Australian Government

Dataplace
Transforming data sharing

How to Guide: Assessing a data request

This guide provides information on Dataplace functionality for **data custodians** considering a request to access data and making a preliminary decision about whether data can be shared. It also has advice for data requestors accessing requests.

Dataplace can help you manage the key steps to request and facilitate access to Australian Government data.

In Dataplace there are five main stages to reach agreement on sharing data:

- Request Data
- Assess Request
- Collaborate to an agreement
- Review to approve
- Agreement.

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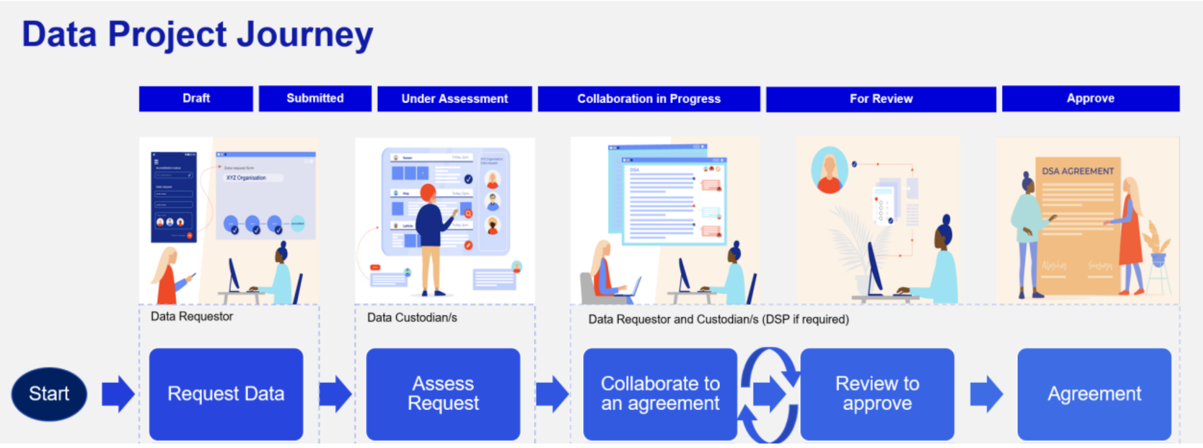


Additional How to Guides and information are available on the Dataplace website.

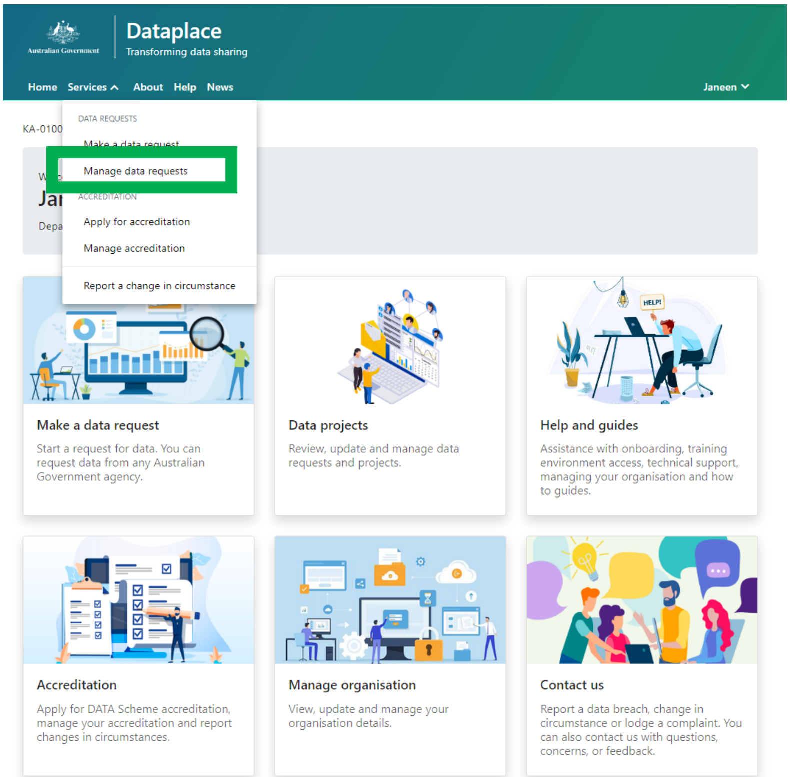
For resources to assist DATA Scheme participants, detailed information and guidance is available on the Office for the National Data Commissioner's website.

