



Australian Government

Dataplace
Transforming data sharing

How to Guide: Making a data request

This guide provides information on Dataplace functionality for **data requestors** making a request to an Australian Government data custodian.

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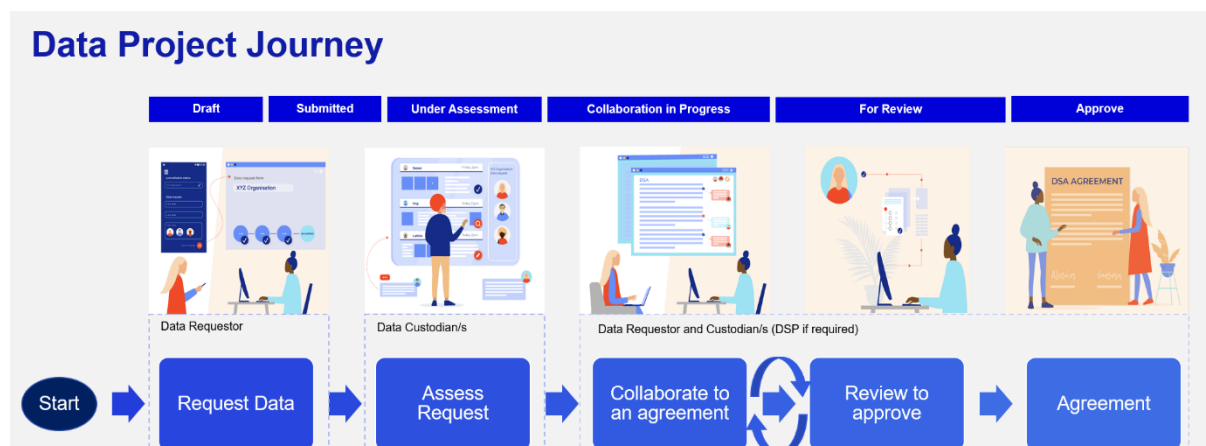
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Dataplace can help you manage data sharing requests and agreements that facilitate access to Australian Government data.

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.



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 website](#).

Key things to know about the request form

The form is divided into eight areas, identified by tabs at the top of the screen. The tabs correspond to the five data sharing principles. Additional tabs include **Supplementary** (which has questions about project priorities and data sharing); **Documents** (where you can upload documents regarding ethics and data set requirements); and **Submit**.

The form is interactive. Additional responses may be needed depending on answers to previous questions.

Mandatory fields within the forms are identified by red asterisks (*).

To save changes to the online form, select the **Save** button next to the project title, or select **Next** at the bottom of the page. The page you are working on will also save if you select another tab. Sign out at any time to return to the form later.

The screenshot shows the 'Dataplace' interface for a data request titled 'Effects of Covid vaccination'. The header includes the Australian Government logo and navigation links. The breadcrumb trail is 'Home > Data requests > Effects of Covid vaccination'. A 'Save' button is highlighted with a green box in the top right. The 'Settings' tab is active, showing a question: 'How will access to the data be provided? *'. Below the question are five radio button options: 'Transmitted by the custodian to the user', 'Transmitted to user via an intermediary (including ADSP)', 'Via a secure access data service by an intermediary (including ADSP)', 'Via a secure access data service by the data custodian', and 'Other (describe)'. A 'Next' button is highlighted with a green box at the bottom of the settings section. To the right, there are panels for 'Lead custodian' (Department of Finance, with a 'Remove' button), 'Additional custodians', 'Data service providers', 'Lead requestor' (Department of Finance, with 'Manage' buttons for contact and approving officers), and 'Contributors'. The page number 'Page 3 of 8' and version '1.0.461' are also visible.

Pages will not time out when you are entering information. There is no word limit on free text fields. You can upload documents into many sections of the form to save manual input.

Only the lead data requestor, additional requestors and assigned contributors can access the request form until it is submitted. The form is locked once it has been submitted.

Questions in the request form

You should provide enough information so that a data custodian can assess your request and make a preliminary decision as to whether the data can be shared. The custodian is seeking to understand the benefits of sharing the data, how it benefits the public, and balance against any risks of sharing the data.

The request has mandatory questions, and additional questions where responses help the data custodian understand your request.

The mandatory questions will be familiar to anyone who has made a data request and covers areas such as:

- the purpose of the project
- whether it is in the public interest
- ethics approval
- details about the data needed including whether it is sensitive or contains personal information
- access requirements for the data and project outputs.

Inviting other organisations or people to the request

It is recommended data requestors (and data custodians) nominate a contact officer for every project. This may be the data coordinator or someone else in the organisation with an understanding of the project, who is involved until the end of the process. All questions relating to the project should be directed to the project contact officer.

In addition, if you know who will be responsible for approving your agreement (the approving officer) you can nominate the person for this role at the start of your request. The approving officer can be added or changed at any point in the project until the project is finalised.

The approving officer is the person who has the authority to sign a data sharing agreement. For sharing under the *Data Availability and Transparency Act 2022* (DATA Scheme), the person approving the agreement will need to also be an [Authorised Officer](#) under the DAT Act. An Authorised Officer under the DATA Scheme must meet the requirements of section 137 of the Act.

Contributors to a request may include researchers, legal or IT staff from within your organisation. They will have access to the request and the ability to edit relevant sections.

Nominating contributors, contact officers or approving officers are not mandatory for your request. You can submit your request without having nominated people in any of these roles.

Managing a request with multiple requestors

You can also make a request where a proposed data project has multiple requesting organisations. Each request needs a lead requestor who can add additional requesting organisations at any point before the approval stage. All requesting organisations need to be onboarded to Dataplace to access the online request.

Additional requestors can view the request in draft, but not edit it. They will be able to contribute (including editing) to project details in the collaboration stage and assign roles and contact information to the data sharing agreement. Additional requestors will also be part of the approval process to finalise a data sharing agreement.

Instructions for completing the request

You can start a request by selecting the **Make a data request** tile, or you can navigate to **Services** in the menu bar on the top left of the screen and select **Make a data request** from the drop-down menu.

The screenshot shows the Dataplace website interface. At the top, there is a green header with the Australian Government logo and the text 'Dataplace Transforming data sharing'. Below the header is a navigation bar with 'Home', 'Services', 'About', 'Help', and 'News'. The user's name 'Janeen' is visible in the top right corner. A dropdown menu is open under 'Services', showing options: 'Make a data request' (highlighted with a green box), 'Manage data requests', 'ACCREDITATION', 'Apply for accreditation', 'Manage accreditation', and 'Report a change in circumstance'. The main content area features six tiles: 'Make a data request' (with a description: 'Start a request for data. You can request data from any Australian Government agency.'), 'Data projects' (with a description: 'Review, update and manage data requests and projects.'), 'Help and guides' (with a description: 'Assistance with onboarding, training environment access, technical support, managing your organisation and how to guides.'), 'Accreditation' (with a description: 'Apply for DATA Scheme accreditation, manage your accreditation and report changes in circumstances.'), 'Manage organisation' (with a description: 'View, update and manage your organisation details.'), and 'Contact us' (with a description: 'Report a data breach, change in circumstance or lodge a complaint. You can also contact us with questions, concerns, or feedback.').

Enter an agency name or data key words to select a data custodian.

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Home → Data requests →

Start a data request

Have you checked if data is published and available that will suit your needs?

Some good sources to start are:

- [data.gov.au](#) – a large repository of open data from across the Australian Government
- [NationalMap](#) – an interactive tool displaying a wealth of spatial data
- many Australian Government agencies publish data on their website, such as the ABS, you can find a list of agencies here: [Homepage](#) | [Directory](#)

Can't find what you need?

Start a request for data through Dataplace. You can request data from any Australian Government agency through this platform. You can also request data under the [Data Availability and Transparency Act's data sharing scheme](#).

