

DATA USAGE AND REQUEST GUIDELINES

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| Date: | 9 February 2021 |
| Version: | 2.1 |
| Author: | Data and Evaluation Working Group |
| Next review: | 30 April 2021, and 3 monthly thereafter |

The By-Name List holds key information on people sleeping rough in the Adelaide inner city. It is used for tracking movement of individuals sleeping rough and to hold some triage information. It is not a case management tool or a research tool. As such, there are limitations to what data can be sourced from the By-Name List. The current format of the By-Name List data also means that extracting information can be a somewhat complex process that may take some time to complete depending on the nature of the request.

Neami National (SA) are the Data Custodian for the By-Name List on behalf of the Adelaide Zero Project.

All requests to use Adelaide Zero Project By-Name List data are considered on merit. All requests for data will be noted on the Adelaide Zero Project monthly data reports.

Data available on the public [Adelaide Zero Project Dashboard](#) may be used without further approval.

ACCESS TO LIVE DATA THROUGH THE ADVANCE TO ZERO DATABASE

Some members of Adelaide Zero Project partner organisations have access to the live Advance to Zero database and By-Name List data. Partner organisations with such access can, without further approval, use and report on data specific to the service they work within, for example Street to Home can report on demographics of Street to Home clients.

Where partner organisations wish to use comparative data related to other services, they must:

- contact the Inner-City Community of Practice representative of the other service for approval, if the comparison isn't across the entire project; and
- follow the data request process, including completing an [Adelaide Zero Project Data Request Form](#), noting if the Member intends to extract the data themselves.

All partner organisations using live By-Name List data through the Advance to Zero platform must be sensitive in their use of such data, ensuring consistency with the Adelaide Zero Project's objectives, interpretation and presentation of data and its ethical use, per approving a data request below.

Research partner organisations must complete an [Adelaide Zero Project Data Request Form](#) for each project for which they require By-Name List data.

REQUESTING DEIDENTIFIED DATA

An [Adelaide Zero Project Data Request Form](#) must be completed for any use of By-Name List data not publicly available, for example specific data for research or demographic data included Monthly By-Name List reports (marked internal use only).

The Adelaide Zero Project Data Request Form is available on the [Adelaide Zero Project Dashboard webpage](#).

Complete the online [Adelaide Zero Project Data Request Form](#), or email clare.rowley@unisa.edu.au to request a PDF version.

Priority will be given to key organisations for release of deidentified data. Priority will be determined by the Data Custodian and nominated person(s) from the Adelaide Zero Project Data and Evaluation Working Group. Requests from the following people or groups will be the highest priority:

- Adelaide Zero Project Steering Group
- Minister for Human Services
- City of Adelaide Lord Mayor
- Individuals or organisations demonstrating an urgent or pressing need for data, for example for research projects endorsed by the Project Steering Group.

The Data and Evaluation Working Group meets in the first week of each month. Data requests received before the end of each month will be reviewed at the next meeting.

APPROVING A DATA REQUEST

The Adelaide Zero Project Data and Evaluation Working Group, including representatives from the Data Custodian, will grant approval if:

- the request fits within the current consent provided by people on the By-Name List, and offers benefit to the people and systems who are represented by the data
- the data will not compromise the Adelaide Zero Project if released
- the use, interpretation and presentation of the data is consistent with the vision and activities of the Adelaide Zero Project
- requested data is extractable within a reasonable timeframe
- ethical matters have been considered by the requestor and Adelaide Zero Project, i.e. there is low potential for identification of individuals through release of data and the data use is consistent with the consents obtained.

Where the data request is granted, any data provided will also made available to all Adelaide Zero Project Partners on request.

Where a data request is declined, the requesting party will be provided with the reason(s) for the declined request and the declined request logged internally.

PROVIDING DATA

Members of the Data and Evaluation Working Group will provide the data to the person requesting it. Data will not include any analysis or commentary, with the exception of some data caveats/explanations where applicable.

In certain circumstances, the person requesting the data may need to consult with the Adelaide Zero Project before using the data or findings with stakeholders or members of the public. Data requestors will be notified of their need to fulfill this requirement as part of the request process. In these situations, a copy of the data use or findings must be supplied to the Data and Evaluation Working Group.