Accessing requests

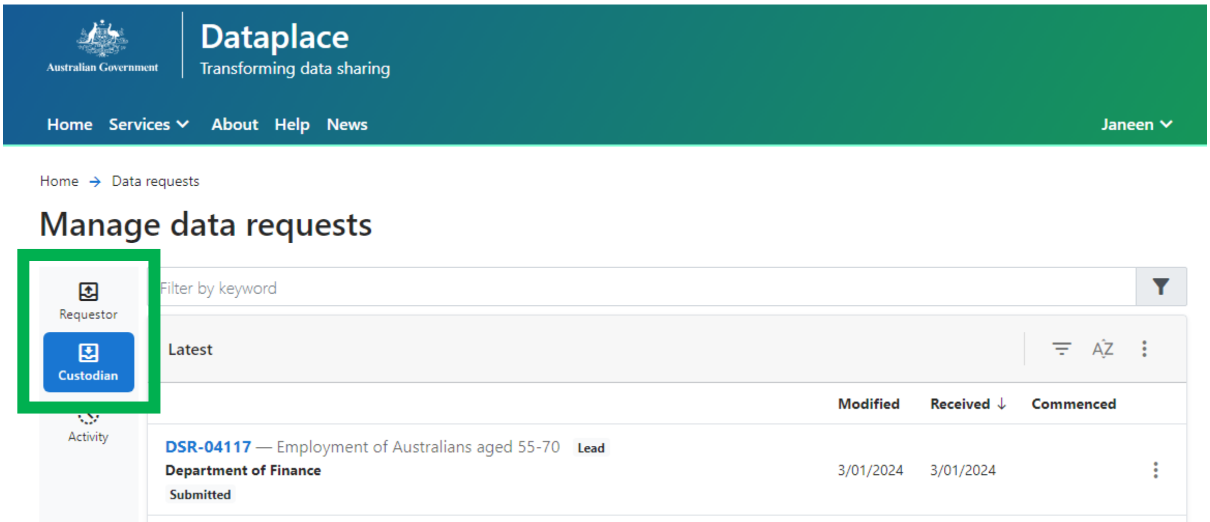
You will receive an email notification from Dataplace which has a link to the request made to your organisation. The email is sent to the mailbox nominated in your organisation's profile. (See Dataplace, Help – Account settings for your organisation's profile).

To access any request made to your organisation, select the **Data projects** tile on the Dataplace homepage. You can also navigate to **Services** in the menu bar on the top left of the screen and select **Manage data requests** from the drop-down menu.

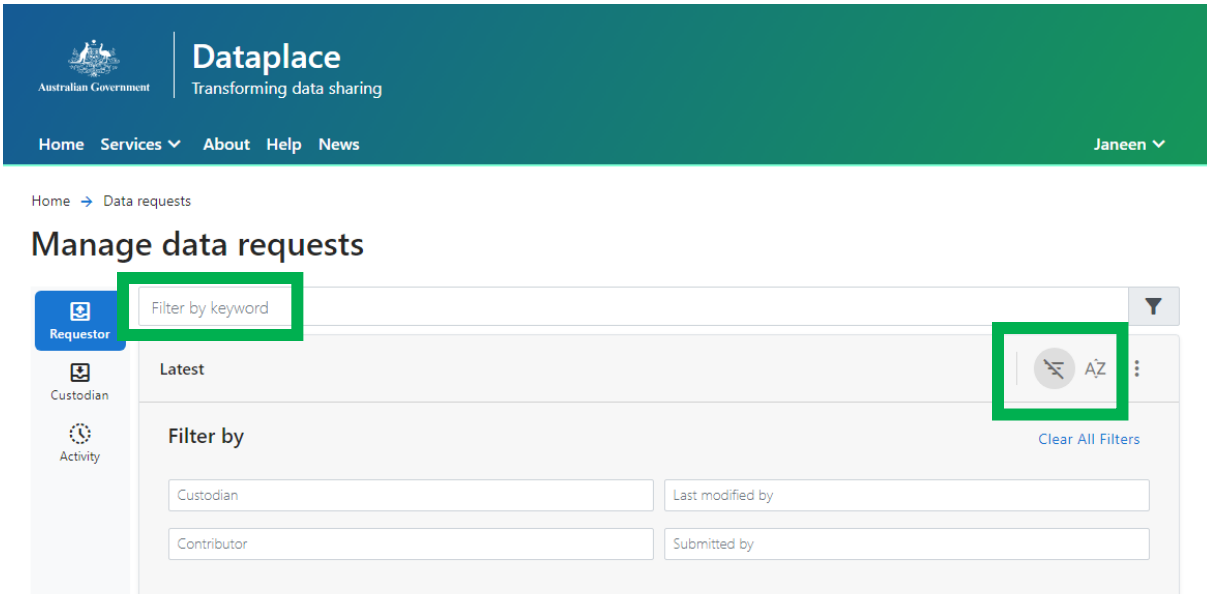
Only those who are assigned the key roles of **organisation administrator**, **data coordinator** and **approving officer** can see all requests made to your organisation. Any others need to be invited to contribute to be able to see a request. (See Dataplace roles and permissions for more information).



