Australian Government

Department of Social Services

DSS Longitudinal Studies Data Access and Use Guidelines V5.0

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1. Definitions of terms

The definitions used in these Guidelines are the same as those in the Confidentiality Deed Poll:

ADA means the Australian Data Archive.

Authorised User means a person who has signed a Deed substantially in the same form as the Confidentiality Deed Poll and has been given permission by the Commonwealth to access and use the Datasets.

Business Day means a weekday other than a public holiday in the Australian Capital Territory.

Collaborator means a person who will be working on the nominated project **and** will view the same DSS longitudinal Dataset as the Confidant. All collaborators must be identified in the project application and submit an individual application for access to DSS longitudinal Datasets.

Commonwealth means the Commonwealth of Australia as represented by the Department of Social Services.

Confidant means the signatory of the Confidentiality Deed Poll.

Confidential Information means information that:

a) is by its nature confidential;

b) is designated in writing by the Commonwealth as confidential;

c) is a subset or extract of the original Dataset in the original format without aggregation or contains Unit Record Data; or

d) is Personal Information under the Privacy Act;

Data Dictionary provides information about all variables in the Dataset over the course of the study, including variable names, variable labels, items, cohort, wave, and populations.

Datasets means any or all data from:

a) General or Restricted Release of the household and person level Unit Record Data from The Household, Income and Labour Dynamics in Australia (HILDA) survey, also known as Living in Australia;

b) The household and person level Unit Record Data from the HILDA Cross-National Equivalent File (CNEF);

c) General or Restricted Release of the household and person level Unit Record Data from The Longitudinal Study of Australian Children (LSAC), also known as Growing Up in Australia;

d) General Release of the household and person level Unit Record Data from The Longitudinal Study of Indigenous Children (LSIC), also known as Footprints in Time;

e) General Release of the household and person level Unit Record Data from The Longitudinal Study of Humanitarian Migrants, also known as Building a New Life in Australia (BNLA); or

f) The International Release, General Release or Restricted Release of the household and person level Unit Record Data from Journeys Home; or

g) Any linked datasets associated with any or all of the above.

Deed means a Confidentiality Deed Poll.

Document includes:

a) any paper or other material on which there is writing;

b) any paper or other material on which there are marks, figures, symbols or perforations having a meaning to persons qualified to interpret them; and/or

c) any article, material or media from which sounds, images or writings are capable of being reproduced with or without the aid of any other article or device.

Electronic Communication has the same meaning as in the *Electronic Transactions Act 1999* (Cth).

General Release means a release of data from which Personal Information has been removed and other information has been modified by various methods such as top coding and the application of classification codes as set out in the Guidelines.

Guidelines means the Longitudinal Studies Access and Use Guidelines published on the Dataverse website available at https://dataverse.ada.edu.au/dataverse/DSSLongitudinalStudies

Information System has the same meaning as in the *Electronic Transactions Act 1999* (Cth).

Intellectual Property means copyright (and all associated rights, including moral rights), and all rights in relation to inventions, registered and unregistered trade marks (including service marks), registered and unregistered designs, and circuit layouts, and any other rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields.

International Release means Researchers applying from international institutions will receive the majority of the Journeys Home dataset, as well as data on the total income* of respondents. Overseas applicants should note that the dataset does not include any variables specifically related to the receipt of income support payments.

Personal Information has the meaning given in section 6 of the Privacy Act.

Privacy Act means the *Privacy Act 1988* (Cth).

Privacy Commissioner means the person appointed under section 14 of the *Australian Information Commissioner Act 2010* (Cth) as the Privacy Commissioner.

Registered Australian Privacy Principle code (APP code or **APPC)** has the meaning given in section 6 of the Privacy Act.

Release means a Dataset that differs from another Dataset from the same survey in that it contains additional information based on new responses from survey respondents. For the purposes of the Confidentiality Deed Poll, a Release does not made to the previously released information from respondents.

Research Material means any generated data and research findings based on research and the analysis of a Dataset created by the Confidant or a student or employee of the Confidant's university who is an Authorised User of the same or later release of the same Dataset.

Restricted Release means a release of data from which the names and addresses of respondents have been removed but includes other information at a more granular level than the General Release and access and use of which is governed by stricter requirements.

Supervisor means the person or persons identified in the application as responsible for the supervision of the student in their nominated project.

Training Dataset are the next-to-last release of a dataset, used when undertaking a training course

Unit Record Data are files that contains detailed information about people, households, businesses or other types of records.

Witness to be an approved witness to the Confidant on the Confidentiality Deed Poll, you must;

     a) be aged 18 years or over;

     b) have known you for at least one year OR have taken reasonable steps to verify your identity; and

     c) have mental capacity — that is, they must be able to make decisions for themselves without being affected by any impairment or disturbance of the mind, whether permanent or temporary.

2. Summary of Authorised Data User Responsibilities

STORAGE:

Store all copies of the Datasets, whether full or partial, in a manner set out in the Guidelines.

Understand that you are responsible for the Datasets unless and until all copies of the Datasets in your control have been destroyed AND you have notified the Longitudinal Studies (LS) of their destruction.

Destroy or delete all digital and paper copies of the Unit Record Data / outputs of any Dataset you no longer need.

USAGE:

Do not attempt to identify individuals in any Dataset.

If spontaneous recognition occurs, do not share the identity of any person within the Dataset.

Do not share Unit Record Data with anyone who is not an Authorised User of the same Dataset.

Do not match, share, link, integrate or merge any LS Dataset with other datasets without written permission from the Department of Social Services (DSS).

PUBLICATION:

Make all your published or finalised research publicly available in a manner set out in the Guidelines.

Do not publish any Unit Record Data or any Research Material that could lead to respondent identification.

Include the appropriate Dataset acknowledgement in all your research materials.

Only publish Research Material that reports at a level of detail (e.g. for geography) as set out in the Guidelines.

NOTIFICATION:

Notify the Commonwealth in the following cases:

- change of personal details, including institutional affiliation;
- change or addition to intended research/project;
- change or update in collaborators on research/project;
- change in expected completion date of research/project;
- terminating access to the Dataset;
- loss of the data or other potential breaches; or
- you are required by law to surrender the data to a third party.

3. Background

DSS on behalf of the Australian Government, undertakes research and policy development to support the lifetime wellbeing of individuals, families and communities.

To support its objectives, DSS funds five longitudinal studies that collect information about the lives of Australians and the social, economic, housing and family issues that impact them:

- Household, Income and Labour Dynamics in Australia (HILDA) Survey;
- *Growing Up in Australia*: The Longitudinal Study of Australian Children (LSAC);
- *Footprints in Time*: The Longitudinal Study of Indigenous Children (LSIC); and
- *Building a New Life in Australia* (BNLA): The Longitudinal Study of Humanitarian Migrants.

- Journeys Home (JH): A Longitudinal Study of Factors Affecting Housing Stability was a national survey of Australians who were either homeless or at high risk of becoming homeless.

Longitudinal Studies, within DSS is responsible for the management of the studies and their output Datasets. Applicants may be granted access to the Datasets at the discretion of DSS (refer to Appendix 2). Applicants who have been granted access to DSS longitudinal Datasets are Authorised Users and must agree to and abide by the terms and conditions set out in the Confidentiality Deed Poll. A Confidentiality Deed Poll is a legal document binding one person to an active intention, in this case, keeping and using the Datasets as set out in these Guidelines.

