



Australian Government

Department of Jobs and Small Business

Registration for Access to Workplace Agreement Database Dataset

Instructions: Please complete the form, sign and return via fax on email to ebtrends@jobs.gov.au. Should you have any problems please contact the Economic and Workplace Agreements Analysis Team via the Department of Jobs and Small Business (Department) switchboard on 1300 488 064.

Details of individual registering access to dataset

Field	Response
Name:	
Organisation:	
Position/title:	
Work area in organisation:	
Mailing address:	
Email address:	
Daytime telephone:	

Details of proposed data use

Question	Response
Provide a short description of the intended use of the data:	
By what date do you require registration?	
Please list all personnel in your organisation who will have access to the dataset.	
Will your research or findings be shared or made public?	

Question	Response
What is the dissemination plan (i.e. public report/conference/presentation/journal article) for your research?	
How did you hear of the database?	
Signature:	
Date:	

Terms and conditions

The Department can approve or decline access to the dataset. The Department may also revoke the user's registration if the user does not comply with these terms and conditions. Any decision on access will be made in the Department's absolute discretion, and the Department is not obliged to provide reasons for any decision.

If the user is an organisation, the user must specify all personnel who will have access to the dataset. The user must not provide access to the dataset to unauthorised individuals.

While the Department will not make available fields that can potentially identify individuals, users must make reasonable efforts to ensure that they do not disclose (including by publishing) any information that could potentially identify individuals covered by an agreement, including when combining the dataset with other data sources.

Users must provide the Department with any material containing information drawn from the dataset that the user intends to make publicly available, prior to making that material publicly available.

For reference purposes, the user must attribute the Department as the source of the data, but must not present the data in such a way as to suggest that the Department endorses the material in which the data appears.

The data source is to be referred as 'Department of Jobs and Small Business Workplace Agreement Database'.

By signing this form you acknowledge that you are aware that giving false or misleading information is a serious offence under section 137.1 of the schedule to the *Criminal Code Act 1995*.

Privacy notice

The personal information collected from you on this form is protected by law, including the *Privacy Act 1988 (Cth)* (Privacy Act), and is collected by the Department for the purpose of making the requested data available to you. The consequence for not providing some or all of your personal information is that the Department may not be able to provide the requested data to you.

Your personal information will not be used for any other purpose or disclosed to any other person or organisation unless such a use or disclosure is permitted under the Privacy Act.

The Department's Privacy Policy contains more information about the way in which the Department will manage your personal information, including information about how you may access your personal information held by the Department and seek correction of such information. The Privacy Policy also contains information on how you can complain about a breach of the Australian Privacy Principles (APPs) and how the Department will deal with such a complaint. A copy of the Department's Privacy Policy can be found at <https://www.jobs.gov.au/privacy> or by requesting a copy from the Department at privacy@jobs.gov.au.