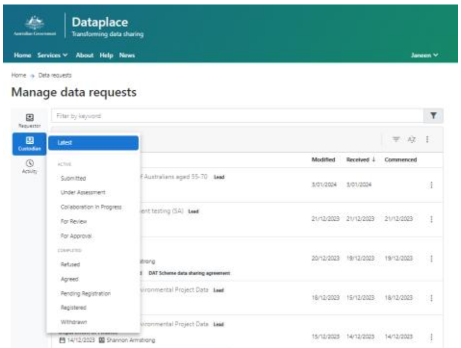
All the requests your organisation has received (as a data custodian) are available under the **Custodian** tab. The **Requestor** tab shows all the requests your organisation has made to other organisations. Organisations that do not have a data custodian role on the platform do not see a Custodian tab. The **Activity** tab provides a history of data projects your organisation has been involved with, and information about their status.



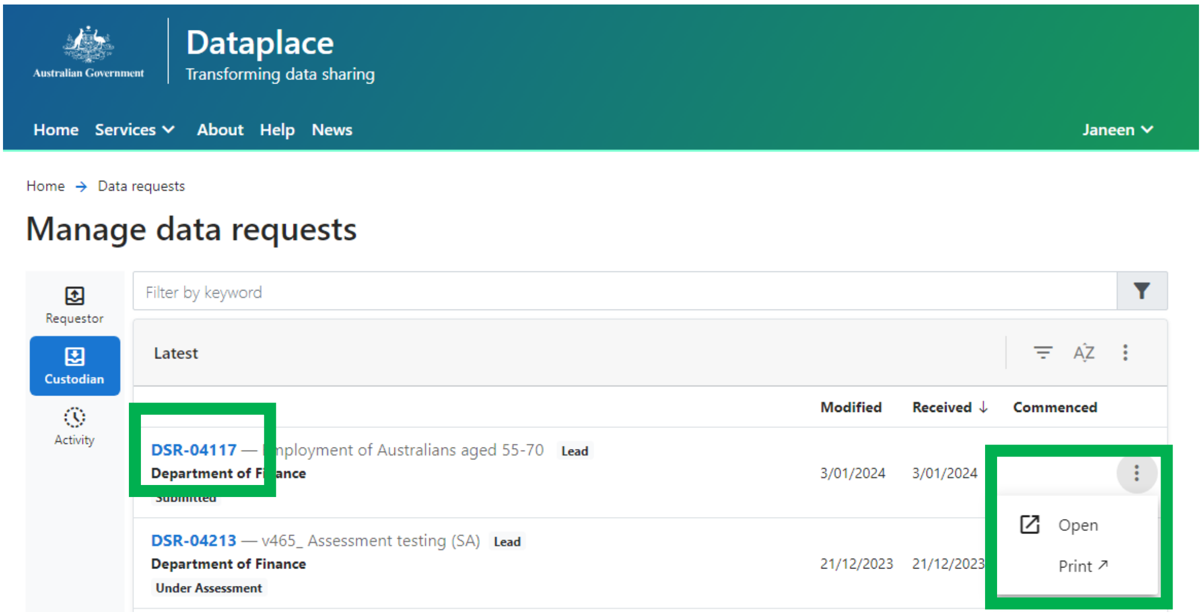
Search functions work for all three tabs. To search for a data project, use key words in the search bar, with advanced search available using the filter or date range icons.