DSS has engaged the Australian Data Archive (ADA) to assist with the management and monitoring of access to the Datasets.

Through ADA, DSS will provide Authorised Users with:

- longitudinal data in the form of ready to use Datasets in STATA, SAS, and SPSS formats; and
- supporting documentation for use of the Datasets including data user guides, data dictionaries and frequencies.

Available Datasets

Datasets available include the following:

- HILDA General Release (which includes the HILDA Cross-National Equivalent File);
- HILDA Restricted Release (which includes the HILDA Cross-National Equivalent File);
- LSAC General Release;
- LSAC Restricted Release;
- LSAC Medicare linked data file;
- LSAC the Australian Early Development Census linked data file;
- LSAC Centrelink General Release linked data file;
- LSAC Centrelink Restricted Release linked data file;
- LSAC Child Health Checkpoint General Release linked data file;
- LSAC Child Health Checkpoint Restricted Release linked data file;
- LSAC Child Health Checkpoint Supplementary linked data file;
- LSIC General Release;
- BNLA General Release;
- JH General Release;
- JH Restricted Release;
- JH International Release.

Each General, Restricted or International Release of data includes the latest wave in addition to all previous waves. Authorised Users must apply separately for each new release of data. More detailed information about the Datasets and the differences between each General, Restricted and International Release Dataset is available in Appendix 1 and in the supporting documentation (such as Data Dictionaries and Data Users Manuals) published on the Dataverse website at the time of each new data release.

4. Data applications

Any person wishing to have access to DSS longitudinal Datasets must apply online through DSS Dataverse website (https://dataverse.ada.edu.au/dataverse/DSSLongitudinalStudies), which is managed by the ADA. Detailed information about the application process is available at Appendix 2. Further questions can be addressed to ada@anu.edu.au or LongitudinalStudiesDataAccess@dss.gov.au.

Access to the Datasets is conditional on agreement to the terms and conditions set out in the Confidentiality Deed Poll (Deed) and this policy document, which must be agreed to by an individual at the time they first apply for access to a Dataset. The Deed only needs to be provided once, unless the Deed is substantially modified in future. To execute the Deed correctly, complete all fields electronically or in writing, except for the signature fields on the second page. Print the entire document and sign the Deed in black or blue pen. Once completed and signed, scan the entire document and email to ada@anu.edu.au and LongitudinalStudiesDataAccess@dss.gov.au. If you are unable to scan the document, you can send the hardcopy to:

> Longitudinal Studies
> PO Box 9820
> Canberra ACT 2601

Electronic signatures are not normally acceptable. If you are unable to sign using a wet ink signature due to COVID-19 restrictions, please contact DSS for advice on whether an electronic signature can be accepted. This is assessed on a case by case basis.

DSS must receive the signed Deed before access to any Datasets will be approved.

Storage

Authorised Users must store all copies of the data, whether full or partial, using one of the following storage options:

- cloud server which meets appropriate Australian cyber security standards;
- secure network;
- password protected removable or hard drive; or
- local drive on password protected PC or laptop.

When not in use, removable drives and printed material containing Unit Record Data must be stored in a locked drawer or cabinet to which only Authorised Users have access.

The following conditions apply to storage of DSS longitudinal data on a cloud server:

- storage on an Australian private cloud server is permitted where evidence can be provided that the cloud service provider meets Australian Cyber Security standards;

If an Authorised User no longer requires the Datasets they must:

- email ada@anu.edu.au and LongitudinalStudiesDataAccess@dss.gov.au informing us that access is no longer required;
- remove copies from the Cloud server;

- delete all copies of the Dataset held on computer and removable hard drives;
- physically destroy media such as CDs and DVDs; and
- shred printouts of Unit Record Data.

DSS reserves the right to terminate the Deed and remove access to the Datasets and request Authorised Users to destroy or delete all copies of the Datasets in their possession.

Usage

Authorised Users must not attempt to identify individuals in the Datasets. In the unlikely event that this occurs spontaneously or accidently, Authorised Users must not disclose the identity of the individual to any other person.

Authorised Users must not show or share Unit Record Data with any other person unless that other person is an Authorised User of the same or later release of the same Dataset. Aggregated data may be shown to non-Authorised Users.

A person must be an Authorised User to use any DSS longitudinal Dataset, or to view any Unit Record Data. Anyone who uses or who will view DSS Unit Record Data through a nominated project must sign a Confidentiality Deed Poll and make a Data Access application to become an Authorised User.

Supervisors

For the purposes of DSS Datasets, supervisors will only need to sign a Deed and make an application to become an Authorised User if they will be viewing the DSS Unit Record Data. If a supervisor is to only view the aggregate outputs of the Datasets, they do not need to sign a Deed or and make an application to become an Authorised User. Students should note that while supervisors are not required to have separate access to the Dataset, you may not share Unit Record Data with your supervisor unless they are an Authorised User for the same Dataset.

Collaborators

For the purposes of DSS Datasets, a collaborator is defined as someone who is or will be working on the nominated project and will view the same DSS longitudinal Dataset as the Confidant. All collaborators must be identified in the project application and sign a Confidentiality Deed Poll and make a Data Access application to become an Authorised User.

Linkages

Authorised Users must not match, share, merge or link any DSS longitudinal Dataset with any other Dataset without prior written permission from DSS. This includes joining in any way two or more Datasets either specifically to identify individuals or to increase the amount of information known about each individual. Authorised Users are asked during the application process whether they need to merge or link to other datasets. Users wishing to do this will need to provide details of what they propose to do. DSS will consider applications on a case-by-case basis. If permission is granted, and if requested by DSS, Authorised Users may be asked to provide their matched, shared, merged or linked data to DSS for inclusion in future releases of the data.

Authorised Users must not use the Australian Curriculum, Assessment and Reporting Authority (ACARA) My School institution level data (available in LSAC and LSIC) to calculate or publish material which ranks schools or creates league tables.

Training Datasets

The Datasets may be used for training purposes. Both course instructors and course participants must apply for the relevant Datasets. Additional information about the use of DSS longitudinal Datasets for training purposes is set out in Appendix 6.

Publication

Authorised Users must not publish any Unit Record Data or any Research Material that could lead to respondent identification. Methods to limit respondent identification include but are not limited to confidentialisation or cell suppression where the cell count is between one and four and inclusion of small cell sizes would risk identification of individual respondents.

Publication of free text responses is permitted providing any accompanying contextual information (e.g. sex or age of respondent) does not enable identification of any individual.

Authorised Users may only report at a level of detail available in the General Release of the Dataset. For example, Authorised Users of the HILDA and LSAC Restricted Release Datasets must not report at the postcode level or at the level of rankings of Social-Economic Indices for Areas (SEIFA). Authorised Users wanting to report at a level of detail other than at a level available in the General Release must seek prior written approval from DSS. Information about the geographic variables in the Datasets is set out at Appendix 3.

Authorised Users must make publicly available all Research Material resulting from the use of the data. More information about this is provided at Appendix 3. It is the responsibility of the Authorised User to ensure that any third party who holds the Intellectual Property in the research understands and agrees to this requirement. Research conducted for the purpose of internal administration of Australian Government agencies or for confidential business purposes of the Australian Government is exempt from this requirement.

