.

|  |
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| Click or tap here to enter text. |

1. What physical security settings are in place in your organisation?

If your organisation has multiple physical locations, only include measures which are applicable across all locations.

If your organisation has remote or teleworking arrangements please describe physical security settings for these arrangements in the comments.

*Select all the options applicable and add a comment with more explanation.*

Restricted building access (e.g. keys, swipe access or sign-in)

Restricted visitor access (e.g. sign-in and escort)

Lockable offices

Secure storage facilities (e.g. locked cabinets)

Restricted access to server and communications rooms

Separation of workspaces (e.g. privacy screens or cubicles)

Permanent security presence (e.g. patrols and monitoring)

Remote or teleworking arrangements

Closed-circuit television (CCTV)

Automatic removal of individuals’ physical access after cessation with organisation

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| Click or tap here to enter text. |

1. What application controls for workstations and servers are in place in your organisation?

*Select all the options applicable and add a comment with more explanation.*

Organisation approved application control rule sets (e.g. restrictions on executables, software libraries scripts, installers, compiled HTML, HTML applications, control panel applets and drivers)

Vendor recommended block rules

Vendor recommended driver block rules

Validation of application control rule sets at least annually

|  |
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| Click or tap here to enter text. |

1. What application patching controls are in place in your organisation?

*Select all the options applicable and add a comment with more explanation.*

Application of security patches, updates or vendor mitigations in internet-facing application services

Application of security patches, updates or vendor mitigations for software, browsers, emails and security products

Application of security patches, updates or vendor mitigations for other applications

Vulnerability scans for internet-facing services daily

Vulnerability scans for software, browsers, emails and security products at least weekly

Vulnerability scans for other applications at least fortnightly

Applications are removed when no longer supported by vendors

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| Click or tap here to enter text. |

1. What operating system patching controls are in place in your organisation?

*Select all the options applicable and add a comment with more explanation.*

Application of operating system security patches, updates or vendor mitigations for internet-facing services

Application of operating system security patches, updates or vendor mitigations for workstation, services and network devices

Vulnerability scans for operating system internet-facing services daily

Vulnerability scans for workstations, services and network devices at least weekly

Latest or previous release of operating systems used for workstations, servers and network devices

Operating systems that are no longer supported by vendors are replaced

|  |
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| Click or tap here to enter text. |

1. What user application hardening controls are in place in your organisation?

*Select all the options applicable and add a comment with more explanation.*

Users cannot change web browser or software security settings

Web browsers do not process Java from the internet

Web browsers do not process advertisements from the internet

Blocked PowerShell script executions are logged

Vendor or Australian Cyber Security Centre hardening guidance on web browsers is implemented

Vendor or Australian Cyber Security Centre hardening guidance on Microsoft Office is implemented

Vendor or Australian Cyber Security Centre hardening guidance on PDF software is implemented

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| Click or tap here to enter text. |

1. What setting configuration controls are in place in your organisation?

*Select all the options applicable and add a comment with more explanation.*

Users cannot change macro security settings

Macros are disabled where not required

Macros originating from internet files are blocked

Macros can only execute when originating from a trusted source

Macro antivirus scanning is enabled

Macros are blocked from making Win32 API calls

Macro executions are logged

Management of macros is restricted to privileged users

Trusted publishers are validated at least annually

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| Click or tap here to enter text. |

1. What restrictions on administrative privileges are in place in your organisation?

*Select all the options applicable and add a comment with more explanation.*

Separate privileged and unprivileged operating environments

Unprivileged accounts cannot log on to privileged operating environments

Privileged accounts cannot log on to unprivileged operating environments (excluding local administrator accounts)

Validation of privileged access requests

Multi-factor authentication for privileged users

Privileged accounts can only access what their duties require

Privileged accounts are prevented from accessing the internet (excluding privileged service accounts)

Automatic suspension of privileged accounts after a period/inactivity

Revalidation requirements for privileged accounts after a period

Privileged account access is logged

Privileged account and group changes are logged

Use of jump servers for administrative activities

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| Click or tap here to enter text. |