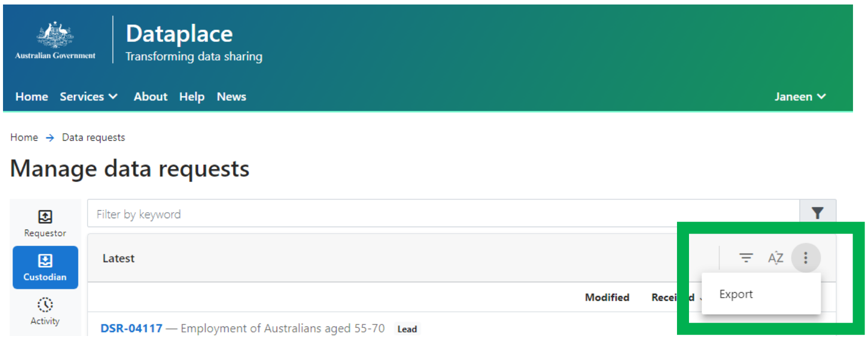
You can also search via project status. Hover your cursor over the relevant tab for the drop-down list.



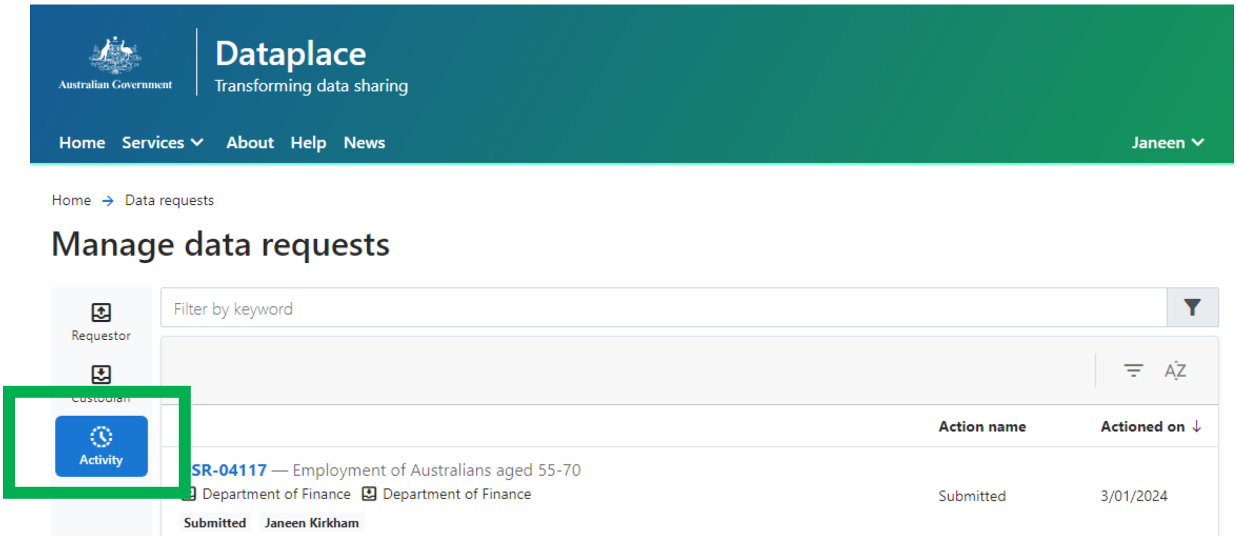
Select the case number to open a request. You can also open or print the request using the three-dot menu for the particular case.



You can also export a list of requests by selecting the three-dot menu underneath the search bar. The list is in csv format and contains information about each request/agreement. See the glossary for definitions of each data type available.



