

Intergovernmental Road Safety Data Sharing Agreement

Third Party access request

Under the National Road Safety Action Plan 2023-25 (Action Plan) Australian governments established an intergovernmental road safety Data Sharing Agreement (DSA). The scope of the DSA is initially focussed on formalising sharing approaches for existing datasets that the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts (DITRDCSA) receives. There will be opportunity to expand the datasets covered by the DSA in future.

About this form

The DSA formalises sharing arrangements for existing road safety Data collected by DITRDCSA and provides a pathway for Third Parties, such as non-government researchers, to request access to road safety data.

This form allows Third Parties to request access to Data shared under the DSA that is not routinely made public. Before submitting this request, please ensure that the data you are requesting is not publicly available on [Road Statistics | Bureau of Infrastructure and Transport Research Economics (bitre.gov.au)](https://www.bitre.gov.au/statistics/road) or any of the state or territory road safety websites.

Terms from the DSA used in this form

**Data**: Means road safety data and contextual information (including metadata) that is collected, used or disclosed under the DSA.

**Road Safety Data Working Group (RSDWG):** Authorised Officers (or their delegates) from each Agency, chaired by DITRDCSA.

**Third Party:** Means any entity that is not a signatory Agency of the DSA, including local government authorities; state, territory or commonwealth agencies; think-tanks, peak bodies; industry bodies; and academic researchers including academic institutions. Provided that they are under control of a signatory Agency, contractors are Personnel and not Third Parties for the purposes of the DSA.

Schedule A [to the DSA] – Third Party requests for access to Data

1. This Schedule sets out detail on Third Party access and use of Data provided under this Agreement that is not released as public data, and is to be read in conjunction with the rest of the Agreement.

*Application requirements*

1. Where a Third Party seeks access to Data shared under the Agreement, the Third Party must submit a data access requestby completing the template request form approved by the RSDWG.
2. Once the Third Party submits the data access request to DITRDCSA, the Secretariat and DITRDCSA Authorised Officer(s) will review the request.
	1. If the request is not complete it will be rejected and will need to be re-submitted with complete information.
	2. If the data access request is found to be clearly inconsistent with the Agreement it will be rejected.
	3. If the request is complete and appears to meet the requirements for data sharing set out in this Agreement (including complying with the Approved Purposes) the request will be circulated to the RSDWG for consideration.
	4. If the request is rejected the Secretariat will endeavour to notify the Third Party within 10 working days. The request will also be provided to the RSDWG for information at its next meeting.

*Consideration by the RSDWG*

1. The RSDWG will use best endeavours to review the data access request and provide a decision within 28 days of the request being referred to the RSDWG.
2. In making its decision the RSDWG will consider whether the request is consistent with this Agreement and any relevant legislation or government policies.
3. The RSDWG may request additional information, including as set out in the main Agreement.
4. The RSDWG may require conditions be applied to any approval to access Data.
5. If an objection is raised by any RSDWG members the Secretariat will make best efforts to reconcile the positions of the Third Party and the objecting RSDWG member(s) within the scope of the Agreement. If no reconciliation occurs within a further 28 days, the data access request will be deemed rejected.
6. If the RSDWG approves the data access request, the Commonwealth Authorised Officer will provide the Data to the Third Party via secure file transfer or email if practicable and according to any additional conditions imposed by the RSDWG. This includes the conditions of use for the lifecycle of the Data, including access, use, and destruction.
7. If the RSDWG rejectsthe data access request, the Third Party will be advised of the RSDWG’s reasons for this.

*Output review stage*

1. When the Third Party has completed its use of the Data and finalised outputs proposed for publication or other use based on the Data, these outputs are to be provided to the Secretariat who will circulate to the RSDWG for review for 28 days (‘no surprises period’).
2. If RSDWG members identify that the outputs are not consistent with the approved conditions of use of the Data the Third Party will be asked to amend their outputs to ensure consistency with the conditions of use of the Data.
3. Following the ‘no surprises period’, if there are no objections from RSDWG members, then the outputs are published/used in the manner described in the application as approved by the RSDWG.
4. The Secretariat will maintain a register and records of data access requests, and provide the RSDWG with an annual summary of Data shared via data access requests from Third Parties including:
	* 1. number of data access requests received
		2. number of data access requests approved
		3. number of access forms rejected, the Agency that objected and the reason for rejection
		4. list of published outputs (where they are publicly available).