If you haven't used this service before, you will find support material under the Help menu. We think Dataplace is pretty straightforward to use, though we are always looking for feedback to help us improve the service. If you have feedback we'd appreciate you [contacting us](#) and letting us know where we can improve.

To get started, you need to select a data custodian to send this request to. You can either start typing the name of the agency if you know who holds the data. If you aren't sure, try some key words about the data you are seeking – you will be provided with suggestions of agencies that might hold the data.

You must select an agency to get started, though you can change this at any time in the request form through the right hand menu.

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You must select an agency to get started, though you can change this at any time in the request form.

Start typing to search

Start

Selecting a data custodian will open a new online request form.

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Enter a project title

DSR-04117 | Modified 4/12/2023 | Draft Save

Project People Settings Data Outputs Supplementary Documents Submit Page 1 of 8

Project

The purpose(s) for sharing the data for this project *
Data sharing under the DATA Scheme must be for only prescribed purposes (delivery of government services, informing government policy and programs or research and development). Select all that apply

For DATA Scheme agreements, this response will be included on the public register.

Delivery of government services

Informing government policy and programs

Research and development

Enforcement / compliance

Other (describe)

Does the data sharing project need to be in the public interest?
If unsure about the need for public interest find out more here >.

Yes

Lead custodian ^

Department of Finance

Remove

Additional custodians v

Data service providers v

Lead requestor ^

Department of Finance

Accreditation status
ADU-02326 - None

Contact officers

Manage

Approving officers

Manage

Contributors

Janeen Kirksam

Manage

Additional requestors ^

Manage

Add a project title and **Save**.

When you start a request, an email notification is sent to your organisation's Organisation administrator and Data coordinator.

Manage allows you to add a contact person, approving officer, contributor and additional requestors to the request. It is not mandatory at this stage to identify these roles. Search for a name in the pop-up window after selecting **Manage**. To be discoverable an individual must have previously logged into Dataplace.

Project tab

This tab asks for information about the purpose of sharing the data, whether integration is required, and what ethics and other approvals for the project need to be considered.

People tab

The **People** tab asks about people involved in the project and access to the data.

Functionality to include additional custodians and data service providers is under development.

Settings tab

The **Settings** tab considers how access to the data will be provided, the controls to be applied and where data will be stored.

Data tab

The **Data** tab asks questions regarding the data you need. It also asks whether sensitive, personal, and biometric data is needed. Put in as much information as you can to give data custodians an idea of what data is required.

Outputs tab

The **Outputs** tab asks for details about what will be produced by the project. Details include name, type and description of outputs.

Supplementary

The **Supplementary** tab has questions about project priorities and data sharing.

Documents

The **Documents** section allows you to upload documents regarding ethics and data-set requirements.

Submit tab

Select **Complete** to send to the selected data custodian for initial assessment of the request.

If mandatory questions have not been answered, you will not be able to submit the data request. The Submit tab will list any unanswered mandatory questions. When you select the tabs with unanswered questions, scroll down to find questions identified by a red bar with 'Response required'.

An onscreen notification will pop up once you submit the request. You will also receive email notification that your request has been submitted.

Note the advice regarding timeframes and cost recovery. The data custodian will advise on these topics in responding to the request.

Next steps

Once you have submitted your request, it will be assessed by the data custodian. The information at the request stage may not seem very detailed but should be enough for the data custodian to make an informed decision on the merits of your project. The data custodian may contact you for further information during the assessment stage. If they provide in-principle agreement, you may need to expand on your answers during the collaboration stage.

You will receive email notification once the data custodian has responded to your request.

You can view the status of your request at any stage using the **Data Projects** tile on Dataplace. Select the Requestor tab to see your projects, both requests you have made and other projects that you are involved with as a contributor.

Home → Data requests

Manage data requests

Requestor

Custodian

Activity

Filter by keyword

	Created ↓	Modified	Submitted
DSR-04205 — v_465 JN Testing XVIII; Lead Department of Finance Draft	19/12/2023	19/12/2023	