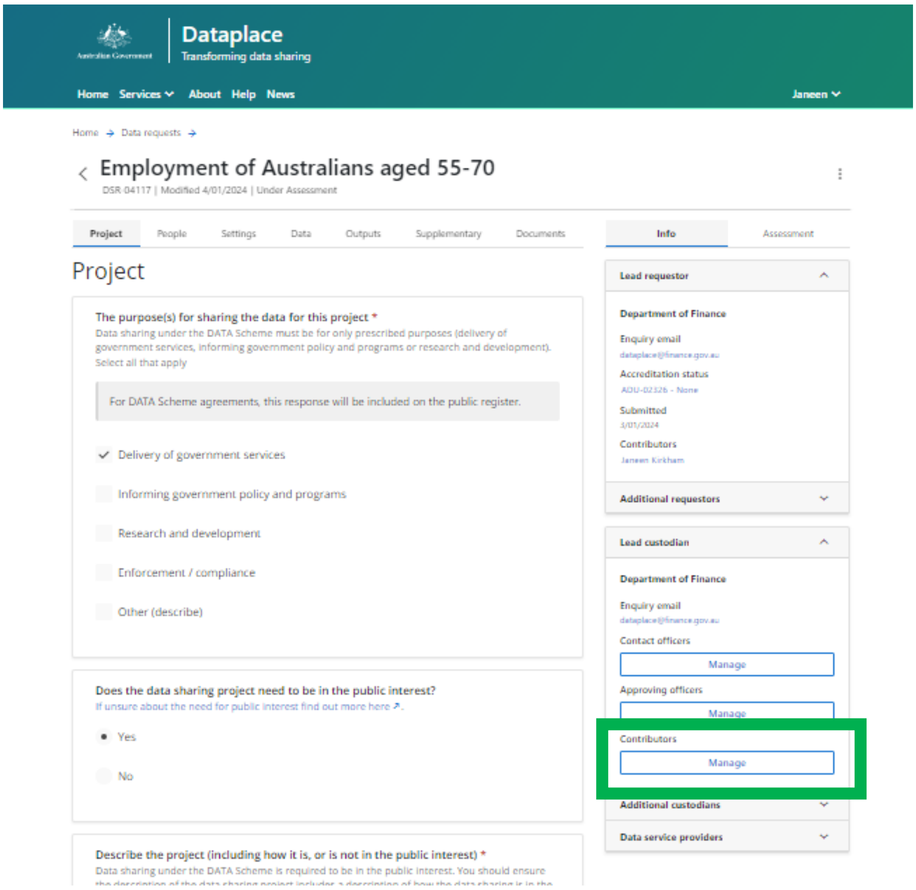
In a similar way, the Activity tab allows you to see all requests and agreements associated with your organisation and provides additional information about a data project. You can also search and filter as you can within the Custodian and Requestor tabs.



Allocating requests

Both **data coordinators** and **organisation administrators** can commence an assessment of a request and/or invite someone from the organisation to assess the request.

To allocate a request to one or more subject matter experts (known as general users on Dataplace), on the **Info** tab under **Contributors**, search for a name in the pop-up window after selecting **Manage**. The people you want to add need to have logged into Dataplace to be discoverable. The invited contributor receives an email notification and a link to the request.



Using the assessment page

The questions to help guide an assessment of the request are grouped into four sections and the section summarises the outcome of the assessment:

Data availability – do you have the data; is it already publicly available?

Authority to share – can you share the data; under what authority?

Responsible data sharing – can the data be shared safely?

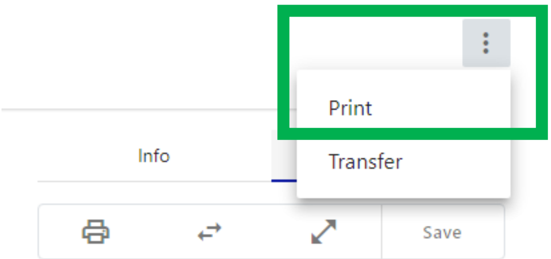
Timeframe and cost- can the timeframes be met and will there be costs?

Outcome of assessment – is there an in-principle agreement to share the data?

The assessment page is interactive and the number of questions to be answered will depend on preceding answers.

You can save and return to the form at any time. You can also print the assessment page.

You can print using the print icon above the assessment page or the three-dot menu button at the top of the page. You can choose to save to pdf using the print function. Note when you open the print window you cannot use the back button to return to the request.



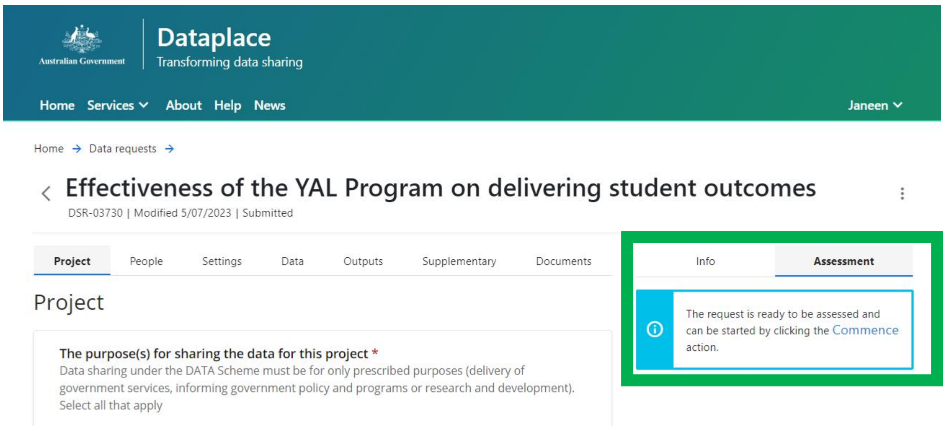
When you have finalised the assessment, the details of the assessment become visible to the requestor.

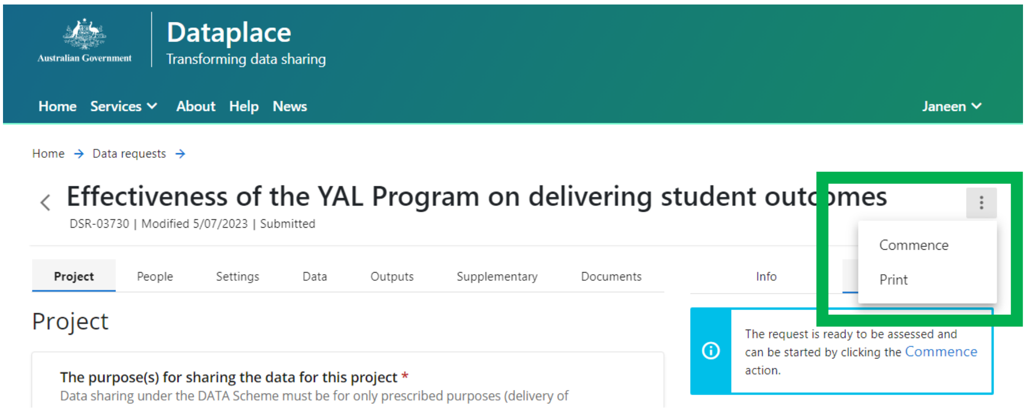
Commencing an assessment of a request

To start an assessment of a request, open the request using the link provided in the email notification. You can also access any request under the **Custodian** tab by selecting the request case number, or by selecting **Open** from the three-dot menu next to the request.

You will only be able to edit the assessment page. Request details are locked and cannot be edited by the data custodian.

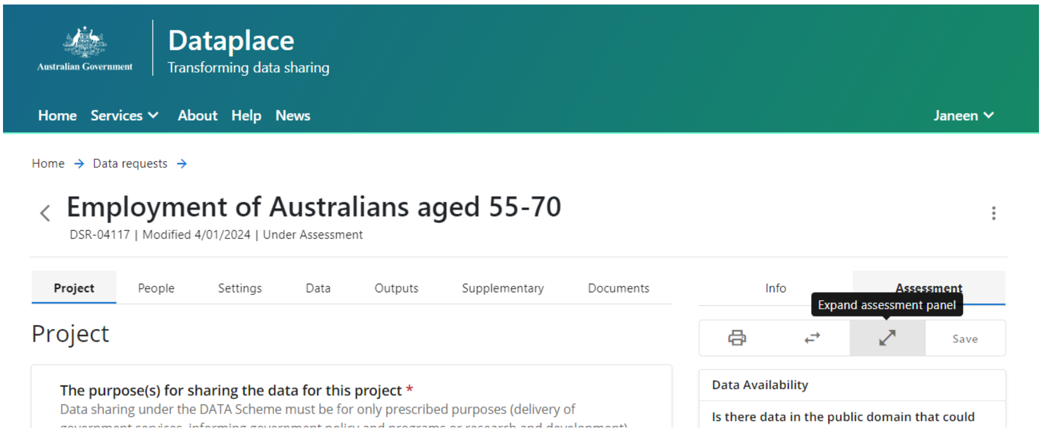
Once you have opened the request, select the **Assessment** tab which opens a hyperlinked message, or select the three-dot menu to Commence the assessment.