1. What user restrictions and authentication arrangements are in place in your organisation?

*Select all the options applicable and add a comment with more explanation.*

Access control lists

Unique access/logins

Automatic removal of user accounts after cessation with organisation

User accounts can only access what their duties require

Automatic suspension of user accounts after a period/inactivity

Revalidation requirements for user accounts after a period

Multi-factor authentication for users

Multi-factor authentication for users accessing important data repositories

Validation of requests for access to data (e.g. need-to-know)

Verifier impersonation resistant multi-factor authentication

Access attempts are logged

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| Click or tap here to enter text. |

1. What incident response arrangements are in place in your organisation?

*Select all the options applicable and add a comment with more explanation.*

Intrusion detection and prevention policy

Trusted insider detection and prevention plan

Security personnel have access to sufficient tools to monitor for compromise

Data access is restricted when a spill occurs

Infected systems are isolated, scanned and the infection removed

Incident support is available 24x7

Timely post-incident analysis is undertaken

Cyber security incidents are reported to the ACSC

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| Click or tap here to enter text. |

1. What ICT equipment management processes are in place in your organisation?

*Select all the options applicable and add a comment with more explanation.*

Physical destruction of IT media

Device management and maintenance program (e.g. hardware repair or equipment register)

ICT equipment sanitisation and disposal management program including processes, procedures and assurances

Data and archiving disposal processes, procedures and assurances

MFD print drums, printer ribbons are destroyed at end of use

USB and peripheral ports are removed/disabled for users

Exit settings on clipboard, screen captures, USB devices are locked while using applications

External storage units are encrypted, secured and password protected when not in use

|  |
| --- |
| Click or tap here to enter text. |

1. What cryptography arrangements are in place in your organisation?

*Select all the options applicable and add a comment with more explanation.*

Encryption of data at rest

Encryption of data in transit

Encryption software that has completed an ASD Cryptographic Evaluation

Use of ASD Approved Cryptographic Algorithms (AACA)

Use of ASD compliant High Assurance Cryptographic Equipment (HACE)

Use of ASD Approved Cryptographic Protocols (AACP) to communicate data

Separate and secure storage of cryptographic equipment

Encryption key management, including generating, using, storing, archiving and deleting of keys

|  |
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| Click or tap here to enter text. |

1. Are your organisation’s data backups and archives encrypted, password protected and physically secured?

|  |  |
| --- | --- |
| Are your organisation’s data backups and archives encrypted, password protected and physically secured? | Choose an item. |

1. Does your organisation have any other security arrangements relevant to data sharing?

For example: secure data transfer protocol, cryptography, secure data warehouse, use of ACSC evaluated products etc.

|  |  |
| --- | --- |
| Does your organisation have any other security arrangements relevant to data sharing? | Choose an item. |
| Click or tap here to enter text. | |

# Criterion 3: Skills and Capabilities

This section provides information about your organisation’s:

* previous experience with seeking government data
* skills and capability to ensure the privacy, protection and appropriate use of data, and
* ability to manage risks in relation to privacy, protection and use of data.

We do not expect organisations to necessarily have all elements covered in the questions below. Organisations have different data skills and capabilities according to the role that data plays in their organisation. There are opportunities in the questions to provide commentary about your skills and capabilities management to contextualise your responses.

#### Organisational government data experience

The following question asks about your organisation’s previous experience with seeking government data.

1. Has your organisation sought access to government data in the last five years?

We are seeking to understand if you have experience with requesting government data.

Prior requests and refusals to access data will not result in an automatic refusal of accreditation under the DATA Scheme.

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| Has your organisation sought access to government data in the last five years? | Choose an item. |

If yes, please provide information on the three most relevant projects, prioritising Australian Government data requests.

