**DATA Scheme Instrument of Authorisation**

**About this template**

This Authorisation instrument template can be used as a guide for DATA Scheme entities seeking to authorise appointed authorised officers, or authorised individuals.

**Who can use this template?**

This template can be used by:

* Commonwealth Department
* Commonwealth Executive Agency
* Commonwealth Statutory Agency.

**What to consider when drafting an instrument**

* An authorisation instrument may not make an appointment for some purposes and not others, or limit the types of actions which can be taken by the appointed authorised officer(s) or authorised individual(s).
* If a particular individual (rather than a role, or class of individuals) is appointed in an authorisation instrument, a new instrument will be needed if the individual leaves.
* The instruments can be amended or revoked at any time by the Head of a Scheme entity
* The Commissioner has the power to request and inspect copies of authorisation instruments from time to time.
* Multiple roles or (class of) individuals can be appointed as an authorised officer or authorised individual. If a role is being appointed, the name of the individual should not be specified.

**Who can sign this template?**

Only the Head of a Scheme entity can sign this template. See [Authorised officers and individuals](https://www.datacommissioner.gov.au/data-scheme-guidance/authorised-officers-and-individuals) for further information.

**What to do with the signed instrument**

Authorisation instruments can be uploaded to [Dataplace](https://dataplaceauth.b2clogin.com/35a6bd42-2835-44e2-a262-818ef30b70a2/b2c_1a_signup_signin/oauth2/authorize?client_id=9caa7df4-0a38-4fd2-932c-2f95f88d0341&redirect_uri=https%3A%2F%2Fwww.dataplace.gov.au%2Fsignin-aad-b2c_1&response_type=code%20id_token&scope=openid&state=OpenIdConnect.AuthenticationProperties%3DNTBUDNNjHmAx21zuh9MJtrISDSFEk6PaMJQajBsoEctfSnu7zpnrt5APCKkizrWo3Yy3C5f7QBJF2otzEwCTxir6gAff23pGIozL-rvJnFHuKKg5P6wOSeVaJtJ_IWygcKrgfXfhXFUAILH-2zNKrXOq4HAQW5FBbAjudgE2SU_FYaKz5s1OWN5t4oohy0r4U7cQV_KtKYlxbGMpp4SpNs8O2pE2gs3c5XMmGSQPt2kfeujlToge7WgrtIYcOEq1tLeUi9gD3ceZM39_GMCGeAIopGmGtNQJbr_ApWRqc4dZgdSK9trD_YH1B6ZecuX1hicBv77p-P2fgMW3UMOW6PpQUQ98rUYBIwCVF8Y6xaIYNxEMlh0cqocyn210HG9WO9xWUgIXKqG2Ij90UC3P21r4QiqmlzYq3RVnslKHBa6cXXTrtQFQWDLKPQZiWogFgdFY0EeVwpvb6GRa2P0Dv0jz-nLHu-zJCv6peKHFdKdX_i6XszNgeRXOtIban_ENKD4KYqZvFb3IOgzIKT8G0K7J8o4YUgOPSCkVr8uKduELnjb6QFGCOihL0RcxCVErwyWihRUQXC70nZczvcEssjuT5dDElFK5hHVeLaQRFpzabWNIUB2Ab9i8qRzIYmDF&response_mode=form_post&nonce=638690404824841344.OTJhMDdlMWItYzRlMi00NTMwLWI2YzItN2E2Y2Y2NTY3ZjcyZDBmZDAwM2MtMzM3Mi00MjJjLTk3ZjUtMjdlMTljNjY0OWY0&ui_locales=en-US&x-client-SKU=ID_NET472&x-client-ver=6.35.0.0), serving as a central location to store and maintain records. You can also add your entity’s authorised officers and individuals to Dataplace in order to undertake certain actions, for example, submitting an application for accreditation.

**Helpful resources**

* [Authorised officers and individuals guidance](https://www.datacommissioner.gov.au/data-scheme-guidance/authorised-officers-and-individuals)
* [Adding an Authorised officer to Dataplace](https://www.dataplace.gov.au/kb/?id=/KA-01132/adding-an-authorised-officer)
* [Dataplace roles and permissions](https://www.dataplace.gov.au/kb/?id=/KA-01043/manage-organisation)

|  |
| --- |
| **Contacting the Office of the National Data Commissioner**If you have questions, or require assistance, please [contact us](https://www.datacommissioner.gov.au/contact-us). |

**DATA Scheme Instrument of Authorisation – SAMPLE**

I, [name], [name of the entity head position] of [Entity Name] **(abbreviation of the entity name)**, make this instrument under the *Data Availability and Transparency Act 2022* (the Act).

**[ONLY use the following section if authorising an Appointed Authorised Officer]**

Acting under subsection 137(2) of the *Data Availability and Transparency Act 2022* (the Act), I authorise the following individuals as authorised officers for the purposes of the data sharing scheme:

1. [name], [name of the position], who is an SES employee, or acting SES employee of [Entity Name Abbreviation];
2. all individuals who are an SES employee, or acting SES employee, in the position of [name of the position] of [Entity Name abbreviation].

**[ONLY use the following section if authorising an Authorised Individual – Category A****[[1]](#footnote-2)]**

Acting under subsection 137(3) of the Act, I authorise the following individuals to enter into variations to data sharing agreements on behalf of the entity:

1. [name], [name of the position], who is an SES employee, or acting SES employee of the [Entity Name Abbreviation];
2. all individuals who are an SES employee, or acting SES employee, in the position of [name of the position] of [Entity Name abbreviation].

**[ONLY use the following section if authorising an Authorised Individual – Category B**1**]**

Acting under subsection 137(4) of the Act, I authorise the following individuals:

1. [name], [name of the position], who is an SES employee, or acting SES employee of the [Entity Name Abbreviation];
2. all individuals who are an SES employee, or acting SES employee, in the position of [name of the position] of [Entity Name abbreviation];
3. the individual occupying, or acting in, the position of [name of the position] of

[Name of another Department/ Executive Agency/Statutory Agency than the entity that the head of entity is making this instrument for].

to do all of the following:

1. enter into data sharing agreements on behalf of [Entity Name Abbreviation];
2. enter into variations to data sharing agreements on behalf of [Entity Name Abbreviation];
3. where [Entity Name Abbreviation] is the data custodian of data proposed to be integrated, to make decisions that subsection 16D(4) of the Act applies to the proposed integration and to make the required records of such decisions under subsection 16D(6) of the Act.

This instrument is effective from the date of signing.

[name]

[position]

[date]

1. See authorised officers and individuals guidance for further details [↑](#footnote-ref-2)