## HPA Microdata Access Application Form

HPA aims to maximise access to survey datasets, where it is custodian, while ensuring responsible use to protect individual information. Allowing carefully managed access to datasets is regarded as an important way of increasing the benefit gained from the data collected.

HPA must balance the benefits of data access with its obligations to hold data securely and protect the confidentiality of information supplied by individuals. Failing to adequately protect individual information potentially reduces public trust and confidence in HPA, and wider government, which in turn affects the ongoing quality of data collections.

Please note there is a range of legislation relevant to official statistics, these include the Statistics Act 1975, The Privacy Act 1993 and the Official Information Act 1982. Some relevant excerpts can be read in the *HPA Data Access Policy*.

If the lead researcher, or Manager or Head of Department is dissatisfied with the result of this application, they have the right to complain to the Chief Executive of HPA. They also have a right to appeal the decision to The Office of the Ombudsmen, complaint@ombudsmen.parliament.nz, 0800 802 602.

This template is to be completed by the lead researcher requesting access to HPA IP or Data.

The lead researcher must read the document *HPA Data Access Policy for External Researchers* and undertake the necessary checks before submitting an application form.

The application form should be completed electronically (except for signatures). Note that once completed, the application is expected to take up more pages than indicated on the template.

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| --- |
| ***Lead researcher***  |
| Lead researcher\* |  |
| Department/section |  |
| Organisation |  |
| Mailing address |  |
| Physical address for courier mail  |  |
| Telephone |  |
| Fax |  |
| Mobile phone |  |
| Email |  |

|  |
| --- |
| ***Research team*** |
| Name |  |
| Organisation |  |
| Role | Statistician/analyst\*\* |
| Name |  |
| Organisation |  |
| Role |  |
| Name |  |
| Organisation |  |
| Role |  |
| Name |  |
| Organisation |  |
| Role |  |
| Name |  |
| Organisation |  |
| Role |  |

\* Lead researcher cannot be a student.

\*\* Research team must include a statistician/analyst. Please also include the role and name of all associate researchers or collaborators, including students.

|  |
| --- |
| ***Research project details*** |
| Research project title |  |
| Background (Include justification for needing Mircodata, and value and benefits of research to New Zealand.) |  |
| Research objectives (Include Hypothesis/research question) |  |
| Research methodology (Include key variables to be used and specific details of what analyses will be carried out. This includes details on how the survey design will be taken into account in analysis.) |  |
| Research outputs (Include planned outputs, dissemination methods and timelines.) |  |
| Survey dataset(s) required(Please be specific. If requesting the Health and Lifestyles Survey please indicate which programme area and whether parent/caregiver or general sample. If requesting NZYTM please indicate whether ASH Snapshot, Global Youth Tobacco Survey, or Youth In-depth Survey.) |  |
| Security of data(Identify the security of (a) the CD-ROM, (b) electronic copies of the datasets, and (c) hard copy outputs. Indicate how these will be kept secure and accessed only by authorised researchers.) |  |
| Timeframe (Include project start and end dates, and important grant application closing dates or conference dates.) |  |

### Declaration

We the undersigned confirm that the information provided in this form is accurate to the best of our knowledge.

### Lead researcher

|  |  |
| --- | --- |
| Name |  |
| Signed |  |
| Date |  |

### Manager or head of department

I affirm that my organisation, ……………………………………………………………………….., supports this research project and requires that all researchers abide by the HPA Data Access Policy and the agreed terms and conditions of access.

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Signed |  |
| Date |  |

Please attach a brief CV for the lead researcher, and other relevant material. In CVs, please outline:

qualifications

employment history

any relevant experience and/or expertise in analysing survey datasets.