

Attachment 1: Researcher Terms and Conditions

Project Amendments

Throughout the duration of the project, any amendments to the project must be submitted to the Tasmanian HREC and the TDLU. A summary of the types of changes and action required is detailed in the table below.

Type of Amendment to Original Approved Project	Ethics	TDLU	Data Custodians
Additional research personnel or changes in research personnel	Ethics amendment and approval required.	Ethics amendment and approval provided to the TDLU. TDLU will request new researchers complete a Researcher Deed of Confidentiality and Compliance, and a TDLU checklist.	In most cases Data Custodians are not informed of changes in research personnel.
New hypotheses, research questions, aims or analysis not covered in the scope of the original ethics application and approval	Ethics amendment and approval required.	Ethics amendment and approval provided to the TDLU. The TDLU will advise the researcher of Data Custodian approval.	TDLU will send project revisions to all Data Custodians for their approval.
Additional time periods of data required	Ethics amendment and approval required.	Ethics amendment and approval provided to the TDLU. The TDLU will advise the researcher of Data Custodian approval.	TDLU will seek approval from Data Custodians for the additional data.
New dataset to be added to the project and linked	Ethics amendment and approval required.	Discuss with TDLU in the first instance to determine the feasibility. If feasible, provide TDLU with Ethics amendment and approval. The TDLU will advise the researcher of Data Custodian approval.	TDLU will seek approval from the new Data Custodian.

Journal Articles or publications

The TDLU requests that journal articles or publications pertaining to this data linkage project are emailed to menzies.tdlu@utas.edu.au, at least two weeks prior to submission, to allow for data custodian review. Review will focus on appropriate data disclosure, interpretation of results, data linkage methodology, and acknowledgement of data custodians and the TDLU.

It is a condition of use that all journal articles containing COD URF data are to be emailed to BDM.CODURF@justice.qld.gov.au for approval prior to publishing.

The TDLU requests researchers provide a copy of the final published manuscript for TDLU reporting purposes.

Acknowledging the TDLU and Data Custodians in Publications

Acknowledging the TDLU and data custodians in publications is part of the terms and conditions of using linked data from the TDLU. The acknowledgment may vary according to the individual project, however the following example is provided as a guide:

Acknowledgement: Standard Project

The authors would like to thank the following organisations; the Department of Health, Tasmania for the supply of Tasmanian Public Hospital Admitted Patient and Emergency Department Presentations data; and the Registries of Births, Deaths and Marriages, the Coroners and the National Coronial Information System for Cause of Death Unit Record File data; and the Tasmanian Data Linkage Unit for undertaking the linkage of these datasets.

Cause of Death Data – Researcher Terms and Conditions

Confidentialisation Guidelines

All published outputs resulting from use of the COD URF must not disclose information that is likely to enable the identification of any individual. If spontaneous recognition was to occur, the output data must not include additional information about an individual which would not already be known.

CONFIDENTIALISATION PARAMETERS

1. No identifying information, such as names or registration numbers, can be published.
2. Combinations of variables should not be published together, where doing so would significantly increase the risk of identification of an individual, e.g. publishing combinations such as a person's date of birth, date of death and place of death may allow for easy identification of the particular individual.
3. Ensure extra care is taken when publishing any information below the national level, particularly in smaller States/Territories or for sub-population groups.
4. Steps must be taken to confidentialise the data. Refer to the following link on confidentiality. <https://toolkit.data.gov.au/Confidentiality.html>

COD URF Confidentialisation Rules

All outputs derived from COD URF data must apply general confidentialisation techniques and use one or all of the rules as outlined below and any additional requirements as indicated in the treatment columns of the Output Risk table.

- 1. Small Cell Size rule:**
Cell sizes that have between 1 and including 5 (≤ 5) contributors must not be published – apply confidentialisation techniques. Note: This is sometimes referred to as a cell frequency rule.
- 2. Attribute disclosure rule:**
Data must not be published where the identification of an individual would enable other details (attributes) of the individual to be revealed.
- 3. Cell Dominance rule:**
The cell dominance rule (also called the cell concentration rule) is used to identify cells where a small number of individuals contribute a large proportion of the overall population. If this occurs, further confidentialisation actions will need to be undertaken.