

# Data Request Template

## Introduction

### Overview

The Data Request Template (template) is to be used by a requesting department (Requestor) when seeking data from a data providing department (Provider) within the Victorian Government.



Please refer to the Data Exchange Standard for the minimum requirements in undertaking a data exchange and the Data Exchange Guideline for further information on data request considerations.



'Department' refers to all Victorian Government departments and Victoria Police.

### Document purpose

The purpose of the data request template is to enable the Requestor to clearly articulate:

- the purpose and context for the data request
- a clear description of the data required and frequency
- how the data will be used, shared or distributed and to whom
- how the data will be exchanged and managed.

### Legislation and administrative obligations

Departments must ensure they comply with all relevant legislation and administrative policies, in the creation, storage, management, use, sharing or release of information including:

- [Copyright Act 1968 \(Cth\)](#)
- [DataVic Access Policy](#)
- [Evidence Act 2008 \(Vic\)](#)
- [Financial Management and Accountability Act 1997 \(Cth\)](#)
- [Freedom of Information Act 1982 \(Cth\)](#)
- [Privacy and Data Protection Act 2014](#)
- [Public Records Act 1973 \(Vic\)](#)
- [Victorian Data Sharing Act 2017](#)
- [WoVG Intellectual Property Policy](#)
- Any other relevant legislation, regulations or policies specific to their circumstance.

### Audience

Participants involved in the data exchange in either of the Requestor and Provider departments.

## Instructions for use

1. Use of this template is optional.
2. Before commencing a data request, the Requestor should ensure the data required is not already available as open data (see [data.vic.gov.au](http://data.vic.gov.au)).
3. This template is to be completed by the Requestor and submitted to the Provider.
4. Complete Part A of the template. If the data you are requesting contains 'sensitive' data, complete Part B as well.



'Sensitive' data is data with a Business Impact Level (BIL) of Limited or higher or data with a protective marking of Cabinet-in-Confidence (as per the Office of the Victorian Information Commissioner's (OVIC) guidance on [Business Impact Levels](#) and [Protective Markings](#))

5. As the template is being completed, remove the brackets and instructions e.g. <instructions> throughout the document. Remove the introduction pages upon completion of the template.
6. Ensure that all information provided is accurate and up to date.
7. Provide supporting documents (if necessary) to support the data request in relation to the questions in either Part A and or Part B. This will aid in the Provider's evaluation of the request.
8. This form should be electronically submitted to the Provider.



The template should be adjusted to suit your specific department and or data exchange needs.

## For further information

For further information regarding this standard, please contact Digital Strategy and Transformation, Department of Premier and Cabinet, at: [digital.transformation@dpc.vic.gov.au](mailto:digital.transformation@dpc.vic.gov.au).

## Template Document Control

<b>Applies to</b>	All departments and Victoria Police	<b>Authority</b>	CIO Leadership Group
<b>Period</b>	2019-2021	<b>Advised by</b>	WOVG Information Management Group
<b>Issue Date</b>	September 2019	<b>Document ID</b>	IM-TEMPLATE-05
<b>Review Date</b>	September 2021	<b>Version</b>	1.0

# Template Approval

This document was approved by the WOVG Information Management Group under authority of CIO Leadership Group on 02/07/2019 and applies from the date of issue.

## Template version history

Version	Date	Comments
0.1	15/04/2019	Version for review by stakeholders
0.2	14/05/2019	Incorporated feedback. Final draft.
1.0	07/06/2019	Final



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## Part A: Data request

1. Details of Requestor	
Contact name	
Position	
Organisation name	
Organisation type	<input type="checkbox"/> Victorian Government department or agency <input type="checkbox"/> Victorian Local Government <input type="checkbox"/> Australian Government department or agency <input type="checkbox"/> Other (provide details):
Address	
Telephone number	
Email	
2. Purpose and context	
Initiative name	<What is the name of the initiative you are undertaking?>
Initiative objectives	<What is purpose and objectives of the initiative? What function of your business does this initiative support?>
Initiative outputs, outcomes and benefits	<What are the outputs, outcomes or benefits of the initiative?>  <b><u>Outputs</u></b>  <b><u>Outcomes or benefits</u></b>
Does this request fall within a legislative requirement or respond to a government policy, initiative or directive?	<If so, provide details of legislative government policy, initiative or directive.>
Initiative timeframe	<When is the initiative expected to commence and end?>  <b><u>Commencement date</u></b>  <b><u>Completion date</u></b>
Data provision date	<When is the data required by? What is the reason for this deadline?>

