

Australian Teacher Workforce Data (ATWD) Strategy
ATWD Data Access and Reporting Protocols

2018 and 2019

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Section 1 – Introduction to the ATWD Strategy, data privacy and data use

Introduction to the ATWD Strategy

Background

1. On 16 December 2016, Education Council agreed to implement the Australian Teacher Workforce Data (ATWD)¹ Strategy, with AITSL leading the implementation of the strategy under the auspices of the ATWD Oversight Board.
2. While state and territory governments typically collect data on their respective teaching workforces, the ATWD will link initial teacher education data with the teacher workforce data collected within states and territories. It will provide a national and longitudinal database of the Australian teaching workforce and Initial Teacher Education (ITE) pipeline.

Purpose of the ATWD

3. The purpose of the ATWD is to enable access to nationally consistent data and information about the teaching workforce, from initial teacher preparation through to end of teaching career. The data is intended to be used to identify and report on characteristics and supply trends in pre-service teacher education and the Australian teacher workforce. More about the objectives of the ATWD can be found on the [ATWD pages](#) on AITSL's website.

A Linkage project

4. The ATWD will unite and link data annually from the following sources:
 - State and territory teacher regulatory authority workforce data
 - Australian Government Department of Education and Training: Higher Education Student Data Collections (HEDSC) and Quality Indicators for Learning and Teaching (QILT) data
 - ATWD Teacher Survey workforce data.
5. Data for individuals across each of these sources will be linked to form one data set. The Australian Institute for Health and Welfare (AIHW) will separate and remove all personal information. The ATWD will contain only de-identified data.

About the ATWD Data Access and Reporting Protocols

6. The *ATWD Data Access and Reporting Protocols* (the Protocols) govern access to and reporting of all data in the ATWD.
7. These Protocols provide a framework for the Australian education community and researchers to access the ATWD that will ensure:
 - that data use complies with all relevant privacy legislation and legislation governing data sources
 - appropriate and secure access to, and reporting of, the data without compromising data privacy
 - that access to and reporting of the data conforms to the stated purpose of the ATWD.

¹ Formerly known as the National Initial Teacher Education and Teacher Workforce Data Strategy

- potential users are informed of:
 - how the ATWD data can be accessed
 - what type of data in the ATWD can be accessed and by which types of users
 - the rules that apply to the reporting or publication of the ATWD data.
8. As at the date of publication, these Protocols outline the:
 - i. General rules that will apply to all decisions about data use and reporting to be taken for the ATWD project over its term (“All of project protocols”).
 - ii. Specific application of those rules to data access and reporting for 2018 and 2019 (2018 and 2019 protocols).
 - iii. Provide general direction for the application of the Protocols after 2019 (2020 onward protocols). It is noted that these are for general information only and will be ratified and published by the ATWD Oversight Board before 2020 (2020 onward protocols).
 9. These Protocols are a living document. They will be reviewed and updated annually or at the discretion of the ATWD Oversight Board to ensure that they are current, accurate and fit for purpose.
 10. This version (Version 1) of the Protocols will apply until the first review at the end of 2019. Any amendments to these Protocols will require approval of the ATWD Oversight Board and the AIHW Ethics Committee (see Governance below).

Rationale for the Protocols

11. The guiding principle of the Protocols is that use and reporting of data from the ATWD must:
 - i. Maintain data privacy and in particular, ensure that individual teachers and institutions remain unidentifiable in any data that is released to users and/or made available in the public domain.
 - ii. Conform strictly to the intended purpose of the ATWD.
12. The Protocols are intended to facilitate quality research and maximise the benefits of the ATWD for the Australian education community, while mitigating the risk of data misuse and associated harm to individuals and organisations.
13. While the data source providers own their individual data, the ATWD represents united and linked data which is collectively owned by Education Council.
14. The Protocols must therefore conform to the:
 - legislation and privacy requirements under which data providers and data custodians first collected the data
 - intended purpose of the ATWD.
15. The Protocols provide the guidelines for achieving this and all data users must conform to them.

The Australian Institute for Health and Welfare (AIHW)

16. The AIHW is accredited as an integration authority by the Cross Portfolio Data Integration Oversight Board² and has the legislative mandate to securely collect and link data from the Australian, state and territory governments. The AIHW’s practices and organisational structure conform to the Australian Government Protective Security Policy Framework, and the Australian Government Information Security Manual, ensuring data security and protection of individual privacy and confidentiality.

² The [Cross Portfolio Data Integration Oversight Board](#) is a Commonwealth body that oversees the development of a safe and effective cross government environment for integration of Commonwealth Data for statistical and research purposes. It is

17. The AIHW has been contracted to undertake the following tasks for the ATWD strategy:
 - manage the process of secure data collection and collation from all data sources
 - undertake data integration to link data across different sources for the same individual
 - separate all personal and identifying data for secure storage, isolated from the ATWD data
 - store all collected data securely
 - provide business intelligence tools for authorised and approved users to safely access the de-identified data in the ATWD, in accordance with the Protocols
 - provide access to aggregate data for approved users by making data cubes available in accordance with the Protocols
 - maintain the database throughout the project, including the data dictionary
 - provide ethics overview of the project
 - provide a legislative environment that will protect data privacy and confidentiality in accordance with the requirements of the Australian Institute of Health and Welfare Act 1987, the Privacy Act 1988, and the Australian Privacy Principles (APPs).
18. The AIHW will have a nominated data custodian within the AIHW to ensure the collection will be managed in accordance with the general conditions of the ethics approval and its arrangements with AITSL.
19. The AIHW will apply all protocols for data access and use that are established and approved by the ATWD Oversight Board.
20. The AIHW will establish an individual Memorandum of Understanding with each teacher regulatory authority to ensure that data handling is in line with the respective state's or territory's privacy legislation. All data from all sources will be directly uploaded to the AIHW through a secure data transfer process.

ATWD National Minimum Data Set

21. In 2015 *'a Blueprint for initial teacher education and teacher workforce data'*³ specified a National Minimum Data Set (NMDS). This was approved by the Education Council in 2015.
22. The data to be progressively collected and stored in the ATWD will, over time, realise the ATWD National Minimum Data Set (NMDS).
23. The specifications of the data to be collated and linked for the ATWD, in accordance with the proposed NMDS, are detailed in the document *'ATWD NMDS Data Set Specifications'* at **Attachment 1**.
24. When data collection and collation for the ATWD is fully achieved nationally, it is intended that the ATWD NMDS will articulate the minimum set of data elements agreed for collection and reporting at a national level, for Australian teacher workforce data.
25. The AIHW will manage and develop the data dictionary and metadata for the ATWD NMDS as a public facing document through its METeOR capability⁴.
26. Users of the ATWD will be required to use the data dictionary and metadata documents to ensure that data is interpreted correctly and consistently.

responsible for accrediting organisations to undertake data integration projects involving Commonwealth and other data that includes personal information.

³ 2015, Mitchell Institute for Health and Education Policy and the Centre for International Research on Education Systems (CIRES). The NMDS was endorsed in principle by Education Council in March 2016. AITSL's costed proposal for the ATWD was based on the NMDS and was agreed by Education Council in 2016.

⁴ Further information on this is available at <http://meteor.aihw.gov.au/content/index.phtml/itemId/344846>

Governance of the ATWD and data privacy

Governance

27. The ATWD Oversight Board was established by Education Council and comprises 14 nominated representatives of key stakeholders involved in teacher education, registration and employment. It includes representatives of the Australian, state and territory education departments, the independent and Catholic school sectors, the state and territory teacher regulatory authorities and ITE providers.
28. The Oversight Board reports to the Australian Education Senior Officials Committee (AESOC) and is responsible for:
 - i. Governance of the ATWD including management, funding accountability, privacy and risk management, and change management, to ensure current use and future use of the ATWD conforms to its intended purpose.
 - ii. Data management, access and reporting – including the set of variables, data dictionary and data specifications of the ATWD data, the NMDS, and protocols and processes for data security and privacy, data access, data analysis, data release and data interpretation and reporting.
29. All decisions relating to data access, use and reporting for the ATWD, including the articulation and implementation of these Protocols, are determined and governed by the ATWD Oversight Board.
30. The ATWD Data Access and Reporting Protocols 2018 and 2019 have been approved by the AIHW Ethics Committee as being in accordance with requirements under the AIHW Act, the Privacy Act and the Australian Privacy Principles (APPs) and the APP Guidelines⁵. Any amendments to the Protocols over the course of the ATWD project will also require the approval of the AIHW Ethics Committee.