**Project 1**

|  |  |
| --- | --- |
| What organisation did you seek data from? | Click or tap here to enter text. |
| Type of data sought | Economy  Society  Environment  Other (describe below) |
| What was the data classified? | Choose an item. |
| Did the project go ahead? | Choose an item. |
| *Add project description below* | |
| Click or tap here to enter text. | |

**Project 2**

|  |  |
| --- | --- |
| What organisation did you seek data from? | Click or tap here to enter text. |
| Type of data sought | Economy  Society  Environment  Other (describe below) |
| What was the data classified? | Choose an item. |
| Did the project go ahead? | Choose an item. |
| *Add project description below* | |
| Click or tap here to enter text. | |

**Project 3**

|  |  |
| --- | --- |
| What organisation did you seek data from? | Click or tap here to enter text. |
| Type of data sought | Economy  Society  Environment  Other (describe below) |
| What was the data classified? | Choose an item. |
| Did the project go ahead? | Choose an item. |
| *Add project description below* | |
| Click or tap here to enter text. | |

#### Organisational skills and capabilities

The following questions ask about your organisation’s skills and capability to ensure the privacy, protection and appropriate use of data and ability to manage risks in relation to privacy, protection and use of data.

1. What data roles does your organisation have?

The terms used here may be different to those used in your organisation. We are seeking to understand whether your organisation has dedicated employees performing data functions. You may define your own terms.

*Select all the options applicable and add a description of any other roles.*

Data analyst – investigates data, gathers insights and conveys findings

Data broker – works with data integration teams, report writers, data analysts etc. to access the data they need to meet their objectives

Data engineer – gathers data, organises and maintains databases

Data manager – develops systems, procedures and policies for data management

Data scientist – applies statistical techniques to data, gathers insights and conveys findings

Data policy/governance – defines standards and management practice and assists in governing the organisation’s data activities

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| Click or tap here to enter text. |

1. Of the roles identified above, what percentage are employed on a casual / temporary / short term basis?

|  |  |
| --- | --- |
| Data roles employed on a casual / temporary / short term basis (%) | Choose an item. |
| Click or tap here to enter text. | |

1. Are any individuals in those roles working overseas?

If some staff in data roles are working overseas, please add a description of how your organisation manages this risk.

|  |  |
| --- | --- |
| Are any individuals in those roles working overseas? | Choose an item. |
| Click or tap here to enter text. | |

1. Our staff can seek guidance on data analytics

*Select all the options applicable and add a comment with more explanation.*

There is no formal organisational support structure (individuals check with colleagues and external sources)

There is a centralised data analytics team within our organisation

There is data expertise embedded across the organisation

There are practices in place to regularly review and perform quality assurance of outputs, although this may not be every project

|  |
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| Click or tap here to enter text. |

1. We commonly manipulate data using

*Select all the options applicable and add a comment with more explanation.*

Preparatory techniques such as data cleaning and imputation

Transformative techniques such as formatting and recodes

Confidentiality techniques such as suppression and rounding

|  |
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| Click or tap here to enter text. |

1. We commonly analyse data by

*Select all the options applicable and add a comment with more explanation.*

Using outputs from data analysis software packages

Producing meaningful exploratory information about a data set, such as summary statistics and charts

Undertaking first order analysis on a data set using techniques such as hypothesis testing or linear regression

Undertaking higher order analysis on a data set using advanced techniques like logistic regression, ARIMA modelling or spatial analysis

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| Click or tap here to enter text. |

1. We commonly communicate and describe data by

*Select all the options applicable and add a comment with more explanation.*

Describing the sorts of research questions the data can help answer

Giving meaning to the results of any data analysis conducted

Producing clear and understandable data visualisations using the data

Conveying simple yet compelling arguments to make changes based on the data

|  |
| --- |
| Click or tap here to enter text. |

1. What workforce management processes related to data are in place in your organisation?

*Select all the options applicable and add a comment with more explanation.*

Future skills planning

Ongoing support for capability uplift

Funding professional memberships

|  |
| --- |
| Click or tap here to enter text. |

1. What workforce vetting processes are in place in your organisation?

Only select those that apply to all employees.