**Example 1:** The Productivity Commission wants to use Data from the National Road Safety Research and Reporting Database to evaluate the impact of National Heavy Vehicle Law. The purpose of use is consistent with the Agreement and the relevant Schedule or Schedules and is likely to be approved. As the Commission is not a participant to the Agreement it must make a Third-Party access request as per the steps above.

**Example 2:** In the course of their official duties a consultant or contractor contracted by a territory government wants access to all Data under the Agreement for all jurisdictions to benchmark crash incidence rates. It is the responsibility of the Agency and its Authorised Officer and any delegates to manage access to the Data within their agency, and to ensure that their Personnel comply with the terms of the Agreement. In this case the Agency responsibility includes an assessment of the ‘need to know’ – whether the consultant or contractor requires access to the entire Data to perform the requested analysis, or whether access to a subset of fields is sufficient. The Agency is also responsible for ensuring the consultant complies with any conditions for destruction of copies of the Data after use. The consultant or contractor are considered Personnel for the duration of their contract, providing they are under the control of the Agency, and the Authorised Officer would need to ensure appropriate delegations are in place.

**Example 3:** A university wants to undertake research into road safety for publication in a journal. Their Third-Party access request is approved by the RSDWG and DITRDCSA provides the university with the requested Data via secure file transfer. At the output review stage, a jurisdiction expresses concerns at the way it is portrayed in the output. A dialogue occurs to address the concerns. The representation is found to be factual, and the RSDWG confirms the final product aligns with the purposes of the Agreement before the output is approved for publication.

**Example 4:** A not-for-profit organisation requests access to the Data for the purpose of generating an interactive product designed to support local governments to identify and manage road safety on local roads. The organisation intends to charge for access to the product to cover costs and/or support its operations. The RSDWG rejects the application because it includes monetisation of the Data.

# How your request will be assessed

The Road Safety Data Working Group (RSDWG) will consider requests that are:

* complete
* consistent with the requirements of the DSA and applicable Schedule(s)
* for an Approved Purpose (see Section 3 of the request form, below).

The RSDWG may, at their discretion:

* request additional information or amendments from you (the applicant)
* request independent advice on your request
* grant conditional approval
* reject the request, in whole or in part.

Where a request is rejected by the RSDWG, the DSA Secretariat will provide an explanation of the decision to the applicant(s).

# How to submit

Please email your completed request form and supporting documents to roadsafetystatistics@infrastructure.gov.au.

