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| **DATA ACCESS REQUEST FORM**  |
| **Organisation name:** |  |
| **Organisation type:** | [ ]  Department of Transport[ ]  Other government[ ]  R&L operator[ ]  Department of Transport contractor[ ]  Other private company[ ]  Council[ ]  University[ ]  Other:………………………………… ……… |
| **Contact person and email:** |  |
| **Alternate contact person and email:** |  |
| **Type of data requested:** | **Note**: Please be as exact as possible. An Information Value Assessment needs to be conducted and it will not be accurate if the complete data set is not specified. |
| **Purpose and Background:***Detailed description of intended use of data* |  |
| **Frequency of data access:***Single access or ongoing access.* |  |
| **Use of data:** | [ ]  Internal to applicant Organisation (employee access only, or Department of Transport contractor using within Department only)[ ]  External (data to be shared with third parties or used to contact members of the public etc)[ ]  Research/analysis (publication only in de-identified form)[ ]  Other: …………………………………………………… |
| **Preferred commencement date of data use:**  |  / /**Note:** Turnaround time will be determined on a case by case basis.  |
| **Commercial use:***Indicate if the data will be used for any commercial purposes, and if so, describe them. If not, “N/A”.* |  |
| **APPLICANT** |
| I declare that the information in this request is true and correct and that the data will only be used for the specified purpose.Signature:…………………………………………………………………………………………Name & title:…………………………………………………………………………………… Date:…………./………/………. |
| **EXECUTIVE AUTHORISER** |
| I endorse this data request and data purpose and confirm they are consistent with the Organisation’s business objectives. Signature:…………………………………………………………………………………………Name & title:…………………………………………………………………………………… Date:…………./………/……….**Note**: To be completed by an executive authorised to bind the Organisation (for government, a Director or above).  |

Upon completion please forward to: [confidentiality.agreement@roads.vic.gov.au](https://fileit.roads.vic.gov.au/csdav/nodes/19679060/confidentiality.agreement%40roads.vic.gov.au)