3. Data specification and use	
Data description	<p>&lt;Describe the data required. For example:</p> <ul style="list-style-type: none"> <li>• Data type (e.g. number of patients, by hospital, by location and average length of stay)</li> <li>• Level of granularity of data (e.g. unit record, aggregated)</li> <li>• Timeframe of data (e.g. data from 2010 to 2018, broken down by hourly intervals, by month and year)</li> <li>• Geospatial parameters (e.g. scale, coordinates).&gt;</li> </ul>
Frequency of data provision	<p>&lt;How frequently will the data need to be provided:</p> <ul style="list-style-type: none"> <li>• Once-off</li> <li>• Real-time or near-real time</li> <li>• Periodically - daily, weekly, monthly, quarterly, annually?&gt;</li> </ul>
Does the data requested contain 'sensitive' data?	<p><input type="checkbox"/> Yes. Complete Part B of this form</p> <p><input type="checkbox"/> Unsure. If you are unsure, the Provider will be able to determine if the data requested contains sensitive data</p> <p><input type="checkbox"/> No</p>
Uses of the data	<p><b>Uses</b></p> <p>&lt;Describe how the data will be used. For example: Policy officers will analyse the data to support a business case or management report or research paper.&gt;</p> <p><b><u>Disclosure or publication</u></b></p> <p>&lt;Will the data or outputs from the use of the data be disclosed or published to internal or external parties? If so, to whom?&gt;</p> <p><b><u>Confidentiality</u></b></p> <p>&lt;If it is known that the data contains 'sensitive' data, how will confidentiality of the participants be ensured?&gt;</p>
Will the data be joined or integrated with other data?	<p><input type="checkbox"/> Yes. &lt;What other data will be used and what are their sources? Provide details.&gt;</p> <p><input type="checkbox"/> No</p>
Data Access	<p>&lt;Who will use or access the data?</p> <p>This can be individuals or groups of users (e.g. internal: contractors, analysts, IT specialists, executive management, board members, general staff, external: contractors, consultants, other Victorian or Australian Government departments or agencies, special interest groups and the general public).&gt;</p>

### 3. Data specification and use

Conflicts of Interest	<Are there any known actual, potential or perceived conflicts of interest in having access to or using the data, for the Requestor organisation and individuals involved in the initiative or using the outcome of the initiative?>
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## Part B: Risk assessment for ‘sensitive’ data requests

If the data requested is for ‘sensitive’ data, a risk assessment should be undertaken to identify, evaluate and mitigate risks (threats, vulnerabilities and consequences) around the data, to protect its confidentiality, integrity and availability. This may help improve the likelihood of the Provider approving the data exchange.

Refer to the risk assessment section of the Data Exchange Guideline for further guidance on the principals and on how to undertake a risk assessment.

Principle	Description	Requestor assessment
<b>Safe Project</b>	Is this use of the data appropriate?	
<b>Safe People</b>	Is the user authorised to access and use the data?	
<b>Safe Setting</b>	Does the access environment prevent unauthorised use?	
<b>Safe Data</b>	Has appropriate and sufficient protection been applied to the data?	
<b>Safe Output</b>	Are the analytical results non-disclosive i.e. individuals or groups cannot be re-identified from the outputs from the initiative?	

## Supporting Documents

<Please list any relevant supporting documents that may assist in the evaluation of your request by the Provider.

- Name and link (if applicable).>

## Disclaimer

This document is provided “as is”, without warranty to the suitability of the data for unspecified use. The burden of assessment of fitness of the data lies completely upon the Requester.

# Document control

## Version history

Version	Date	Comments

## Approvals

Requestor approval	Name: Position:  Signature:  Date:
Additional approval	<For approvals of external governance bodies, if required (e.g. oversight committees, ethics committees).> Name:  Position:  Organisation or oversight body:  Signature:  Date: