User Accreditation Application Checklist

This checklist has been developed to assist you with preparing your application for user accreditation, which is available as an online form on Dataplace.

You are able to save the draft application form on Dataplace and return to it later. Note that **if two users are editing the application form at the same time, the last person who saves will overwrite the current content**.

Preparation

Before you can begin an application, your organisation needs to be registered to use Dataplace. You may like to review the Dataplace On-boarding How-to Guide. I have:

- ☐ confirmed that my organisation has been on-boarded onto Dataplace and that I can sign in to Dataplace.

Section 1: About your organisation

This section requires you to provide information about the entity applying for accreditation, including Authorised Officer details, contact officer details and organisation details. I have:

- ☐ confirmed that my organisation is eligible to become accredited, and not an excluded entity under the *Data Availability and Transparency Act 2022* (the **DAT Act**).

- ☐ identified the Authorised Officer as defined under section 137 of the DAT Act.

- ☐ reviewed my organisation's obligations as an Accredited User.

- ☐ determined my organisation's purposes for applying for accreditation and they are aligned to the data sharing purposes in the DAT Act.
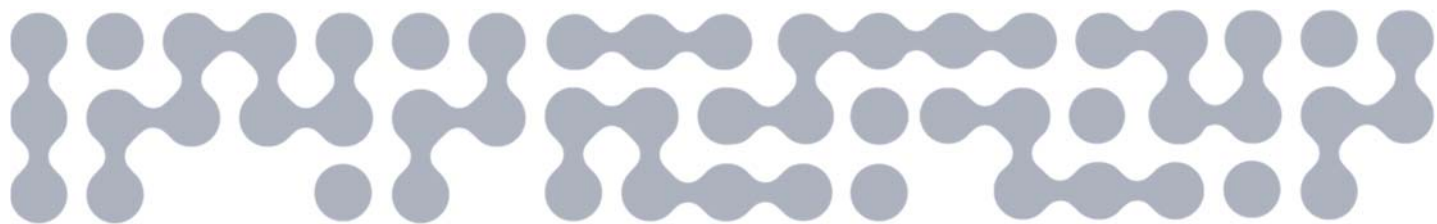
Section 2: Selection Criteria

Criterion 1: Data Management and Governance

This section requires you to provide information about your organisation's data experience. I have:

- ☐ engaged my organisation's data management area to respond to the questions about data policies and practices.

- ☐ identified the person chiefly responsible for the data management and data governance, and engaged with them about their role and qualifications.

Criterion 2: Security Settings

This section requires you to provide information about how your organisation stores and secures your data.

☐ I have determined whether my organisation would like to store data accessed under the DATA Scheme or only access data through an Accredited Data Service Provider (ADSP).

☐ If my organisation would like to store data, I have engaged with my organisation's IT security area to respond to the questions about security settings.

Criterion 3: Data Skills & Capabilities

This section requires you to provide information about your organisation's workforce and data culture. I have:

☐ reviewed my organisation's experience working with data and the skills and capability that exist within our workforce.

☐ engaged my organisation's HR area to respond to the questions about employee management and training for my organisation's workforce.

Section 3: Consent and declaration

An Authorised Officer of your entity will be required to sign the declarations and consent to the submission of the application. I have:

☐ notified the Authorised Officer that they will be required to submit the application.

☐ received consent to provide any personal information in the application form.