Notification

Authorised Users must immediately notify DSS via email to ada@anu.edu.au and LongitudinalStudiesDataAccess@dss.gov.au in the following situations:

a. Change of personal details - this includes but is not limited to changes in name, contact details (phone number or email address) or institutional affiliations.
b. Change to or addition of research project details - Authorised Users must inform DSS of all significant research projects for which they intend to use the Datasets.
c. Change in expected completion date of research.
d. Change or update in collaborators on research project.
e. Access to the data is no longer required - Authorised Users must confirm they have destroyed or deleted all copies of the Datasets no longer required. Authorised Users will remain legally responsible for the Datasets until this is done. For more information about Authorised Users responsibilities for Datasets obtained prior to the introduction of the Dataverse application system in September 2018, refer to Appendix 4.
f. Breaches or loss of data - Authorised Users must notify DSS immediately if they lose or are otherwise unable to locate a copy of the Dataset for which they are responsible

or if they become aware of any breaches of the terms and conditions of access in relation to their own or other Authorised Users copies of the data.

g. Legal requirement to surrender the data to a third party - Authorised Users must notify DSS as soon as possible if they are required by law to surrender the data to a third party.

Failure to notify

Failure to comply with these requirements will result in the loss of access to the Datasets and may preclude access to the Datasets in the future.

DSS Rights

The Commonwealth owns all Intellectual Property in the data. It does not own the Intellectual Property in any of the Research Material except where specified by research agreements with the Commonwealth. Authorised Users must include the appropriate acknowledgement and disclaimer in all Research Material in accordance with the requirements set out in Appendix 3.

Initial and ongoing access to the Datasets is at the discretion of the Commonwealth. The Commonwealth may revoke access to the Datasets and require the Authorised User to destroy or delete all documents or copies of the Datasets in their possession.

DSS on behalf of the Commonwealth also has the right to request Authorised Users to provide details relevant to the management of the Datasets. DSS may, through the ADA or independently, seek to verify an applicant's identity and/or confirm the intended use of the Dataset.

For the purposes of data access or to facilitate ongoing Authorised User support, including responses to queries, Authorised Users' email addresses may be provided to the Authorised User's employer, or to the following organisations contracted by DSS to deliver the Datasets:

- Melbourne Institute of Applied Economic and Social Research (HILDA Datasets);
- Australian Institute of Family Studies (LSAC Datasets and BNLA Datasets);
- Australian Bureau of Statistics (LSAC Datasets)
- Department of Social Services (JH Datasets); and
- Australian Data Archive (All Datasets).

The Commonwealth and the ADA shall not be held responsible for the accuracy, completeness and fitness for purpose of the data supplied.

DSS may amend these policy document from time to time at its absolute discretion.

Commonwealth Legislation

The Authorised User agrees to comply with the law in force in the Commonwealth, including but not limited to the:

- *Criminal Code Act 1995* (Cth); and
- *Privacy Act 1988* (Cth) (**Privacy Act**).

Appendix 1 – Selecting a Dataset

When you apply for access to a DSS longitudinal Dataset, you will need to determine exactly which Dataset will meet your research needs. This appendix provides information about the various Datasets for which you can apply.

Applicants may apply for data from any or all of DSS longitudinal studies (HILDA, LSAC, LSIC, BNLA and/or JH). If applicants want to access more than one Dataset, they must complete a separate application for each Dataset. Some studies issue more than one Release of the Datasets and/or Linked Data file. You will need to understand what these are and the special requirements attached to these in order to make an informed decision about what you require for your research. In addition to the General Release Dataset for each of the studies, HILDA, LSAC and JH also have a Restricted Release. LSAC also has five Linked Data files which are only supplied if specifically requested: Medicare; the Australian Early Development Census (AEDC); Child Health Checkpoint; Child Health Checkpoint Supplementary; and Centrelink. These are explained in more detail later. JH also has an International Release available for applicants outside of Australia.

What is the difference between a wave, a release and an update?

A *wave* of data collection refers to the collection of a particular set of questions from the entire sample. This usually occurs within a defined period, which might, for example be several months or over the course of a year. These are also sometimes called sweeps. In addition to the data collected for specific waves, administrative data is linked to the survey data which may provide continuous data, or spells of data, or collection periods that do not relate to a particular wave of the study (e.g. Centrelink income support data, or NAPLAN data).

A *release* of data occurs when a new wave of data is sent out; and it contains the new wave in addition to all previous waves (e.g. Release 19.0 of HILDA includes wave 19 as well as waves 1-18). When a new release occurs there may be some changes to earlier waves, for example, correction of errors, changes to naming or labelling conventions, or the addition of derived variables. Because of this, it is important to refer to the data release used when publishing because precise replication may not be possible if using earlier or later releases. Importantly, even if you are been approved to access a specific release of a Dataset, if you wish to access a newer release, you will need to submit an application for the newer release.

An *update* occurs when edits or additions are made to an existing release. For example, an update to Release 19.0 of HILDA would result in it being reissued as Release 19.1. This is avoided as far as possible, but a major edit or addition can precipitate an update. You do not need to apply to receive an update if you are an Authorised User—you will receive an email notification and will be able to download the updated Dataset. Information about the new or changed data will be included in the notification.

Do I need the Restricted Release Dataset?

Restricted Release Datasets are available for HILDA, LSAC and JH. If you wish to apply for a Restricted Release Dataset, you will need to justify your need for the Restricted Release Dataset in your application. Approval will only be granted if you can show a legitimate reason for seeking access.

Items appearing only in the Restricted Release Datasets generally provide more detailed information on items already in General Release Datasets. Items impacted include geography, specific employment characteristics and occupational codes, date of birth, costs, hours and types of childcare, housing payment amounts, interview outcome codes, and interview start and end times. In the General Release Dataset these items may be top or bottom coded (for example income) or collapsed into larger groups (for example geographic variables, birth dates) or confidentialised in some other way. Importantly, although these variables are available at a more detailed level, there are restrictions on reporting at these levels (refer to the Appendix 3). The most commonly requested items appear in Tables 1 and 2.

Table 1: Examples of data differences between HILDA General and Restricted Releases

General Release HILDA	Restricted Release HILDA
Year of birth	Date of birth
Income, wealth and age - highest values are top-coded	Income and wealth - all values
State, Remoteness Area, Greater Capital City Statistical Area, Major Statistical Region, Section of State, SEIFA deciles, distance moved since last wave	Additionally – postcode, census collection district, Local Government Area, Statistical Division, Statistical Subdivision, Statistical Local Area, SEIFA rankings, SA1, SA2, SA3, SA4
Occupation (ANZSCO) – coded to two digit level	Occupation (ANZSCO) – coded to four digit level
Childcare data aggregated to household level	Costs, hours & types of childcare – all variables at individual child level

Table 2: Examples of data differences between LSAC General and Restricted Releases

General Release LSAC	Restricted Release LSAC
Year of birth	Date of birth
Income, housing costs, child support paid by parent 2, childrens' and parents' current height, weight and waist circumference, number of hours spent in child care (highest values are top-coded)	Income, housing costs, child support paid by parent 2, childrens' and parents' current height, weight and waist circumference, number of hours spent in child care
State, Remoteness Area, Greater Capital City Statistical Area, Major statistical region, Section of state, ABS Remoteness, SEIFA index rounded to nearest 10, SA2 - SA3 - SA4 Pseudo values,	Additionally– Actual postcodes and statistical division/subdivision information such as statistical local area, SEIFA rankings and SA2-SA3-SA4, Distance to coast information

