



Australian Bureau of Statistics
Locked Bag 10 | Belconnen ACT 2616

[ABS PLIDA LETTER OF EXCHANGE TEMPLATE]

DAY MONTH YEAR

Insert Contact Name
Insert Organisation Name

YEAR-YEAR DATA NAME DATA REQUEST

I am writing to request the [Department/Agency name] supply the Australian Bureau of Statistics (ABS) with the following data:

- YEAR-YEAR Dataset Name (Reference period and population coverage: Population in scope in time reference period of data) (the Data)
- [Example] 2005-2016 Higher Education Management System data (Reference period and population coverage: Domestic students enrolled in higher education on Commonwealth supported places in the years 2005-2016 inclusive.)

The data will be integrated with the Person-Level Integrated Data Asset (PLIDA). It will be made available for request to researchers and other projects strictly in accordance with approval procedures set by the data custodians, who maintain authority over access and usage. Linkage work is noted in ABS reporting, MyDATA and published on the ABS website, including a statement outlining the steps that need to be followed for prospective researchers to request access to the data.

As agreed, (Department/Agency) will supply (insert data being supplied) by (insert supply date). ABS will provide (Department/Agency) with a secure process to transfer the data into the ABS. This instrument has been approved by an appropriate delegate of the Australian Statistician in accordance with section 10(1) of the Census and Statistics Act 1905 (C&S Act).

The specifications for the requested data are available in the excel document attached in the email with this letter (Attachment A).

Commented [ASD1]: Attachment A pertains to the agreed Data Item List (DIL).

The information specified in Attachment A is disclosed by the (Department/Agency) (as the supplier of the data on behalf of the [insert data custodian/s] or the data custodians) to the ABS under the authority/permission [insert data custodian permission or legal authority]. The ABS is collecting this information under the authority of the C&S Act.

Intellectual Property

All intellectual property created as a result of the project will be property of the Commonwealth of Australia, as vested in the Australian Bureau of Statistics. All pre-existing intellectual property will remain the property of the originating organisation.

Privacy Obligations

The ABS collects information related to its functions or activities, which are set out in section 6 of the Australian Bureau of Statistics Act 1975 (ABS Act). Any information contained in the Data will be disclosed to

the ABS for the PLIDA as authorised by law for policy analysis, research, and statistical purposes. This is consistent with the C&S Act including the Census and Statistics (Information Release and Access) Determination 2018, as well as the *Privacy Act 1988* (**the Privacy Act**) and the Australian Privacy Principles (**APPs**).



The ABS conducts the PLIDA in accordance with its mandate to collect, compile, analyse, and disseminate statistics established by the ABS Act and the C&S Act (including Census and Statistics (Information Release and Access) Determination 2018). The collection of the Data by the ABS (in accordance with this Letter and the attached Data Item List, Attachment A) invokes all the legal and confidentiality provisions of the C&S Act. Once collected by the ABS, the Data will be managed by the ABS in accordance with the C&S Act, the Privacy Act, the APPs, and ABS's data management and security measures described in Appendix 1.

PLIDA information is protected by the C&S Act. It is an offence under section 19 of the C&S Act for a person to divulge or communicate to another person, any information given under the C&S Act, except for the purposes of the Act.

The ABS will securely store the Data provided on a restricted access basis to ABS officers directly engaged in using the Data for the production of ABS statistics. Your cooperation is sought in making arrangements for the secure transfer of the requested data in separate files (one for linkage data, and the other for analytical data). In line with the separation principle, identifying information and analysis information will be separated at all times.

The data will be managed by the **Internal ABS data custodian** within the ABS.

If the ABS becomes aware that these Data may have been lost, stolen, accessed or used in an inappropriate manner, the ABS must:

- a) **immediately notify you in writing, giving details of the suspected or possible breach;**
- b) **do everything necessary to remedy the unauthorised access to, use or disclosure of the Data or to prevent the suspected or possible breach of this clause; and**
- c) **give you all reasonable assistance required in relation to the breach.**

All projects using this data, and a description of the data, will be listed on the [ABS Data Integration Project Register](#).

Please sign and return a copy of this Letter via email as confirmation of your agreement. Your contact details may be provided to prospective researchers and projects upon request.

Contact officers

ABS:

Department name:

Ph:

Ph:

Email:

Email:

Regards,
Dr Luke Hendrickson
Program Manager
Data Integration Services Branch
Australian Bureau of Statistics

This Letter of Exchange may be signed by facsimile or electronically, and in doing so, represent that they are authorised to sign this document.



Agency/Organisation Name

Australian Bureau of Statistics

Full name and title of Delegate

Signed

Date

Agency/Organisation Name

Full name and title of Delegate

Signed

Date

Appendix 1 - ABS operational procedures

The ABS operational procedures protecting the data included in PLIDA/BLADE integration projects include:

- All ABS staff sign undertakings of secrecy and fidelity which are legally binding agreements.
- Application of the separation principle whereby individuals do not have access to both the identifiers and analytical variables.
- To protect the identities of individuals and organisations, the ABS separates identifying variables from analytical variables and information is stored separately.
- ABS staff can see only the information required for specific linking or analysis. No-one can see identifying information in conjunction with analytical data.

Partnership arranged with data custodians

- An agreement for the use of the data is reached between the ABS and the data custodians.
- Use of the data must be in line with legislated purposes and assessed as being in the public interest.
- The ABS and data custodians jointly assess the public benefit and risk of each project against the Commonwealth Statistical Data Integration Risk Assessment Guidelines and the *Privacy Act 1988*. This risk assessment forms a formal data integration project proposal.