

# EXTERNAL DATA REQUEST FORM

OCTOBER 2018

Complete this form and submit electronically to [gipa@safework.nsw.gov.au](mailto:gipa@safework.nsw.gov.au) by selecting the EMAIL button above. We will contact you to provide the estimated time to action your request and clarify any issues if required. Please note the turnaround is usually within 6 weeks. Complex requests may take longer.

## SECTION 1. REQUESTOR DETAILS

Contact name Daytime contact number    Mobile number

Position Email

Organisation Date you require the data (DD/MM/YYYY)

## SECTION 2. DETAILS OF THE DATA REQUEST

Have you requested this data before?

Yes            No

If yes, what was the previous request number and/or date of request?

For what purpose do you request this data? Include details of the intended uses, any benefits of obtaining this data and risks of not receiving this data.

What data do you require? Include details such as scope, selection criteria, date ranges, data items, inclusions and exclusions. Please provide as much detail as possible.

Data definitions/calculations, if applicable.

What outputs do you require and preferred format? For example, a listing of... or summary tables of...

### SECTION 3. RELEASE OF DATA AGREEMENT

Do you intend to release this data to other parties?

Yes          No

If yes:

a. Who do you intend to release this data to?

b. How do you intend to release this data?

I confirm that:

- Other than as provided for in this request form, I undertake not to use, disclose or publish the data (in any medium) without the prior written consent of SIRA/SafeWork NSW.
- I acknowledge that a breach of this undertaking may result in the rejection of future requests for data submitted by me or by the organisation I represent.
- I understand that my request will be assessed in line with applicable legislation.
- In the event that any personal or health information (within the meaning of the *Privacy and Personal Information Protection Act 1998* or the *Health Records and Information Privacy Act 2002*) is requested, I agree to be bound by the privacy principles and health privacy principles under that legislation in the way I hold, use and disclose that information.

### SECTION 4. PRIVACY NOTICE

Any personal information provided on this form is collected by SIRA/SafeWork NSW only for the purposes of processing the data request detailed above. Only authorised SIRA/SafeWork NSW employees will have access to this information. SIRA/SafeWork NSW will not otherwise use or disclose this information unless consent is obtained or where the disclosure is required or authorised by or under law.