Occupation (ANZSCO) – coded to two digit level	Occupation (ANZSCO) – coded to four digit level

Table 3: Examples of data differences between JH General and Limited Releases

General Release JH	Restricted Release JH
Employment and voluntary work, housing and living arrangements, support services and networks, mobile phone usage, Web and internet usage, health and well-being, quality of sleep, psychological resources, cognitive ability, diet and food security, family history, contact with justice system, exposure to violence, Income and financial stress, future contact details, interviewer field notes	Additionally – Average spend on illegal drug, outstanding debt, value owed on various debts, extensive set of children variables
State, Section of state, Greater Capital City Statistical Area, SA4	Additionally - SA1, SA2, SA3, Remoteness Area, Indigenous region, Significant Urban Area.
Occupation (ANZSCO) – coded to two digit level	Occupation (ANZSCO) – coded to four digit level

The HILDA Data Dictionary only includes variables available in the General Release Datasets. The LSAC Data Dictionary includes both General and Restricted Release variables. It is recommended that you check the following website to determine whether the General Release Dataset will provide the level of detail you need:

- https://www.online.fbe.unimelb.edu.au/HILDAodd/Default.aspx and
- http://data.growingupinaustralia.gov.au/data/datadict/index.html

Additional information about the Restricted Release Datasets may be found in user manuals for the relevant studies. Section 3.12 "Confidentialisation" of the HILDA manual (https://melbourneinstitute.unimelb.edu.au/hilda/for-data-users/user-manuals) provides information about top-coding and section 4.3 "Geography" provides information about derived geographic variables (many of which only appear in the Restricted Release files). The LSAC user manual is available at http://data.growingupinaustralia.gov.au/data/docs/userguide/index.html. The JH user manual is available at Journeys Home Survey : Melbourne Institute (unimelb.edu.au)

If you are still unsure, you can email LongitudinalStudiesDataAccess@dss.gov.au and explain what you need for your research and we will provide advice on which Dataset most appropriately fits your research requirements.

Authorised Users approved for access to the Restricted Release Datasets will need to put in a separate Data Access application if they also require access to the General Release Datasets.

HILDA special purpose Datasets: HILDA Cross-National Equivalent File

The HILDA Cross-National Equivalent File (HILDA-CNEF) is automatically included within the HILDA General Release and Restricted Release Datasets.

The HILDA-CNEF is a subset of HILDA data developed specifically for use as part of the Cross-National Equivalent File (CNEF), which is managed by the Ohio State University, USA. The CNEF contains equivalently defined variables for the following panel studies:

- Panel Study of Income Dynamics (USA);
- German Socio-Economic Panel;
- British Household Panel Study;
- Canadian Survey of Labour and Income Dynamics;
- The Household, Income and Labour Dynamics in Australia (HILDA) Survey;
- Swiss Household Panel;
- Korea Labour and Income Panel Study; and
- The Russia Longitudinal Monitoring Survey – Higher School of Economics.

The Datasets are designed to allow cross-national researchers with less experience in panel data analysis to have access to a simplified version of these panel data, while providing experienced panel data users with guidelines for formulating equivalent variables across countries. Most importantly, the CNEF provides a set of constructed variables (for example, pre-and post-government income and international household equivalence weights) that are not directly available in the original Datasets.

Access policies for the Datasets within the CNEF vary depending upon the administrative requirements of the individual surveys from which the Datasets are taken. DSS is only responsible for and can only approve and provide access to the HILDA-CNEF. Access to the HILDA-CNEF data is obtained by applying for either the General Release or Restricted Release of HILDA. Authorised users accessing the Datasets must be aware of their obligations under the *Privacy Act 1988*, particularly under APP 8.1, which requires that before disclosing personal information, the Australian entity takes reasonable steps to ensure the overseas recipient does not breach the APPs.

Details on how to order all other CNEF data files can be viewed on the Ohio State University CNEF website: http://cnef.ehe.osu.edu/.

LSAC special purpose Datasets: Medicare linked data file

Medicare linked data is not automatically provided with either the General or Restricted LSAC Releases, but can be requested as an additional file accompanying either one. Applicants wishing to access the Medicare linked data file must specify so separately and provide details of how the data will be used.

Background information on Medicare linkage files

In Wave 1, 97% of parents of study children gave consent for their children's data to be linked with Medicare Australia data on an ongoing basis. This includes data from the Medicare

Benefit Scheme (MBS), the Pharmaceutical Benefit Scheme (PBS) and the Australian Childhood Immunisation Records (ACIR). Data from these sources provide details of usage history of MBS, PBS and ACIR services.

Study children (14–15 years) of K cohort in Wave 6 and B cohort in Wave 8 were asked to consent for the first time to link their information to MBS, PBS and Repatriation Pharmaceutical Benefits Scheme (RPBS). In Wave 7, Parent 1 and Parent 2 themselves consented to their data linkage for the MBS, PBS and RPBS. Linkage was successful for 93% of children (incomplete consent forms resulted in data not being released for about 400 children). Although the consent to link PBS information in Wave 1 of the LSAC study were high, limited cases were extracted. There could be several reasons for that including no records of PBS as participants may have received medicines that are not on the PBS, doctor may have provided medicines within the clinic, medications provided within a hospital is not on the PBS and relying on the pharmacy to submit the scripts through the appropriate channel to be recorded on the history of the participant PBS information.

Since the child's use of medical services is ongoing, the Medicare Australia data is not broken into waves but is provided as three separate files:

- ACIR: Each record in the file represents an immunisation that the child has had.
- MBS: Each record on this file represents a benefit claim.
- PBS: Each record represents a benefit claim.

ACIR file

Records are currently available for payments received from birth to early 2013. The following variables are included on the file:

- child identification number z
- vaccination code 24 Data user guide
- vaccination name
- scrambled provider ID
- date of receipt of payment
- date of immunisation.

Some of the vaccination codes contain dose numbers, indicating a vaccine that has been received in a series of doses. The sequence of doses for these has been included in the dataset (i.e. 1st, 2nd, etc.). If a dose is missing, it means that it was either not reported to ACIR or it was missed.

MBS file

Records are currently available for services between January 2002 (or birth for the B cohort) and early 2017. The following variables are included on this file:

- child identification number
- item number
- item name
- amount of benefit paid
- hospital indicator

- scrambled provider ID
- date of payment
- date of service.

Some cases have very small or negative benefit amounts. In relation to negative benefits, this indicates that an adjustment has been made to the Medicare benefit records. There are several reasons why this may happen:

- It is a correction of a data entry made against the wrong individual reference number on a Medicare card (i.e. service is initially incorrectly recorded against someone else on the same card).
- The provider has issued an amended account.
- A new cheque has been issued to replace lost/stolen/unpresented cheques.

In relation to small benefits:

- There are a number of item numbers that have small benefits; for example, many pathology-related claims.
- There are also small amounts for things such as bulk bill incentives (generally around $5–6).
- The claimant had reached the Medicare Safety Net (MSN) threshold. Once the threshold has been reached, the family's out-of-pocket expenses are tallied and a payment is calculated for a percentage of the substantiated amounts. In effect, there can be two payments made for the same doctor's visit – one to the doctor for the service and one to the claimant for MSN purposes.