Identity checks should be Australian Standard AS 48112006 (Employment screening) and the Standards Australia publication HB 323-2007 (Employment screening handbook).

Security clearances should be monitored if roles change.

There should be mechanisms to retest conflicts of interest for discrete projects the organisation manages.

*Select all the options applicable and add a comment with more explanation.*

Identity check

Reference checks

Qualification verification

Citizenship check

Police check

Financial background check

Security clearance requirements

Conflict of Interest and/or anti-fraud policies including association or affiliation with a government, political party, government owned enterprise, military or police organisation in a country other than Australia

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| Click or tap here to enter text. |

1. What learning, development or training related to data does your organisation offer?

Please provide information on the training available to staff regarding data, including data analysis, data ethics, privacy awareness, security awareness, security, cyber security, records management, data handling, risk management, fraud, and foreign interference.

If your learning, development and training offerings are extensive, please limit responses to the 10 most relevant offerings across the organisation.

Please consider which offerings would support your responses to other questions in this form.

If you have more than 10, please provide the name of additional / specialist / subject area offerings.

|  |  |
| --- | --- |
| Name of offering 1 | Click or tap here to enter text. |
| Description of what it covers | Click or tap here to enter text. |
| How is it presented? | Choose an item. |
| Is it mandatory? | Choose an item. |
| How is it reviewed / updated? | Choose an item. |
| How do you assess the uptake of the training? | Choose an item. |
| Are staff required to undertake refresher courses? | Choose an item. |

|  |  |
| --- | --- |
| Name of offering 2 | Click or tap here to enter text. |
| Description of what it covers | Click or tap here to enter text. |
| How is it presented? | Choose an item. |
| Is it mandatory? | Choose an item. |
| How is it reviewed / updated? | Choose an item. |
| How do you assess the uptake of the training? | Choose an item. |
| Are staff required to undertake refresher courses? | Choose an item. |

|  |  |
| --- | --- |
| Name of offering 3 | Click or tap here to enter text. |
| Description of what it covers | Click or tap here to enter text. |
| How is it presented? | Choose an item. |
| Is it mandatory? | Choose an item. |
| How is it reviewed / updated? | Choose an item. |
| How do you assess the uptake of the training? | Choose an item. |
| Are staff required to undertake refresher courses? | Choose an item. |

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| --- | --- |
| Name of offering 4 | Click or tap here to enter text. |
| Description of what it covers | Click or tap here to enter text. |
| How is it presented? | Choose an item. |
| Is it mandatory? | Choose an item. |
| How is it reviewed / updated? | Choose an item. |
| How do you assess the uptake of the training? | Choose an item. |
| Are staff required to undertake refresher courses? | Choose an item. |

|  |  |
| --- | --- |
| Name of offering 5 | Click or tap here to enter text. |
| Description of what it covers | Click or tap here to enter text. |
| How is it presented? | Choose an item. |
| Is it mandatory? | Choose an item. |
| How is it reviewed / updated? | Choose an item. |
| How do you assess the uptake of the training? | Choose an item. |
| Are staff required to undertake refresher courses? | Choose an item. |

|  |  |
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| Name of offering 6 | Click or tap here to enter text. |
| Description of what it covers | Click or tap here to enter text. |
| How is it presented? | Choose an item. |
| Is it mandatory? | Choose an item. |
| How is it reviewed / updated? | Choose an item. |
| How do you assess the uptake of the training? | Choose an item. |
| Are staff required to undertake refresher courses? | Choose an item. |

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| Name of offering 7 | Click or tap here to enter text. |
| Description of what it covers | Click or tap here to enter text. |
| How is it presented? | Choose an item. |
| Is it mandatory? | Choose an item. |
| How is it reviewed / updated? | Choose an item. |
| How do you assess the uptake of the training? | Choose an item. |
| Are staff required to undertake refresher courses? | Choose an item. |

|  |  |
| --- | --- |
| Name of offering 8 | Click or tap here to enter text. |
| Description of what it covers | Click or tap here to enter text. |
| How is it presented? | Choose an item. |
| Is it mandatory? | Choose an item. |
| How is it reviewed / updated? | Choose an item. |
| How do you assess the uptake of the training? | Choose an item. |
| Are staff required to undertake refresher courses? | Choose an item. |