Data Privacy and Confidentiality

31. The AIHW is required, by law, to deal with information that it holds in accordance with the *Australian Institute of Health and Welfare Act 1987*. (Of particular note are the confidentiality requirements set out in section 29 of the AIHW Act.) The AIHW internal privacy policies, procedures and practices also comply with the requirements of the Privacy Act 1988, the APPs and the APP Guidelines.
32. The APP Guidelines are a legal requirement under Schedule 1 to the *Privacy Act 1988* and are listed on the Federal Register of Legislation. The APP Guidelines are issued by the Office of the Australian Information Commissioner (OAIC), to support understanding and awareness of the APPs and outline:
 - the mandatory APP requirements in Schedule 1 of the Privacy Act
 - the Information Commissioner's interpretation of the APPs, including the matters the OAIC may take into account when exercising its powers
 - examples explaining how the APPs may apply to specific circumstances
 - good privacy practice to supplement minimum compliance.
33. The ATWD strategy requires that the AIHW will collect personal data from data sources. This is necessary to ensure that ATWD data items pertaining to the same individual from different data sources can be correctly linked.

⁵ <https://www.oaic.gov.au/agencies-and-organisations/app-guidelines/>

34. The AIHW will separate the personal information from the rest of the data collated under the ATWD Strategy, and store it separately and securely. The separation principle is a critical practice adopted by accredited integration authorities to protect the privacy of the data they are responsible for handling. Under this principle, staff members who have access to personal data will not have access to the de-identified data set and the two are maintained in separate secure locations. Only de-identified data are available in the ATWD for analysis and reporting purposes
35. Further information about the privacy and confidentiality policies and procedures of the AIHW and for the ATWD can be obtained from the ATWD pages on the AITSL website and from the Privacy Policy and Data Governance pages of the AIHW website.
36. The AIHW will also be responsible for:
 - Providing access to any aggregate tables of data as specified and agreed by the ATWD Oversight Board, and managing the user access rights to those data tables in accordance with these protocols. The types of aggregate data tables that may be produced are discussed in more detail in the 'Safe Data' section below.
 - Business Intelligence tools that operate as required by the Oversight Board, to limit access to the de-identified unit record data in the ATWD in strict accordance with these Protocols.
37. Data will only be made available to nominated Authorised or Approved Users in alignment with the Five Safes Framework as described in Section 2.

Section 2 – Guiding principles for data access and reporting

Overview of the guiding principles

38. **Table 1** provides an overview of the guiding principles that underpin all decisions regarding the access to and reporting of data in the ATWD.

Purpose of access to ATWD	Access to ATWD	Use and Reporting of ATWD data
The purpose of data access must conform with the purpose of the ATWD	<p>All access to the ATWD will be approved through the ATWD Oversight Board and managed by AIHW.</p> <p>All prospective users will be required to comply with the Protocols.</p> <p>Different users will be granted different forms of access to different forms of data in the ATWD through application of the Five Safes Framework.</p>	<p>All data and data analysis outputs produced by users of the ATWD will be vetted by the AIHW to ensure compliance with data privacy.</p> <p>Authorised users are permitted to use vetted outputs of the data for internal analysis and reporting.</p> <p>Authorised or approved users who wish to publish outputs of the data externally, must obtain approval from the ATWD Oversight Board.</p>

Table 1: Overview of the guiding principles

39. The Five Safes Framework, described in detail in the section below, will be used by the ATWD Oversight Board to evaluate each request for access and use of the ATWD, to ensure that the data is used in accordance with the purposes of the ATWD and that privacy is protected.

The Five Safes Framework

40. The Five Safes Framework is an internationally recognised risk management methodology used widely by the Australian Bureau of Statistics, the Australian Institute of Health and Welfare and in the UK, New Zealand and Europe⁶.
41. The Five Safes Framework (the Framework) enables a governing body to manage risk in the access, release and use of data by providing a strong conceptual approach to:
- inform decision-making regarding:
 - who will gain access to what data
 - what type of data can be accessed
 - based on data accessed, what outputs are permitted to be published or released.
 - consider how to maintain the usability of the data
 - assess the threshold of whether or not any individual or organisation is ‘reasonably identifiable’ from the data.