PBS file

The final of these datasets contains the PBS data. Again, each record represents a benefit claim. Records are available for medications supplied between May 2002 (or birth for the B cohort) and early 2017. The following information is included for each record:

- child identification number
- item code
- item name
- quantity
- benefit paid
- prescription type (original, repeat or unknown)
- payment category
- payment status
- date of payment
- date of supply.

There are simple techniques in SAS, SPSS and STATA to summarise across multiple records to create derived items from the Medicare datasets. There is some sample code provided in Data user Guide.

LSAC special purpose Datasets: AEDC linked data file

AEDC linked data is not automatically provided with either the General Release or Restricted Release LSAC Datasets, but can be requested as an additional file accompanying either one. Applicants wishing to access the AEDC linked data file must specify so separately and provide details of how the data will be used.

Use of the AEDC linked data is subject to Authorised Users following guidelines on conduct and publication of research as outlined in the [AEDC Data Guidelines](). The guidelines require data users to notify the Department of Education, Skills and Employment of their intent to publish material using AEDC data (email [support@aedc.gov.au]()).

LSAC special purpose Datasets: Child Health CheckPoint linked data files

The Child Health CheckPoint linked data files contain biomarkers data collected in 2014-2015 from LSAC children in the B cohort, to help address gaps in the evidence on the antecedents of adult disease. Linking LSAC's existing early-life data with a suite of measures allows researchers to explore early-life mechanisms underlying health gradients of the children now and the adults they become. Further information can be found at: [https://www.mcri.edu.au/research/projects/longitudinal-study-australian-childrens-child-health-checkpoint]().

Child Health CheckPoint linked data is not automatically provided with either the General Release or the Restricted Release of LSAC Dataset, but can be requested as an accompanying linked files.

The Child Health CheckPoint data are available as a General Release or a Restricted Release Dataset.

Also available is the Child Health CheckPoint Supplementary linked data file, which includes qualitative data provided by the attending parent. The data will not be provided without access to either the General Release or the Restricted Release of the Child Health CheckPoint data file.

For further information about the Child Health CheckPoint linked data files, refer to the Murdoch Children's Research Institute's *CheckPoint Data User Guide*, which can be found at [https://www.mcri.edu.au/research/projects/longitudinal-study-australian-childrens-child-health-checkpoint/forms-and-links]()

Approval is at the discretion of the DSS and on a case-by-case basis.

LSAC special purpose Datasets: Centrelink linked data file

Centrelink linked data is not automatically provided with either the General Release or Restricted Release LSAC Datasets, but can be requested as an additional file accompanying either one. Centrelink data is available in General Release or Restricted Release and data users need to justify the reason for needing the Restricted Release in their Data Access application.

Applicants wishing to access the Centrelink linked data file must explain why they need it in the Data Access application. Approval is at the discretion of the DSS and on a case-by-case basis.

Background information on Centrelink linkage files

During wave 7 enumeration, consent was collected from the K cohort study child's parents (P1 and P2) to link their Centrelink welfare benefits data back to 1 January 1999 and from the K cohort study child to link back to their 16th birthday. The data includes information on income support payments, Family Tax Benefit, Carer Allowance and concession cards. The data released with wave 7 is extracted up until the end of the 2016-17 financial year (30 June 2017) apart from the Family Tax Benefit data which is only extracted up until 30 June 2015 because it is based on the entitlement calculated after reconciliation with tax data.

The linked Centrelink data is available in both General Release and Restricted Release and provided separately from the main LSAC Dataset. Neither of these Releases are supplied automatically with the LSAC Dataset and must be explicitly requested. Access to either Release of the Centrelink data can be requested by an applicant when applying for the General Release or the Restricted Release LSAC Dataset. Applicants can also apply for the Restricted Release of the Centrelink data when applying for the General Release LSAC Dataset, and applicants applying for Restricted Release LSAC Dataset can choose to apply for the General Release Centrelink Dataset only.

Applicants for the Restricted Release Centrelink Dataset are required to present a project rationale for access to the Restricted Release Dataset making it clear why this Release is essential for their research, in their Data Access application. Applicants must specify why particular items are required or why the research questions require access to income support data in episodic form.

General Release Centrelink Files
File Name: **ISP Summary**

Contains data for income support payments receipt (ISP) aggregated at financial year level. For each participant who has received an income support payment in a particular year, there will be a single observation. Information provided in the summary file includes:

- income support benefit type received by the participant for the greatest duration during the year;
- number of days that the participant received an income support payment and duration they received the primary benefit type;
- duration in receipt of rent assistance, home ownership status and rent type;
- number of days the participant received other income while in receipt of an income support payment;
- number of days the participant was partnered; and
- indicators for receipt of carer allowance payment and low income card.

File Name: **FTB Summary**

Contains data for Family Tax Benefit (FTB) summarised aggregated at financial year level based on a participant's reconciled eligibility and entitlement determined after receipt of their taxable income provided by the Australian Taxation Office (ATO). Information is only provided up to two years prior to the extraction date at which point the data is considered 'mature' (i.e. the vast majority have tax data against which their entitlement can be reconciled). Information provided includes:

- number of days the participant was eligible for FTB (in total), FTB-A and FTB-B;
- number of days the participant was eligible for an ISP while eligible for FTB;
- number of days customer was partnered with a primary partner whilst eligible for FTB;
- number of days the participant was partnered with ex-partners whilst eligible for FTB;
- number of children assessed as FTB children; and
- total validated adjusted taxable income (customer + primary partner + ex-partners).

File Name: **Concession cards**

Contains episodes of concession cards data for participants where a participant held a concession card. As a participant can have multiple concession cards during the same time period, in some cases this file has overlapping episodes of concession cards for a participant. Information includes:

- benefit type which qualified them for a concession;
- concession card type;
- eligibility start and end dates;
- number of dependent children.

Restricted Release Centrelink Files
In addition to the files provided with the General Release Centrelink data, the Restricted Release Centrelink data includes the following files.

File Name: **ISP Episodic**

Holds the information for each episode of ISP receipt. In addition to the variables in the summary file the following information is provided:

- entitlement rate;
- activity requirements;
- reason for end of payment;
- earnings amount and work hours;
- educational details—student status, course level and type, highest educational level before episode;
- rent amount;
- homelessness;
- medical conditions (currently a binary indicator pending confidentialisation) and impairment rating; and
- vulnerability indicator.

File Name: **FTB Customer Reconciled**

Has the same structure as the ISP Summary file. Additional information provided includes:

- age, citizenship, Indigenous indicator, overseas indicator, preferred written language, remoteness area;
- number of days eligible for FTB-A (by rate type);
- number of days eligible for of FTB-B;
- FTB-A and FTB-B pre-reconciliation eligibility amounts (paid and notional);
- FTB-A and FTB-B post-reconciliation entitlement amounts;
- maintenance Income and amount of FTB-A not paid due to Maintenance Income test;

- number of days overseas;
- count of FTB shared care children;
- number of days also eligible for an ISP;
- adjusted taxable income broken down by components.

File Name: **FTB Child Reconciled**

This file holds the reconciled data for the FTB children for which a participant received FTB payments in an entitlement year. The data contains one observation for each FTB customer/ FTB child combination for each entitlement year during which the participant/customer received FTB payment for the corresponding child. Details for children aged 16 or over are not included due to privacy considerations. Information includes:

- age, gender, overseas indicator and duration;
- post-reconciliation durations for FTB-A and FTB-B;
- regular and shared care durations; and
- FTB-A supplement amount.

