

# Data access and transfer procedure

This is a mandated procedure under the operational policy framework. Any edits to this procedure must follow the process outlined on the [creating, updating and deleting policy documents](#) page.

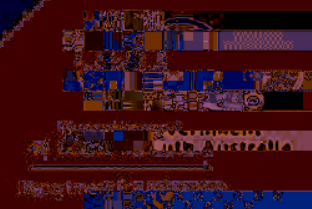
## Overview

This is an overview of procedures relating to the release, storage, use of and eligibility to request access to data collected and managed by the department.

## Scope

This procedure relates to all data gathered, maintained and managed in the department on behalf of the Minister and apply to both internal and external requests for data access.

The department cannot give access to data that is owned or managed by the non-government sector or other government agencies or legislated bodies. Requests to access such data must be made to the relevant authority.



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- x extent that individual privacy and confidentiality will be protected, including how the data will be used, disclosed, stored and destroyed
- x integrity of the applicant and previous history of compliance with the terms and conditions of any previous data release
- x technical feasibility and workload associated with delivering the requested data
- x inherent level of risk for the departmental data custodian if the information requested was to be released.

Subject to final approval, the relevant department data custodian will also advise the authorised requestor of any additional conditions of data release, the approximate timing of the release and the proposed mechanism for data transmission. They will also inform the authorised requestor in writing of the reasons for any request not being approved.

Date data requested may not be the date that the data is actually provided and therefore may need to be