⁶ Issues Paper: New Australian Government Data Sharing and Release Legislation

43. The elements of the Framework are listed in **Table 2** below.

Dimension	Question
1. Safe settings	Does the access facility prevent unauthorised access and/or use?
2. Safe projects	Is this use of the data appropriate and consistent with the purposes of the ATWD?
3. Safe people	Can the user be trusted to use [the data] in an appropriate manner?
4. Safe data	Is there a disclosure risk in the data itself?
5. Safe outputs	Are the statistical results non-disclosive and is reporting of those results consistent with the purposes of the ATWD?

Table 2: The Five Safes Framework

44. In applying the Framework to a request for access to the ATWD, the ATWD Oversight Board considers and evaluates each element of the Framework and its associated level of risk independently. All five elements will then be considered jointly to determine:
- the overall level of risk posed by any particular request for access to data
 - how that risk can be mitigated.
45. The ATWD Oversight Board uses the Framework to determine the type of data that users will be able to access, and the rules that will be applied to users and uses of the data to ensure that:
- the privacy of individuals and institutions contained in the ATWD is protected
 - released or distributed data from the ATWD and any publications based on or using data from the ATWD conform to the purposes for which the data was collected.
46. Considerations to be taken into account for each element and the associated decisions for 2018 and 2019 are detailed below.

Safe Settings

All of project

47. The ATWD Strategy has provided safe settings for the ATWD by design. These settings are provided and underwritten by the AIHW.
48. Depending on the risk level, and as determined by the Oversight Board, a range of access mechanisms will be provided by the AIHW to different users under specific conditions.
49. Unit record data that has been linked and de-identified in the ATWD will only be accessible using business intelligence tools provided by the AIHW in a secure environment. Unit record data will not be able to be downloaded or extracted from the ATWD using these business intelligence tools or via any other mechanism.
50. The business intelligence tools will allow authorised users to access, analyse the data and/or generate aggregated data. Any aggregated data produced or data analysis undertaken by any user will constitute an output. The treatment of outputs is discussed in the Safe Outputs section below.
51. No data from the ATWD that identifies, or could lead to the identification of, individual teachers or organisations will be provided to users. Data will only be released subject to an assessment of its compliance with the Privacy Act 1988, the Australian Privacy Principles (APPs) and the AIHW Act (1987) and with the Protocols.

52. Data which, in the considered view of the ATWD Oversight Board, may hold the risk of potential identification of an individual teacher or organisation due to the existence of unusual characteristics within the data, will be treated to ensure confidentiality prior to data being released (see Safe Data and Safe Outputs below).

2018 and 2019

53. All of project protocols apply.

2020 onwards

54. All of project protocols apply.

Safe Projects

All of project

55. The ATWD will be built over time to include teacher workforce data for all states and territories. Given this, decisions on safe projects will depend on the point in time of the lifecycle of the ATWD strategy and will be updated annually.

2018 and 2019

56. In 2018 and 2019, the ATWD will not be fully developed. Therefore, the only 'projects' deemed safe during this time will include investigations and analysis of the data to determine the data quality, and to provide descriptive statistics of the data available. This investigation will inform future decisions around data access and reporting protocols.
57. Only Authorised users will be granted access to the data during 2018 and 2019. Authorised users will include AITSL, the AIHW, the Australian Government Department of Education and Training, and the Departments of Education and regulatory authorities from participating states and territories (as detailed in Safe Users section below).

2020 onwards

58. A formal request process will be established by the ATWD Oversight Board to allow other proposed projects to request access to the ATWD from 2020 onwards. The guiding considerations for the Oversight Board will be user type – Authorised, Approved or Public user, privacy of individuals and consistency with the purposes of the ATWD.

Safe People

All of project

59. As the data in the ATWD is built out over time, different categories of users will be provided with different levels of access to ensure that the users are safe and they use the ATWD data appropriately. More information on how this will work is provided in **Table 3** below.
60. Three types of users are listed in Table 3, Authorised users, Approved project and Public access users:

Authorised users

61. AITSL, the AIHW, participating state and territory governments, participating teacher regulatory authorities and the Australian government have been classified as Authorised Users. They will not need to seek approval for data access.