The assessment page is open for your responses. Select **Save** before you navigate away from the page to keep your changes.

You can expand the assessment page using the button indicated.



While the request details are locked, you can view all details of the request by navigating through the tabs at the top of the request.

A request has seven tabs completed by the data requestor to be reviewed for assessment:

Parties asks some initial details about the data request

Project asks about the purpose of the data sharing project

People asks about access to the data

Settings asks about governance arrangements

Data asks for specific details about the data requested

Outputs asks about the products created by the project

Info asks about the people involved in the data sharing project, from request to review stages.

The accreditation status of the organisation is available under the **Info** tab (next to the Assessment tab).

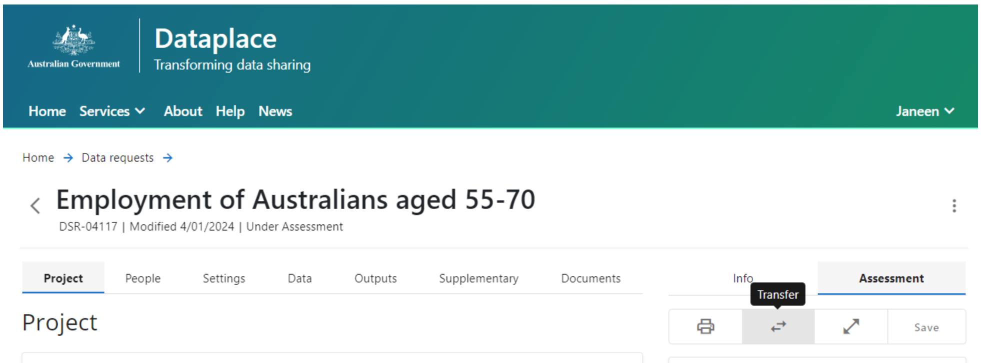
Once you have finished your assessment, select **Complete**. You will see an onscreen notification that the assessment is complete and the requestor has been notified. This moves the process to the next stage: collaboration.

Note your responses in the assessment are available to the requestor once your assessment has been completed.

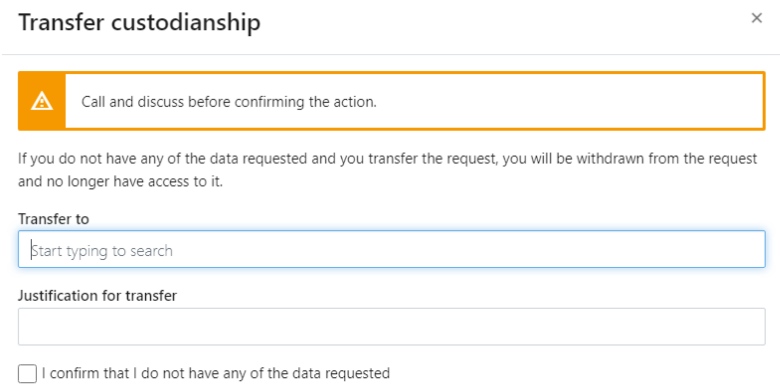
Transferring a request to another organisation

If you do not have any of the data being requested, and you know the appropriate data custodian for the request, you can transfer the request.

Transfer by using the three-dot menu button at the top of the screen once you have selected Commence, or the transfer button indicated with two arrows.



Selecting **Transfer** opens a window where you can add the appropriate custodian. If you transfer custodianship and confirm your organisation does not have any of the data, this removes your organisation from the request.



If you do not know the appropriate data custodian who should receive the request, you should withdraw from the request.