Appendix 2 – Applying for access to data

Who is eligible for access to the DSS Datasets?
Access to the Datasets is at the discretion of the DSS. The majority of users of the Datasets are Australian academics, post-graduate students and employees of government agencies.

The following types of users may be considered for access to DSS Datasets.

Users in Australia
- Employees of an Australian Government agency;
- Employees of an Australian State/Territory Government agency;
- Employees of an Australian Local Government agency;
- Academics at an Australian University, Institute of Technology or TAFE;
- Researchers or research assistants attached to an Australian University, Institute of Technology or TAFE;
- Australian Honours students – Restricted Release and Limited Release is only granted if the nominated supervisor is an Authorised User, and agrees in writing, to take full responsibility of the Datasets, **and** the deletion and/or destruction of the Datasets upon completion of the specified project;
- Undergraduate students completing a thesis or similar may apply for General Release;
- Undergraduate students not completing a thesis, and Secondary school students may apply for the Training Dataset in the General Release of the Dataset required. Please contact us at ada@anu.edu.au or LongitudinalStudiesDataAccess@dss.gov.au if you would like instructions on applying for Training Datasets);
- Masters and PhD students at an Australian University, Institute of Technology or TAFE;
- Researchers from community based organisations; and
- Other Australian users whose primary business is research may be given access to the Datasets if it is to be used for non-profit purposes and research outputs are placed in the public domain.

Any applicants commissioned by government or another organisation to do research, should note this in their application and identify the commissioning organisation.

The Datasets may not be used for commercial purposes or where the products of projects generate profit.

Users outside Australia
- Academics at a University, Institute of Technology or TAFE;
- Researchers or research assistants attached to a University, Institute of Technology or TAFE or community based organisations;
- Masters, PhD, Honours and Undergraduate students completing a thesis or similar may apply;
- Undergraduate students not completing a thesis, and Secondary school students may apply for the most recent non-current version of General Release of the dataset required. These are recognised as Training Datasets. Contact us at ada@anu.edu.au

or LongitudinalStudiesDataAccess@dss.gov.au if you would like instructions on applying for training Datasets; and

- Other users whose primary business is research may be given access to the Datasets if it is to be used for non-profit purposes and research outputs are placed in the public domain.

All applications from outside Australia will be considered on a case-by-case basis.

Access to DSS Restricted Release, Journeys Home General Release, and Journeys Home Limited Release Datasets will not be approved for applicants based outside Australia. If you are outside Australia and wish to use these Datasets, the best way to do this is to collaborate with an Australian-based researcher who can conduct the data analysis.

Email verification
At the point of downloading files, the Authorised User's IP address will be captured as a point of verification of location. Authorised Users in some locations, or unspecified locations, will not be permitted to download data files without further verification confirming they are eligible to access the data.

Applicants will be asked to provide an organisational email addresses (such as that provided by an agency or university with which you are employed or affiliated).. Applicants who register with a personal email address (such as a G-mail address) will be considered on a case by case basis.

Applicants are asked to supply an alternative email address which will remain valid outside of their current organisational agreements. This secondary email address cannot be an organisational email address and will only be used if we cannot contact you on your organisational email address.

Agreement to Terms and Conditions
Applicants must send their signed Deed to ada@anu.edu.au and LongitudinalStudiesDataAccess@dss.gov.au before a Data Access application for data will be approved. Once signed, this Deed will apply to all Datasets and will endure for subsequent applications until such time as a new Deed is required. Any variation to the terms and conditions in the Deed must be agreed to in writing by Commonwealth and the Confidant. If there is any inconsistency between these Guidelines and the terms and conditions in the Deed, the terms and conditions in the Deed will prevail to the extent of the inconsistency.

Authorised Users should retain a copy of the executed Deed for their records.

Application – required information
You will be asked to provide the following information when you apply for access to Datasets.

General details for administration and data access approval (All Datasets)
- Your full name*;
- Your email address — this must be an organisational email address*;
- The name of the institution or organisation with which you are affiliated*;
- Your position at the institution or organisation*;
- If you are a student you must specify your current level of study and provide the name, organisation and email address of your supervisor or instructor;

- Type of organisation - government with Australia, government overseas, not-for profit, academia, private sector, or private individual;
- Location of your organisation – Australian state or other;
- Secondary email address;
- Your telephone number;
- Open Researcher and Contributor Identification (ORCID) identifier;
- Whether you been an Authorised User of [HILDA/LSAC/LSIC/BNLA/JH] Dataset previously;
- The data storage options you intend to use - an appropriately cyber security assessed cloud server, secure network, password protected removable drive, or local drive on password protected PC or laptop. If you store the data on a Cloud Server you must provide the name of the cloud service provider; and
- Information about any linkages you propose to undertake with the Datasets.

* These fields will be pre-populated from your Dataverse registration. You can update these fields at any time by logging into Dataverse and editing your account information.

Project Details (All Datasets)

- A description of the project(s) you intend to use the data for (maximum of 250 words). **Please be aware that an insufficient project description may result in your application being declined****;
- Please provide details of your collaborators on this project (if any);
- Source of funding (if applicable);
- Anticipated project end date**;
- Principal purpose of access to or use of the Dataset - for example, academic research, policy/program development or evaluation, professional consulting services (for government or not-for profit sectors only), data user training instructor, data user training student, other;
- Whether you intend to link the data to other data - if yes, you will be asked for details**
- The type of research outputs you expect to produce from using the data (such as journal article, thesis, report, etc.).

** Further changes to your Data Access application - such as to your research proposal (including additional research projects) expected end date, collaborator change and proposed data linkages — can be made by emailing the details of the changes to ada@anu.edu.au and LongitudinalStudiesDataAccess@dss.gov.au.

Additional details for Restricted Release Datasets (HILDA, LSAC and JH only)

- Specify the reasons that the data in the General Release is not sufficient for your research purposes including the Restricted Release variable(s) you are seeking access to.

Details for application for LSAC additional linked Datasets

- Whether you require access to the Medicare linked data file and the reason.

- Whether you require access to the AEDC linked data file and the reason. If yes, please note your details will be provided to the Department of Education through the Social Research Centre, the Data Management Agency for the AEDC on behalf of the Department of Education, Skills and Employment.
- Whether you require access to the Child Health CheckPoint linked data file and the reason. If yes, please note your details will be provided to the Murdoch Children's Research Institute.
- Whether you require access to the Child Health CheckPoint Supplementary linked data file and the reason. If yes, please note your details will be provided to the Murdoch Children's Research Institute.
- Whether you require access to the Centrelink linked data file and the reason.

Cultural standpoint (LSIC only)

- All LSIC data users will be asked to provide a cultural standpoint. You will also be asked whether you are Aboriginal and/or Torres Strait Islander, whether you will be collaborating with Aboriginal and/or Torres Strait Islander researchers, and whether you have any prior research experience relating to Aboriginal and/or Torres Strait Islander peoples. You will also be asked to describe how your own cultural background may influence your research and how you will address this. In completing your cultural standpoint, you may like to consider such things as your family background and upbringing, your educational background, previous experiences with and knowledge of Aboriginal and Torres Strait Islander peoples and cultures. Your cultural standpoint is requested by the LSIC steering committee to ensure that researchers have given some consideration to how their own point of view may influence their research and findings. (For more information refer to "What is meant by cultural competency and cultural standpoint?" on the LSIC Dataverse website: https://dataverse.ada.edu.au/dataverse/lsic.)

Application for linkage

Researchers wishing to undertake any linkage with HILDA, LSAC, LSIC, BNLA or JH will need to provide information on the following within the Data Access application process:

1. Dataset title(s) – please ensure you list all datasets and provide exact titles and references. Please spell out all ACRONYMS. E.g. Cat.No. 2079.0 - Census of Population and Housing, Australia, TableBuilder, Dataset: 2016 Census - Counting Persons, Place of Usual Residence, cultural and language diversity;

   NOTE: If you cannot supply this information because the data you wish to link sits in a generic database with no publicly available and specific title, then please provide the name of the table inside the relevant database. If the table name is not available, then please provide a list of all variables in the external database/table (not DSS datasets but the dataset that you wish to link to). If the dataset is private then please provide a list of all variables along with a descriptive and reusable name for the table or database. Please include all variables of interest in addition to the common linkage variables.

2. Release date(s) of datasets;
3. Whether the datasets intended to link are Public, Private or Government;

4. The web address or URL if the dataset is open, or public URL if the dataset is shared. Please ensure this link is working before supplying it to us;
5. Custodian of the dataset (person, group, organization, government department etc.);
6. Common linkage key – this is the key you will use to link DSS datasets with an external dataset such as postcodes, ASGS SA2, ASGS SA3, ANZSCO codes, etc.;
7. Reason for linkage;
8. Methodology of linkage i.e. probabilistic or deterministic;
9. Ethics approvals from an independent body if any;
10. Integrating authority or party undertaking linkage; and
11. Total cost of linkage.

Authorised Users of Datasets must undertake a risk assessment to manage risks associated with the data linkage, based on the globally recognized 5 Safes Framework (https://www.aihw.gov.au/about-our-data/data-governance/the-five-safes-framework). All data linkages carry risks that may lead to breaches of privacy. Working within a self-regulatory data access regime, users must articulate how they will manage these risks and what controls they will put in place to do so.

Without the above information, DSS will not be able to confirm how the Authorised User intends to manage these risks, and will not be able to support the data linkage. Please provide your commitment under each heading in a separate email or one pager.

Safe projects	Is the use of the linked data appropriate? Interpretation: Use of the data is legal, ethical and the project is expected to deliver public benefit.
Safe people	Can the users be trusted to use it in an appropriate manner? Interpretation: Researchers have the knowledge, skills and incentives to act in accordance with required standards of behaviour.
Safe data	Is there a disclosure risk arising from the linkage? Interpretation: Data has been treated appropriately to minimise the potential for identification of individuals or organisations.
Safe settings	Does the access facility prevent unauthorised use? Interpretation: There are practical controls on the way the data is accessed – both from a technology perspective and considering the physical environment.
Safe output	Are the statistical results non-disclosive? Interpretation: A final check can be required to minimise risk when releasing the findings of the project.

Submitting the application request

By submitting your request for access you are agreeing to abide by the requirements set out in the Guidelines as well as being bound by the Deed. Applications will not be approved unless DSS has received a correctly executed Deed.

Collaborative research

The new access arrangements and Deed are tied to approval of access for each Authorised User. Each researcher collaborating on a research project, who needs to use or otherwise have access to the Datasets, will need to request access separately. However, it is worth noting that each collaborator is not required to download the Dataset files, as the Deed does

not prohibit an Authorised User from providing a copy of the Dataset to another Authorised User of the same Dataset. You can provide access to the Dataset to another Authorised User once they have been approved, as long as storage of the Dataset continues to follow the security protocols (e.g. on a secure server). Please note that if a shared copy of the Dataset is stored on a secure server, the Authorised User responsible for uploading it to the server is responsible for deleting it from the server at the completion of the research or when leaving the organisation.

Students should note that while supervisors are not required to have separate access to the Dataset, you may not share Unit Record Data with your supervisor unless they are an Authorised User for the same Dataset.

Appendix 3 – Understanding your responsibilities

Geographic data

As a general rule, researchers may publish research findings at any level of geographic detail that is available in the General Release Datasets. Geographic variables in the General Release Datasets have been included on the basis that they are unlikely to enable identification of individuals in the Dataset.[1] However, if restricting the reported data by combining with other variables, researchers need to ensure that cell sizes reported are not low enough to make identification of individuals possible.

As LSIC and BNLA have small samples and both used a cluster sampling technique, a variable showing the state or territory in which a respondent lives would significantly increase the likelihood of identification and is therefore not available for these two studies.

Lower level geography such as postcode and local government area is available in Restricted Release Datasets, but Authorised Users with access to these Datasets may not publish research at these lower levels and should note that the Datasets are not representative at this level. LSAC General Release data includes a postcode indicator variable which identifies respondents in the same postcode with a randomly assigned number so that the actual postcode is not identified.

Researchers wishing to report at a level of geographic detail other than that which is available in the General Release Dataset will need to request permission from DSS. Requests will be considered on a case-by-case basis.

Researchers may use detailed geographical data to identify respondents living in areas with particular characteristics (e.g. respondents living in areas affected by adverse weather conditions during a certain period). This will generally involve linkage with other datasets. Authorised Users wishing to link geospatial data must provide additional information about how they propose to undertake the linkage. Researchers may not use linked data to report at a level of geography more detailed than available with the General Release without written permission from DSS.

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[1] Details of differences between General and Restricted Release Datasets are provided in Appendix 1.

Acknowledgements

The Australian Government owns all intellectual property rights in the Datasets. Authorised Users must acknowledge DSS in all Research Material using the following acknowledgement:

Insert the appropriate name or names of the Datasets you used in a single acknowledgement as per the following:

Full name of study	Abbreviation
Household, Income and Labour Dynamics in Australia Survey	HILDA
Growing Up in Australia: the Longitudinal Study of Australian Children	LSAC
Footprints in Time: the Longitudinal Study of Indigenous Children	LSIC
Building a New Life in Australia: the Longitudinal Study of Humanitarian Migrants	BNLA
Journeys Home: A Longitudinal Study of Factors Affecting Housing Stability was a national survey of Australians who were either homeless or at high risk of becoming homeless	JH

The digital object identifier (DOI) references the Dataset(s) used and can be found on the download page of the DSS Longitudinal Studies Dataverse website. The DOI is circled in the example below.
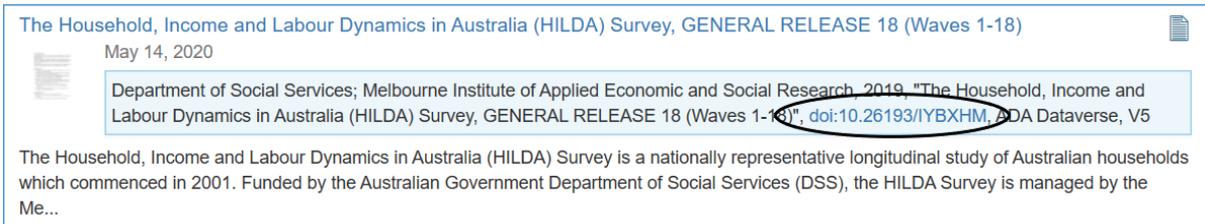
The Household, Income and Labour Dynamics in Australia (HILDA) Survey, GENERAL RELEASE 18 (Waves 1-18)
May 14, 2020
Department of Social Services; Melbourne Institute of Applied Economic and Social Research, 2019, "The Household, Income and Labour Dynamics in Australia (HILDA) Survey, GENERAL RELEASE 18 (Waves 1-18)", doi:10.26193/IYBXHM, ADA Dataverse, V5
The Household, Income and Labour Dynamics in Australia (HILDA) Survey is a nationally representative longitudinal study of Australian households which commenced in 2001. Funded by the Australian Government Department of Social Services (DSS), the HILDA Survey is managed by the Me...

FLoSse Research

DSS longitudinal studies are funded by the Australian Government so that research resulting from their use can form part of the evidence base for policy development. As such, research resulting from the use of data from the studies is required to be made publicly available.[2] When they publish or otherwise finalise their research, researchers must upload bibliographic details of their research onto the FLoSse Research website. FLoSse Research is a publicly available searchable repository of research which uses one or more of DSS longitudinal studies. Details

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[2] The use of the data for government purposes is exempt from this requirement.

of research must be uploaded onto FLoSse Research (flosse.dss.gov.au) within 30 days of completion or publication.

Types of research that should be uploaded to FLoSse include but are not limited to:
- annual reports;
- audio and visual presentations;
- books and book chapters;
- information booklets, brochures and newsletters;
- journal article;
- presentations and conference papers;
- research papers;
- technical, working papers and reports; and/or
- thesis and student dissertations.

FLoSse has recently undergone significant improvements in preparation for inclusion of increased connectivity. This will increase the completeness of the bibliography and reduce the burden of manual submission. FLoSse will be able to undertake automatic searches and import bibliographic details of relevant research using the dataset DOI from in the acknowledgement.

We have also included fields for the DOI of the research and ORCID of the authors. Anyone who does not already have an ORCID and would like one is able to do so through the new site. Using your ORCID will ensure that your work is attributed accurately to you.

Appendix 4 – Previous data releases

Individual licences for previous releases of the data

Authorised Users of DSS Datasets under individual licensing arrangements will be asked to decide whether they wish to retain or relinquish access to Datasets obtained under previous individual licencing arrangements.

Authorised Users who no longer wish to retain access can fully relinquish their responsibility for all Datasets by:

- cancelling access to all copies of the Datasets held on a secure server;
- email ada@anu.edu.au and LongitudinalStudiesDataAccess@dss.gov.au informing us that access is no longer required;
- removing all copies of the Dataset from the Cloud server;
- deleting all copies of the Datasets held on fixed or removable computer storage;
- physically destroying all media such as CDs and DVDs that hold copies of the Datasets; and/or
- destroying or deleting all digital and paper copies of the Unit Record Data / outputs of any Dataset you no longer need.

Once this has been done, Authorised Users will need to inform DSS by email that the relevant steps listed above have been taken in respect of all copies, either full or partial, of the Datasets the Authorised Users have obtained or generated.

Authorised Users who wish to retain access to the Datasets initially obtained under previous individual licensing arrangements can do so by signing the Deed and notifying DSS of which Datasets they hold. To do this, Authorised Users must complete the DSS Data Holdings form indicating the Release of the Datasets they wish to retain, and, if not already, sign a Deed for access to the Datasets. Email a scanned copy of those documents, or post the hardcopies, to DSS (See Appendix 5 of this policy document for more details). The Deed will also cover subsequent applications for DSS Datasets through Dataverse. The Deed and the DSS Data Holdings form are available on the DSS Longitudinal Studies Dataverse website: https://dataverse.ada.edu.au/dataverse/DSSLongitudinalStudies.

Authorised Users who wish to relinquish responsibility for some but not all of the Datasets they currently have access to will also need to undertake a combination of both processes: relinquishing responsibility for Datasets no longer required and signing the Deed for the Datasets still required.

A copy of the signed Deed will be attached to the Authorised User's record. ADA will be informed of all researchers who have signed the Deed regardless of whether they have applied for access to the Datasets through Dataverse or through direct contact with DSS.

Appendix 5 – Expiry of Licence

Expiry of individual licences

Upon the expiry of an Authorised User's Licence, the Authorised User will be sent an email, to which they will have to confirm if they wish to retain or relinquish access. As the email address is based on Authorised User's Dataverse account, it is their responsibility to ensure their account details are up to date in Dataverse.

To retain access

The Authorised User must reply to the email with an updated expected completion date. This will be assessed by DSS and if approved an updated licence will be issued.

To relinquish access

If the Authorised User does not reply to the email, or the email address is inactive, DSS will assume that the Authorised User no longer requires access to the Dataset and the Authorised User has followed their responsibilities as set out in the Guidelines and taken the following steps in relation to destroying all copies of the Datasets:

- cancelling access to all copies of the Datasets held on a secure server;
- email ada@anu.edu.au and LongitudinalStudiesDataAccess@dss.gov.au informing us that access is no longer required and confirming all Datasets have been deleted;
- removing all copies of the Dataset from the Cloud server;
- deleting all copies of the Datasets held on fixed or removable computer storage;
- physically destroying all media such as USBs, CDs and DVDs that hold copies of the Datasets; and/or
- destroying or deleting all digital and paper copies of the Unit Record Data / outputs of any Dataset you no longer need.

Appendix 6 – Using the Datasets for training and coursework

Authorised training activities and coursework

DSS Datasets may be used for university coursework or as Training Datasets (i.e. for data user training) with the appropriate approvals from DSS or ADA. Data access requirements vary according to the course delivery methods. Instructors wishing to use any of the Datasets for training or coursework should email ADA and DSS with details of the proposed training. The following are the steps that need to be undertaken.

1. The course presenter ensures they are an Authorised User of the DSS Datasets under the current licencing arrangements. A course presenter is not permitted to use a DSS Dataset for training purposes if they are not an Authorised User of that Dataset under current Dataverse licencing arrangements.

2. The course presenter or co-ordinator sends an email to ada@anu.edu.au and LongitudinalStudiesDataAccess@dss.gov.au requesting use of the DSS Datasets for training or coursework purposes. The email should provide the details of the coursework/training the Datasets are intended to be used for. The details should include the:
   - name of the course presenter
   - name of the institution or organisation providing the course
   - title of the course
   - length of time required for training purposes.

3. The course presenter or co-ordinator provides details about how course participants/students will be provided with access to the Dataset. Access to the files can be either by:
   a) Participants/students downloading and storing the Dataset from Dataverse onto their individual secure storage on the local drive on password protected desktop or laptop computer for use in the course.
   b) The course presenter or co-ordinator providing each individual participant/student access to the data files stored on a secure server of the institution/organisation. The course presenter or co-ordinator is required to ensure all copies of the Dataset files are removed from the secure server at the end of the course and also that no student has downloaded a copy of the Dataset files onto their own personal devices from the secure server.

4. The course presenter or co-ordinator will be provided with the instructions to pass on to participants/students about how they should apply for access to the Datasets.

5. The course presenter or co-ordinator emails the list of participants/students names to the DSS and the ADA. This will allow management of application for the course enrolment.

6. In accordance with the guidelines (Appendix 4), presenter and students must remove all access to datasets within two weeks after the course ends, or two weeks after the end of the relevant university study period.

7. Course participants/students, who have been granted access to a Dataset for training or coursework purposes, may request permission to retain access to the Dataset to undertake research by emailing DSS (LongitudinalStudiesDataAccess@dss.gov.au)