Approved project users

- 62. All other organisations and individuals who want to gain access to the ATWD data will need to apply to the ATWD Oversight Board to become approved project users. Each application will be considered on a case by case basis. No such applications will be considered before 2020.
- 63. Authorised and Approved Project users will be required to complete the following in order to be granted access to the ATWD:
 - i. Sign an agreement that they will comply with the Protocols.
 - ii. Nominate the staff that will be provided with the output training and competency testing that is required to obtain access to the data.
 - iii. Sign a Section 29 confidentiality undertaking as per the AIHW Act 1987.
 - iv. Undertake output training and competency testing prior to access.
- 64. For approved users, costs may be charged for accessing the data through the business intelligence tools at AIHW.

2018 and 2019

- 65. The ATWD will be built out overtime to include teacher workforce data for all states and territories. Until the data in the ATWD is fully developed, which is unlikely to occur before July 2020, the ATWD Oversight Board will only consider requests for access to the ATWD data from organisations included in the Authorised Users (see Table 3).

Type	User	Highest Access level	Safe Output level	Coverage of data
Authorised Users From 2018 onwards	AITSL Authorised employees	Unit Record data via AIHW secure remote access	<u>2018 and 2019:</u> Any data outputs, (see clause 50), reporting or material to be published will need to be approved by ATWD Oversight Board.	National or jurisdictional (to be determined - based on project requirements)
	Australian Government Authorised employees	Unit Record data via AIHW secure remote access		National or jurisdictional (to be determined - based on project requirements)
	AIHW Data Manager Authorised employees ⁷	Unit Record data via AIHW secure access	This process will be reviewed to determine application from 2020.	National or jurisdictional (to be determined - based on project requirements)
	State and Territory Governments Authorised employees For participating jurisdictions only – to be reviewed in 2020	Unit Record data via AIHW secure remote access <u>Plus from 2020:</u> Aggregate data in the form of data cubes		2018 and 2019 Jurisdictional and national aggregate 2020 onwards Jurisdictional or national (to be determined – based on project requirements and lifecycle of ATWD project (see clause 59)
	Teacher Regulatory Authorities	Unit Record data or aggregate reports.		2018 and 2019

⁷ Under the Higher Education Support Act (HESA) the HEIMS and QILT data custodian role will be met by AITSL. AIHW will act as the agent on behalf of AITSL and data access will be confined to the role of data manager. As an agent if AITSL, AIHW cannot use the ATWD for its own projects. This is reflected in contractual arrangements between AIHW and AITSL.

Type	User	Highest Access level	Safe Output level	Coverage of data
	Authorised employees For participating states and territories only – to be reviewed in 2020	<u>Plus - from 2020:</u> Aggregate data in the form of data cubes Some authorities may wish to request aggregate reports and these can be generated by AITSL/AIHW with OSB agreement.		Jurisdictional and national aggregate 2020 onwards Jurisdictional or national (to be determined – based on project requirements and lifecycle of ATWD project (see clause 59)
Approved Projects From 2020 onwards	Includes: Initial Teacher Education Providers Employer Groups and Employer Representatives Teacher Unions Research and Policy Institutions PhD and Masters candidates	Aggregate cube data via AIHW secure remote access, as approved on a case-by-case basis. Charges for access to these remote portals may be incurred.	Any material to be published will need to be approved by ATWD Oversight Board	National or limited to state/territory (to be determined - based on project requirements)
Public	Public	Aggregate reports and / or aggregate data cubes	Standard reports and /or aggregate data cubes available through AIHW/ATWD website as approved through the ATWD Oversight Board.	

Table 3: Types of Users, Risk Level and Mitigation

Safe Data

All of project

66. The different types of data that will be collected and managed by AIHW under the ATWD Strategy include source data, linkage data, de-identified unit record data, data cubes and data tables. Definitions of each type of data are provided on page 17.
67. The AIHW will be responsible for collating the source data and generating and maintaining the data linkage files. The separation principle is applied to the data so that all identifying information is removed and stored securely and separately from the remaining, de-identified unit record data in the ATWD.
68. Source data and linkage data will never be released. These data will be processed and held separately from the ATWD database by the AIHW.
69. The ‘safety’ of data is determined by the extent to which it may be subject to re-identification by the user. The form of the data required by a user will determine the degree to which it is considered safe. The de-identified unit record data will be considered the least safe and therefore, tighter controls will be applied to ensure its safety.
70. A breakdown of the safety of different forms of the data from the ATWD, and the access rules that will apply, is provided in **Table 4**.