You can withdraw by selecting **Transfer** and transfer the request to the Department of Finance. Indicate in **Justification for transfer** that your organisation does not have the data requested and you do not know the data custodian.

Select the box to confirm you do not have any of the data. The Dataplace team monitors requests that don't have a lead custodian and will seek to identify which agency might have the data.

Managing requests involving multiple custodians

If you have some of the data, you can invite other data custodians to contribute to the assessment. (See **Inviting other custodians'** section below).

If you invite other custodians to join the request your organisation remains the **lead custodian,** but now other organisations are able to view the request.

The lead custodian role has greater privileges than **additional custodians** invited to a request.

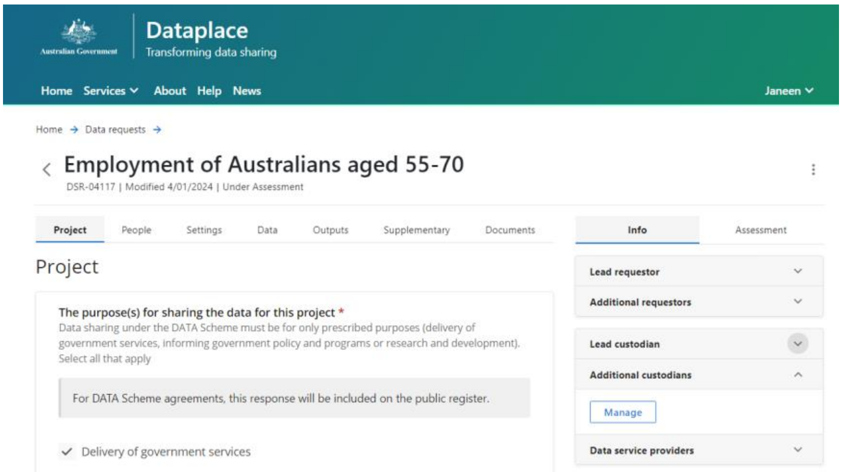
For example, where there is an in-principle agreement to share, only lead custodians are able to move the request to the **Review** and **Approve** stages.

If you have some of the data, but it is appropriate for a different organisation to be the lead custodian, you can **Transfer** the request to the agency who will be the lead. Follow the same process as described above to transfer the request. Note your organisation will remain an **additional custodian** on the request if you do *not* select the box confirming your organisation does not have any of the data requested.

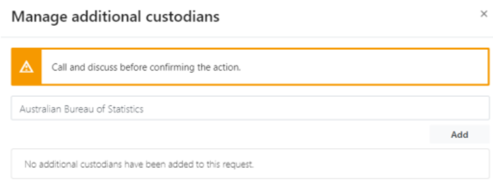
If you have some of the data, but you are not sure who should be the lead custodian, you can invite other relevant custodians to contribute to the assessment. You may need to discuss with the other agencies who should take the lead custodian role.

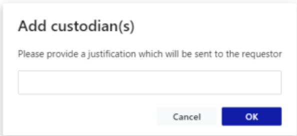
Inviting other data custodians to assess a request

As lead custodian you can invite other appropriate custodians to help assess the request. You can also invite others if you are not sure who should be lead custodian for a request. Using the **Info** tab, select **Manage** under the **Additional custodians** section.



In this window you can also add a note to the custodian you are inviting to give a reason for the invitation.





Next steps

Once you have completed the assessment of the data request, the requestor receives an email notification that there is advice waiting for them in Dataplace. The status of the request changes to **Collaboration in progress**.

The requestor will be able to see the assessment in a new tab (**Response**) in the request.

When the request moves to **Collaboration in progress** the form unlocks. All organisations associated with request are now able to edit the information in the form. More questions are unlocked to guide parties through the data sharing principles and define the arrangements for sharing data.

A data custodian has no duty to share data. However, you should respond to all data sharing requests within a reasonable timeframe.

Dataplace always provides a response to the requestor when there is in-principle agreement to share and when there is not. This feature of Dataplace (automatically publishing reasons for sharing or not to the requestor) also ensures data custodians meet their obligations under the *Data Availability and Transparency Act 2022* (DATA Scheme). Where an accredited user requests data under the DATA Scheme and is refused, the data custodian must provide the accredited user a reason for refusal within 28 days of making the decision.