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| Name of offering 9 | Click or tap here to enter text. |
| Description of what it covers | Click or tap here to enter text. |
| How is it presented? | Choose an item. |
| Is it mandatory? | Choose an item. |
| How is it reviewed / updated? | Choose an item. |
| How do you assess the uptake of the training? | Choose an item. |
| Are staff required to undertake refresher courses? | Choose an item. |

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| --- | --- |
| Name of offering 10 | Click or tap here to enter text. |
| Description of what it covers | Click or tap here to enter text. |
| How is it presented? | Choose an item. |
| Is it mandatory? | Choose an item. |
| How is it reviewed / updated? | Choose an item. |
| How do you assess the uptake of the training? | Choose an item. |
| Are staff required to undertake refresher courses? | Choose an item. |

Other learning, development or training

|  |
| --- |
| Click or tap here to enter text. |

1. Will your organisation create new learning, development or training about the DATA Scheme if you are accredited?

*If yes, please provide information about the proposed training in the response to Q2.22.*

|  |  |
| --- | --- |
| Will your organisation create new learning, development or training about the DATA Scheme if you are accredited? | Choose an item. |

1. Which off boarding or termination processes are in place in your organisation?

This includes by transfer to a different role within the organisation.

*Select all the options applicable and add a comment with more explanation.*

Removal of data permissions and access

Controls to prevent the removal of information from secure systems

Decommissioning of email addresses, remote access, usernames and swipe cards

Collection of access cards and remote access tokens if applicable

Collection of organisation managed devices

Process to ensure intellectual property and paper files are recovered

Other (*describe below*)

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| Click or tap here to enter text. |

# Consent and declaration

This section must be completed before the application can be submitted.

Only an authorised officer may submit this application. If you are not an authorised officer, you can send a notification (via the actions menu) in Dataplace to the nominated authorised officer informing them that the application is ready for submission.

More information on authorised officers is available at: [Authorised Officers and Authorised Individuals | Office of the National Data Commissioner](https://www.datacommissioner.gov.au/node/295).

I consent to the Commissioner and, if the Minister is the accreditation authority for this application, the Minister, and any person assisting with assessing this application, including any person acting as a delegate of the Commissioner or the Minister:

* obtaining information relevant to this application from third parties, and
* verifying information with third parties in support of this application.

I declare that:

* I am an authorised officer of the Applicant and have authority to make this application on behalf of the Applicant, in accordance with sections 76 and 137 of the *Data Availability and Transparency Act 2022*.
* Individuals have consented for their personal information to be included in this application.
* I understand that the Applicant will be required to comply with the obligations of an accredited user and any conditions of accreditation that may be imposed by the accreditation authority, if accredited under the *Data Availability and Transparency Act 2022*.
* Information provided in this application, including any attachments, is correct.
* I understand that giving false or misleading information is a serious offence. Providing false or misleading information in an application (including any omission of a matter without which the information is misleading) may also be grounds to suspend or cancel any accreditation granted on the basis of that information.
* I understand that the Applicant is responsible for notifying the Commissioner, in writing, as soon as practicable before a decision on the application is made if:
  + any of the information provided in this application changes, or
  + the Applicant’s circumstances change (for example, due to a significant organisational restructure, merger, or major machinery of government change).

|  |  |  |
| --- | --- | --- |
| Authorised officer’s signature |  | Date  Click or tap to enter a date. |
| Name | Click or tap here to enter text. | |
| Position | Click or tap here to enter text. | |
| Email | Click or tap here to enter text. | |
| Phone number | Click or tap here to enter text. | |