



Request to use DVA Unit Level Data for Research Purposes

This form must be completed for **ALL** requests for unit-level data* directly from DVA for research purposes, including ARP projects. Requests submitted through Medicare Australia are dealt with using a different process. Requests for aggregated statistics should be submitted to: NATSERVE@dva.gov.au

- Complete Parts A to G and submit to: research@dva.gov.au or Research Section, GPO Box 9998, Canberra, ACT 2601.
- Unit level data will **NOT** be released before:
 - approval of the project protocol by the DVA Human Research Ethics Committee (HREC); and
 - where DVA is funding the project, signing of a DVA Research Services Agreement.
- For assistance with this form contact research@dva.gov.au

PART A Requestor Information

The Requestor is the person who will be responsible for the use of released data and will sign this form (usually the Principle Investigator for the study).

1. Surname

2. Given name(s)

3. Department/Institution

4. Position

5. Phone

 []

6. E-mail

PART B Project Information

7. Title of the project

8. Is the project receiving funding from DVA?

No ► How is the project funded?

Yes ►



Please attach a copy of the signed project Services Agreement.

ARP Project Number (if applicable)

PART C DVA Human Research Ethics Committee Approval

Unit level data will not be released until the research has been approved by the DVA Human Research Ethics Committee (HREC). Note: DVA HREC approval for the study is not approval for DVA to provide the data, which is a decision for the DVA business area data custodian and will depend on DVA staff resources and suitable data being available.

9. DVA HREC Reference Number



Please attach a copy of the HREC-approved project protocol **and** approval letter.

*"Unit-level data" means details about individual persons, that can be used for statistical analysis.

"Aggregated statistics" is information about a whole group (e.g. number in that group, or average age).

PART D Study Participants’ Consent (for projects linking DVA data with other data)

If you want to link DVA data with other information, e.g. surveys participants have completed, you need to have each individual's consent for the linkage with DVA data - not just for participating in the survey.

10. Describe your process for ensuring you only obtain DVA data for individuals who have consented, and for maintaining appropriate privacy safeguards.

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PART E DVA Contact Details

11. If the project is funded by the DVA Applied Research Program:

Name of DVA Sponsor

Position of DVA Sponsor

Name of DVA Project Manager

Position/Section of DVA Project Manager

12. If the project is NOT funded by the DVA Applied Research Program:

Name of DVA Business Area Contact/Sponsor

Position/Section of DVA Contact/Sponsor

PART F Data Requirements

13. Describe approximately the data you would require, including:

- database name if known, or type of information required (e.g. prescriptions, GP services, etc);
- date range, and any other specifications such as age group or State;
- data fields requested.

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PART G Checklist

Before signing and submitting this form check that you have:

- Completed all sections of the form
- Attached a copy of the DVA HREC application and approval letter
- Attached a copy of the Research Services Agreement for the project (if applicable)
- Attached any additional documents/pages referred to in your answers

PART H Undertaking

By submitting this request to use DVA data in your research project you are committing that, if successful, you will agree to:

- use the data only for the purposes specified in the project proposal approved by the DVA HREC (refer PART C), and if applicable the relevant Services Agreement (refer PART B);
- store and protect the data from damage, loss or unauthorised access including;
 - not attempt to identify any individual (unless identified data is provided);
 - not publish or disclose the data or research results in a way that would enable any individual to be identified;
 - protect the privacy of the data and related persons, including compliance with the applicable Australian Privacy Principles under the *Privacy Act 1988*;
 - keep a record of all persons granted access to the data, and take measures to ensure they understand and adhere to their obligations in regard to handling and protecting the data;
 - return the original data and any copies (electronic and/or paper), or destroy it confidentially, on completion of the project or in accordance with the Services Agreement;
 - relinquish access and not attempt to access the data if no longer working on this project;
 - participate in self-audit or monitoring processes related to the data, if requested by DVA;
- acknowledge the source of the data in any publications resulting from use of the data;
- make results and publications available to DVA before public release, wherever practical (more detailed requirements may apply if the project is funded by a Services Agreement with DVA); and
- provide DVA with a copy of any published or unpublished works resulting from use of the data.

PART I Requestor Undertaking (approved applications only)

If your request for data is successful and you are not conducting the research under a Services Agreement with DVA, you will need to sign this undertaking before the data can be released.

I, (full name)

of (organisation)

in relation to data provided to me by DVA for Data Request Job Number

hereby undertake to adhere to all conditions as listed at PART H above.

Signature

Date

PART J DVA Internal Use Only

Benefits of this project to DVA with an indication of how beneficial, e.g. essential, highly beneficial, limited value.
(Sponsoring EL2 or above)

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Cost/time requirements to extract data:
(DMIS or equivalent)

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Allocation of resources for application:
(Director, Research Development and Coordination)

Approved Not approved

| Dataset(s) | DVA Data Owner Branch | Data Release Approved? (AS Data Owner, considering all DVA business impacts/issues of the research) Attach email/documentation |
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Detailed specifications

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Attach additional pages if required

Checklist

- DVA HREC Approval Letter and study protocol attached
- Research Services Agreement attached (if funded/contracted by DVA)
- DVA data owner AS approval(s) attached
- Participant consent process checked (if data linkage involved)
- Data for researcher fully de-identified (unless access to identified data has been approved)
- Requestor Undertaking (Part I) signed

Comments

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Release method and details (e.g. FTP, CD - priority courier)

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| | TRIM File Ref for DVA copy or storage location | |
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Data released by
(Director or Assistant Director, Research Section)

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Signature

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Date

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