

# TERTIARY INSTITUTIONS SERVICE CENTRE

(Incorporated in Western Australia)

Level 1, 100 Royal Street  
East Perth, Western Australia 6004  
Telephone (08) 9318 8000  
Facsimile (08) 9225 7050  
<http://www.tisc.edu.au/>

## APPLICATION FOR TISC DATA

**If insufficient space is provided below,  
please add the necessary attachments to your application.**

This form should be completed after reading 'Ethical Guidelines for the use of TISC Data for Research or Analysis or Any Other Reason'. The statement can be accessed from the Downloads and Forms area at [www.tisc.edu.au](http://www.tisc.edu.au).

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### 1. Applicant Details

Name:

Organisation:

Address:

Phone:

Email:

Date:

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### 2. Data Requested

Provide specific details on what data is requested, data elements, specifications for extracting the data etc. If necessary attach specification to the application form.

What format do you wish to have the data; csv, excel, flat file, etc? If a report is required please provide a mock-up of a suggested layout.

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### **3. Use of the Data**

Approval of this data request is specific to the use of the data documented in this section and cannot be used for any other purpose without a further application being approved.

Document exactly what purpose the data will be used for.

Is it intended to link the data to previous data set(s) for longitudinal studies? If yes, give details; see Rule 12 of TISC's Ethical Guidelines.

Is it intended to link the data to other data set(s) that could allow for the identification of an individual? If yes, give details; see Rule 13 of TISC's Ethical Guidelines.

Is it intended to forward the data to another institution? If yes, give details; see Rule 11 of TISC's Ethical Guidelines.

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#### **4. Publication of Research**

Will identified data of individuals or aggregated data be published? If yes, provide details of what data will be published, mode of publication and when publication will occur.

If the data of individuals is to be published, provide evidence that permission for publication has been sought from the individuals concerned. See Rule 9 of TISC's Ethical Guidelines.

On publication a copy of any published material must also be provided to TISC. See Rule 17 of TISC's Ethical Guidelines.

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## 5. Custodian(s) of the Data

TISC has a firm commitment to privacy and complies with the provisions of the Australian Privacy Principles (APPs) (March 2014) in collecting, using, holding and disclosing personal information. TISC makes personal information it holds about individuals available to you in accordance with the APPs and TISC's Privacy Policy. In accessing this information from TISC's eServices website, or by other means, you acknowledge and agree that the information you have received from TISC or accessed electronically is subject to the APPs. You agree that any collection, storage, use or disclosure you make of the data will be solely for the use for which TISC provided it to you and will comply with the APPs. In particular, you agree that you will not disclose the data to any third party for any use without the consent of the individual concerned.

I (we) the undersigned agree to be the custodian(s) of the data requested in this application and to respect the confidentiality of the TISC data in compliance with TISC's Privacy Policy as published at [www.tisc.edu.au](http://www.tisc.edu.au), and abide by TISC's Ethical Guidelines on the use of the data and also ensure:

- i. The physical security of the data at all times; see Rule 15 of TISC's Ethical Guidelines and
- ii. On completion of the use of the data that the data is
  - a) Destroyed or
  - b) Stored in a secure manner; see Rule 16

If on completion of use the data is to be stored, provide details of proposed storage.

Name:

Position:

Address:

Phone:

Signature:

Name:

Position:

Address:

Phone:

Signature:

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## 6. Other Users of the Data

TISC has a firm commitment to privacy and complies with the provisions of the Australian Privacy Principles (APPs) (March 2014) in collecting, using, holding and disclosing personal information. TISC makes personal information it holds about individuals available to you in accordance with the APPs and TISC's Privacy Policy. In accessing this information from TISC's eServices website, or by other means, you acknowledge and agree that the information you have received from TISC or accessed electronically is subject to the APPs. You agree that any collection, storage, use or disclosure you make of the data will be solely for the use for which TISC provided it to you and will comply with the APPs. In particular, you agree that you will not disclose the data to any third party for any use without the consent of the individual concerned.

I (we) the undersigned agree to respect the confidentiality of the TISC data in compliance with TISC's Privacy Policy as published at [www.tisc.edu.au](http://www.tisc.edu.au), and abide by TISC's Ethical Guidelines on the use of the data.

Name:

Position:

Signature:

Name:

Position:

Signature:

Name:

Position:

Signature:

Name:

Position:

Signature:

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### Office Use

Referral to Human Research Ethics Committee: Yes / No  
Comments:

University:  
By:

Date:

Approval: Yes / No  
Comments:

By:

Date:

Estimated time required to provide the data requested:

Cost to be charged:

Publication received (if applicable):

Date: