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## TE WHATU ORA MICRODATA ACCESS APPLICATION FORM

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

*Te Whatu Ora makes an explicit commitment to Te Tiriti ō Waitangi and ensuring data sovereignty – particularly for indigenous peoples and minority groups*

Te Whatu Ora must balance the benefits of data access with its obligations to hold data securely, and protect the confidentiality of information supplied by individuals. Te Whatu Ora also takes into consideration the potential impacts of the research on the communities the data are from, and how the research outputs will be shared with these communities. Failing to adequately protect individual information, consider the impacts on communities and share the information with communities, potentially reduces public trust and confidence in Te Whatu Ora, and wider government, which in turn affects the ongoing quality of data collections.

Please note there is a range of legislation relevant to official statistics, these include the Statistics Act 1975, The Privacy Act 2020 and the Official Information Act 1982. Some relevant excerpts can be read in the [*Te Whatu Ora Data Access Policy*](https://www.hpa.org.nz/sites/default/files/Te%20Whatu%20Ora%20Data%20Access%20Policy%20for%20External%20Researchers%20updated%202022.doc).

If the lead researcher, or Manager is dissatisfied with the result of this application, they have the right to complain to the Chief Executive of Te Whatu Ora. They also have a right to appeal the decision to The Office of the Ombudsmen, [complaint@ombudsmen.parliament.nz](mailto:complaint@ombudsmen.parliament.nz), 0800 802 602.

This template is to be completed by the lead researcher requesting access to Te Whatu Ora Intellectual Property (IP) or Data.

The lead researcher must read the document [*Te Whatu Ora Data Access Policy*](https://www.hpa.org.nz/sites/default/files/Te%20Whatu%20Ora%20Data%20Access%20Policy%20for%20External%20Researchers%20updated%202022.doc)and undertake the necessary checks before submitting an application form.

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

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

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

\* Lead researcher cannot be a student.

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

\*\*\* It is strongly recommended that there is an indigenous member on the research team if the project focus is on Māori and/or compares ethnicities. Please indicate which of the research team members are indigenous peoples and note their tribal affiliations.

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| --- |
| Research project details |
| Research project title |
|  |
| Background Include justification for needing Microdata, and value and benefits of research to New Zealand. |
|  |
| Research objectives Include hypothesis/research questions. What will the research contribute to and inform? |
|  |
| Survey dataset(s) required Please be specific. If requesting the Health and Lifestyles Survey please indicate which programme area and whether parent/caregiver or general sample. If requesting NZYTM please indicate whether ASH Snapshot, Global Youth Tobacco Survey, or Youth In-depth Survey. |
|  |
| Research design and methods What methodological research approach will be taken? Describe the theoretical principles underpinning the research methodology. Describe the research design and methods. Include key variables to be used and specific details of what analyses will be carried out. This includes details on how the survey design will be taken into account in analysis. |
|  |
| Te Tiriti o Waitangi and responsiveness to communities Researchers are required to consider the potential impacts of research on communities about whom data are collected, and the potential value of the research to those communities. In addition, research should be supported by representatives from the communities of study, and if possible, should have involvement or advice from researchers or other experts representing these communities. For example, if your project includes a focus on Māori, you will consider the potential cultural impact of your research outcomes on whanau, hāpu, iwi and Māori groups, and seek appropriate advice from Māori cultural advisors. |
| * 1. **Research team and consultation** * Does your team have any experience working with or researching the communities you are studying? * Do these groups support your research? * What consultation have you undertaken with these groups on the design and methodology of your research? * How will you continue to consult with these groups over the course of your project? |
|  |
| * 1. **Purpose, analyses, and interpretation** * How does the proposed purpose and/or research question provide benefit for the communities you are studying? * How does the proposed purpose and/or research question create any potential risks for the communities, and if potential risks are identified, how may these be mitigated? * How will community appropriate analyses and interpretations be conducted?   + For example, how do you intend to use and interpret ethnic identity variable(s)?   + Is ethnic identity intended to be used as an explanatory variable?   + Is there an intention to consider both strengths-based and risk-based approaches? * How will the results be interpreted in order to maximise utility for the communities? * How will you share the findings of your research with these communities? |
|  |
| Research outputs Include planned outputs, dissemination methods and timelines. |
|  |
| Security of data Identify the security of (a) the CD-ROM, (b) electronic copies of the datasets, and (c) hard copy outputs. Indicate how these will be kept secure and accessed only by authorised researchers. How long will data be stored for? |
|  |
| Timeframe Include project start and end dates, and important grant application closing dates or conference dates. |
|  |

## Declaration

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

## Lead researcher

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

## Manager or head of department

I affirm that my organisation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, supports this research project and requires that all researchers abide by the Te Whatu Ora Data Access Policy and the agreed terms and conditions of access.

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

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

qualifications

employment history

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

Please attach other supporting documents that may help with your application as appropriate (eg, study protocol, letter of support from community organisation, ethics approval)