### **APPENDIX C: Data request form**



**This document contains the form for Data Requests using the Human Services Dataset. This request form is for the extraction of readily available information from Tier Three data for reporting purposes.**

**Before filling out this form, please refer to ‘Guidelines for access to and use of the Human Services Dataset’ as well as** [**Public Interest Direction**](https://www.ipc.nsw.gov.au/sites/default/files/file_manager/PID%20under%20PPIP%20Act%20-%20Their%20Futures%20Matter.pdf) **and** [**Health Public Interest Direction**](https://www.ipc.nsw.gov.au/sites/default/files/file_manager/PID%20under%20HRIP%20Act%20-%20Their%20Futures%20Matter.pdf) **made by the NSW Privacy Commissioner.**

**Submissions should be made to:** [HSDS@facs.nsw.gov.au](mailto:HSDS@facs.nsw.gov.au)

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| **Data Request Details** |
| **Name:** |
| **Position:** |
| **Agency, employer or organisation:** |
| **Purpose of request:** |
| **Details of data being requested:** |
| **Audience for the final product and intentions to publish:** |

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| **Office Use** |
| **Meets criteria for Data Request (Yes/No)** |
| Reasons if no: |
| **Extracted in-house or by external analyst:** |

### **APPENDIX D: Analytics Proposal Form**



**This document contains the form for Analytics Proposals using the Human Services Dataset. This request form is for the extraction and assembly of customised data from Tier Two data for analytics.**

**Before filling out this form, please refer to ‘Guidelines for access to and use of the Human Services Dataset’ as well as** [**Public Interest Direction**](https://www.ipc.nsw.gov.au/sites/default/files/file_manager/PID%20under%20PPIP%20Act%20-%20Their%20Futures%20Matter.pdf) **and** [**Health Public Interest Direction**](https://www.ipc.nsw.gov.au/sites/default/files/file_manager/PID%20under%20HRIP%20Act%20-%20Their%20Futures%20Matter.pdf) **made by the NSW Privacy Commissioner.**

**For information on specific data available, see Appendix A for the metadata document which is updated annually when the dataset is refreshed.**

**Submissions should be made to:** [**HSDS@facs.nsw.gov.au**](mailto:HSDS@facs.nsw.gov.au)

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| **Analytics Proposal Details** |
| **Name:** |
| **Position:** |
| **Agency, employer or organisation:** |
| **Purpose of proposal (including how the proposal meets the criteria for the Approved Purposes under the PID or Health PID):** |
| **Details of the use of the Human Services Dataset (include specific items of interest, study cohorts of interest, dates of interest and age ranges etc):**  **If you are interested in using postcode data, please provide reason(s) why and how it would support your research or analysis:** |
| **Research methods to be used, and if applicable, any hypothesis testing:** |
| **Name, position and agency/employer/organisation of persons undertaking the research:** |
| **Name, position, experience and agency/employer/organisation of any proposed analysts requiring approval to use the Human Services Dataset, including:**   * **whether they have Working with Children Checks, National Police Checks or approval and intent to obtain these** * **whether they have demonstrated experience in data or statistical analysis** |
| **Audience for the final product and intentions to publish:** |
| **Timeframes and resources required to undertake the research:** |
| **Consideration of Aboriginal impact:** |
| **Are you providing data for linkage with the Human Services Dataset? (please indicate Yes or No)**  **If Yes, is this data linkage a one-off arrangement or an ongoing arrangement?** |

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| **Office Use** |
| **Supported by the HSDGAC (Yes/No/Further work required)** |
| Reasons if no/further work required: |
| **Approved by Data Custodian (Yes/No)** |
| Reasons if no: |