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| **1 Applicant details** |
| **Name and title of primary contact person** |  |
| **Phone number of primary contact person** |  |
| **Email address of primary contact person** |  |
| **Name of organisation** |  |
| **Type organisation** | [ ]  Government [ ]  Research[ ]  Other (please specify): Click or tap here to enter text. |
| **ABN** |  |
| **Address** |  |
| **Details of each person who is proposed have access to the requested Data** |
| Full name | Name of organisation | Position or job title | Email address |
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| **2 Project details** |
| **Project Title** |  |
| **Project Summary** |  |
| **Is this project funded by the Australian Government?** | [ ]  Yes (please provide details): Click or tap here to enter text.[ ]  No |
| **3 Which of the Approved Purposes is your project designed to deliver?** |
| **Tick all that apply and attach a description of how your project will deliver each purpose. Up to 500 words for each purpose.** [ ]  informing road safety related policy decisions [ ]  designing, delivering and evaluating road safety related programs [ ]  tracking progress of the National Road Safety Strategy and/ or Action Plan [ ]  statistical reporting of road fatalities and injuries [ ]  informing Regulatory Impact Statements for road safety related proposals [ ]  undertaking road safety research projects requiring multi-jurisdictional data [ ]  other purposes agreed by all Agencies through the RSDWG (please specify): Click or tap here to enter text. |
| **4 What approvals have you received for this project?** |
| **Tick all that apply and attach evidence for all applicable approvals:** [ ]  Ethics approval (e.g. for health, commercial or other research) [ ]  Privacy Impact Assessment [ ]  Financial approval [ ]  Information technology approval (e.g. cyber security) [ ]  Other (please specify): Click or tap here to enter text. |
| **5 Details of Data request** |
| **What Data are you requesting?** Please attach a copy of *Appendix A – NRRD and ARDD fields* to indicate the fields you are requesting. |  |
| **What is the date range for the Data you are requesting?** | **Start date**: DD/MMM/YYYY**End date**: DD/MMM/YYYY or [ ]  latest date available  |
| **How long are you requesting access to the Data?** | **Start date**: DD/MMM/YYYY**End date**: DD/MMM/YYYY |
| **Will you link or match the requested Data to other datasets?** | [ ]  Yes (please provide details): Click or tap here to enter text.[ ]  No |
| **Will the Data be partly or fully reproduced, published, or disclosed to any third parties?** | [ ]  Yes (please provide details): Click or tap here to enter text.[ ]  No |
| **Have you requested this Data before?** If you have requested this data before, please attach a copy of the department’s email response. | [ ]  Yes (please provide details): Click or tap here to enter text.[ ]  No  |
| **6 Project outputs** |
| **What will the outputs of the project be?**  | Please tick all that apply:[ ] Online publication[ ]  Internal advice to Ministers or agencies[ ]  Research paper for publication[ ]  Other (please specify): Click or tap here to enter text. |
| **7 Data storage** |
| The National Data Sharing Principles and the DSA require the Data to be protected and shared in an environment that minimises the risk of unauthorised access or disclosure.**How will you ensure any Data shared with you is protected and shared in an environment that minimises the risk of unauthorised access or disclosure?**  | Please tick all that apply attach explanatory information:[ ]  Multi-factor authentication for authorised users only[ ]  Data encryption[ ]  Current anti-virus and malware protection[ ]  Ongoing employee cybersecurity awareness training[ ]  Other (please specify): Click or tap here to enter text. |
| **8 Data handling and retention** |
| **How will you prevent confidentiality breaches, such as re-identification?** Please refer to the relevant risk mitigations if you have attached a Privacy Impact Assessment. |  |
| **How will the Data be handled once it is no longer required for the project?** |  [ ]  Destroyed  Please email us the data destruction certificate(s) when available. [ ]  Retained  Please provide detailed reasons for your request to retain the Data and the proposed protections to be applied: Click or tap here to enter text. [ ]  Other Please specify: Click or tap here to enter text. |
| **9 Acknowledgement and declaration** |
| * I/we have attached a copy of *Appendix A – NRRD and ARDD fields*, indicating the fields requested from the NRRD and or ARDD.
* I/we acknowledge that the RSDWG reserves the right to request further information, apply conditions to any approval to use the Data, or to decline access to the Data.
* I/we declare that it is not possible to achieve the purpose of this project without the requested Data.
* I/we acknowledge that the RSDWG may terminate access by written notification to the applicant.
* I/we will notify the DSA Secretariat within 48 hours of any unauthorised access to or unapproved release of the data.
* I/we will notify the DSA Secretariat within 48 hours of changes to personnel who have access to the Data or significant changes to the project.
* I/we have read the National Data Sharing Principles via page 14 of the [Intergovernmental Agreement on data sharing between Commonwealth and State and Territory governments (federation.gov.au)](https://federation.gov.au/sites/default/files/about/agreements/iga-data-sharing-signed.pdf) and agree to comply with the National Data Sharing Principles at all stages of this project while using the requested Data.
* I/we confirm that I/we will comply with all applicable state or territory legislation.
* I/we confirm that I/we and our intermediaries (if applicable) will provide all outputs of this project to the DSA Secretariat for a ‘no surprises’ review period of 28 days before we publish or use it in the way described in the request.
* I/we confirm that I/we will acknowledge the source of the Data in any project outputs.
* I/we declare that the information provided on this form is true and correct.
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| **Full name of applicant** | **Signature** | **Date signed** (DD/MM/YYYY) |
|  |  |  |
| Returning this form |
| Please email your completed form and supporting documentation to **roadsafetystatistics@infrastructure.gov.au****.** |