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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)