**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:

* Australian universities
* State and Territory government bodies
* Commonwealth government bodies which are not a Commonwealth Department, Executive Agency, or 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)

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| **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 employee[[1]](#footnote-2) of [Entity Name Abbreviation];
2. all individuals who are employees of [Entity Name Abbreviation] and occupying, or acting in, the position of [name of the position] of [Entity Name abbreviation].

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

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 employee1 of [Entity Name Abbreviation];
2. all individuals who are employees and occupying, or acting in, the position of [name of the position] of [Entity Name abbreviation].

This instrument is effective from the date of signing.

[name]

[position]

[date]

1. The individual only needs to be an employee of the entity that the head of entity belongs if the entity is a body corporate not covered by any other item in s 137(1) DAT Act - see s 137(1) item 6 of the DAT Act for more detail. If the entity is not a body corporate not covered by any other entity type, the individual can, but need not be an employee of the entity, e.g., the individual could be employed by another entity or be engaged as a contractor or be self-employed as a specialist consultant etc. A description sufficient to identify the individual should be used instead of employee - see s 137(1) items 2, 3, 4, 5 and 7 for more detail. [↑](#footnote-ref-2)