

### DATA REQUEST FORM

Request for one or more datasets held by the Victorian Department of Education (the department).

This form must be completed and submitted to the department before any data request will be assessed.

The form should be submitted electronically to reporting.and.data.services@education.vic.gov.au.

#### Information to be provided by applicants

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| 1. **Details of applicant**
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| Agency/Organisation:Government [ ] Non-government [ ] If yes, please provide details  |  |
| Agency/Organisation contact:  |  |
| Position: |  |
| ABN (VPS external only): |  |
| Address/Location: |  |
| Telephone number: |  |
| Email address: |  |
| 1. **Details of data request**
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| 1. Please describe in detail the data sought, i.e., the information you wish the department to supply/ disclose.

If possible, please consider submitting table shells (tables with the desired format / layout, but without the actual data) to clarify exactly what it being sought |  |
| 1. Please explain in detail how you intend to use the information.

If your request is made pursuant to specific legislation, or if it is needed for your organisation/area to perform work that falls within your legislated functions, please provide all relevant details. |  |
| 1. Who will have access to the data (e.g., internal staff or any contractors or other third parties)?
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| 1. Will you engage in any data matching/linking activities?

**Yes** [ ]  **No** [ ] If yes, please provide details. |  |
| 1. Will the data be published, disclosed to any third parties, or otherwise reproduced in part or in full?

**Yes** [ ]  **No** [ ] If yes, please provide details. |  |
| 1. Have you requested this data before?

**Yes** [ ]  **No** [ ] If yes, please provide details (e.g. department internal Ref#, or a copy of any written agreement or email). |  |
| 1. **Acknowledgment and declaration**
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| * I acknowledge that the department reserves the right to request further information, or, where the provided information is deemed insufficient, or, where the request is deemed not sufficiently merited, to decline the provision of any data.
* I declare that the information I have provided on this form is true and correct.
* I have read the [Performance and Evaluation Division’s Data Protocol](https://www.education.vic.gov.au/Documents/about/contact/Data%20Protocol.docx).
* I agree to comply with the privacy and data security measures stated in the Data Protocol, in case I receive data.
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| 1. **Signatures**
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| Full name of applicant: | **Signature** of applicant: |
|  |  |
| Date: |  |
|  |  |
| Name of your authorising officer: | **Signature** of your authorising officer: |
|  |  |

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| **Privacy notice**: The data the department holds is ‘public sector data’ under the Privacy and Data Protection Act 2014 (PDP Act). Public sector data means any information (including personal information) obtained, received or held by an agency or body to which Part 4 (Protective Data Security) applies, whether or not the agency or body obtained, received or holds that information in connection with the functions of that agency or body.The department collects personal information on this form in order to process the data request detailed above. This personal information will be handled in accordance with the requirements of the Privacy and Data Protection Act 2014 and the Information Privacy Principles set out in Schedule 1. For further information please refer to the department’s privacy notice and online privacy notice at <http://www.education.vic.gov.au/Pages/privacypolicy.aspx> |