# SCHEDULE 1 TO UNDERTAKING BY AN INDIVIDUAL
# CONDITIONS OF ACCESS TO THE DATALAB
# DECLARATION OF COMPLIANCE

1. The Australian Bureau of Statistics (ABS) provides access to the DataLab for users accessing detailed and integrated microdata.
2. Any person accessing the DataLab must comply with the following conditions of access.
3. Any person accessing the DataLab must comply with the requirements for accessing microdata as outlined in the Responsible Officer Undertaking and Individual Undertaking.

**DECLARATION:**

I (full name)

of (organisation)

1. will comply with all instructions from the ABS relating to the DataLab.
2. will refrain from exiting information from the DataLab prior to output clearance in any way, including by:
    a. screen capture, handwritten notes, transcription and/or in photographic form
    b. video/screen sharing (unless you have written approval by the ABS)
    c. removing information from the DataLab that has not been cleared (unless approved by the ABS)
3. will refrain from importing data outside of the DataLab prior to input clearance.
4. when accessing the DataLab I will:
    a. use the DataLab in a work or private location within Australia, unless approved by the ABS
    b. protect the screen from oversight by other people
    c. use a secure internet connection, and
    d. keep DataLab login credentials secure.
5. will not make any attempt to match or link:
    a. any data I may have access to (either within my organisation or from any other source) with microdata in the DataLab, or
    b. two microdata files within the DataLab at the unit record level based on matching characteristics, except where linking keys have been provided by the ABS and the files are designed to be linked.
6. will immediately inform the ABS if I change roles or leave my organisation.
7. will immediately inform the ABS if I have or develop in-depth knowledge of any sub-populations I intend to analyse that would make it likely that I recognise an individual or business.
8. will immediately inform the ABS if I am restricted from accessing government data or any other data due to misuse of data or a breach of policy/procedures.
9. agree that ABS may publish information on the ABS website about my DataLab research (unless otherwise agreed by ABS in writing). This may include my name, organisation, projects, list of microdata I have access to and links to published works resulting from my DataLab research.
10. have the ability to use at least one of the statistical analytical languages (analysts only) available in DataLab.
11. have (**you must select one):**

    at least <u>three years</u> of either, quantitative research experience, or university study with a significant component working with quantitative data

    **or**

    attached a DataLab referral form, please email data.services@abs.gov.au to obtain this form.

I acknowledge that all DataLab user sessions will be recorded and logged for auditing and other purposes and may be used as part of any investigation into suspected misuse.

I understand that any failure to comply with these conditions of access may result in microdata access sanctions or prosecution for me and/or my organisation, in accordance with the Undertakings that my Responsible Officer and/or I have signed.

| Full name | Signature | Date |
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