2018 and 2019

71. In 2018 and 2019, the ATWD will only contain linked and de-identified unit record data from a limited number of participating states and territories, and the Australian Government. This data will be available to Authorised users (see Safe Users above) for outputs and analysis for internal use (Safe outputs) and authorised reporting or publication purposes only (Safe Projects).

2020 onwards

72. With approval from the ATWD Oversight Board, de-identified unit record data will be aggregated to form data cubes to be accessed by approved users.

73. In addition, and again with approval from the ATWD Oversight Board, the de-identified unit record data can be aggregated to a higher degree to produce data tables that can be made available for general publication/public use and wider distribution.

74. The ATWD Oversight Board will consider requests for access to de-identified data cubes and aggregated data tables from 2020, in accordance with the Five Safes Framework assessment process.

Form of Data	Risk Profile	Access Rules
All de-identified Unit record data	High Risk There is a risk that the data can be re-identified	Very tight controls on mode of access, system-controlled rules on what can be extracted from the system, what is released and what can be done with the outputs. <ul style="list-style-type: none"> Access is only available through a secure, remote access portal which is controlled by AIHW. All access via this mode is logged and no data are able to be extracted except in aggregated form.
Subset of unit record level de-identified data	High Risk There is a risk that the data can be re-identified	In some cases, it will be possible to limit access to a sub-set of de-identified unit record level data, e.g. limited to a single state or territory. Very tight controls on mode of access, system-controlled rules of what is extractable from this system, what is released and what can be done with the outputs. <ul style="list-style-type: none"> Access is only made available through secure, remote access portal which is controlled by AIHW. All access via this mode is logged and no data are able to be extracted except in aggregated form.
Aggregated data cube	Medium Risk The more dimensions included in the data cube, the higher the risk of re-identification.	Moderate level of controls on mode of access: <ul style="list-style-type: none"> Users will be required to register to access any of these tables. Data cubes design will require approval through ATWD Oversight Board. AIHW is able to control the specific cubes that particular users are able to access, i.e. access to data cubes is granted on a case by case basis
Highly aggregated data table	Low Risk Data in this form is generally anonymous as any cells that might lead to re-identification have been treated (e.g. perturbed).	Low levels of controls – this form of data is deemed safe for public release <ul style="list-style-type: none"> All highly aggregated tables are approved by the ATWD Oversight Board before being published and released through ATWD website and ATWD report modules.

Table 4: Data forms, Risk Profiles and Access rules

Safe Outputs

All of project: Use of data

75. All users of the ATWD data must act in accordance with a written agreement which limits use of the data to the purpose stated by the applicant, and prohibits attempts to re-identify information (for example names of individuals and organisations) that has been de-identified.
76. All outputs (clause 50) generated by users of the ATWD will be assessed for compliance in accordance with clause 51 by the AIHW to ensure that they do not identify an individual or an organisation.
77. All users will be required to comply with strict rules for use of any outputs – for example, minimum cell sizes, perturbation of data to ensure data privacy and other data management processes applied by the AIHW to manage data privacy
78. All users will agree to rules applied by the Oversight Board with regard to use and release of any data outputs (clause 50), reporting on or using data and publishing any data, or an interpretation of the data, using data from the ATWD.
79. Authorised or approved users who wish to publish outputs, reports or interpretations of the data externally, must obtain approval from the ATWD Oversight Board.

2018 and 2019

Authorised ATWD Reporting Project

80. The ATWD Oversight Board has approved a set of report modules to be developed by AITSL using the ATWD data uploaded during 2018 and 2019. AITSL will undertake the work to develop these report modules as an authorised reporting project which meets the safe project requirements during 2018 and 2019.
81. AITSL will develop these standardised national reports as part of the authorised reporting projects. The specifications for these reports will be agreed, and approval for publication and release of these standardised reports will be sought through the ATWD Oversight Board.
82. All of these standardised reports will ensure that individual teacher and organisational anonymity is maintained unless permission is obtained to release data pertaining to an individual organisation from that organisation.
83. Authorised users are permitted to use the outputs of the data for internal use. Internal use assumes that data outputs and reporting will be contained as embargoed and for distribution only within the specific organisation.
84. No authorised user can publish data specific to any state or territory without that state or territory's permission and the permission of the Oversight Board.
85. Authorised Users who only have access to their own state or territory-based data will be able to generate report data for their own internal use to inform policy development.
86. All authorised users may make comparisons of their own state or territory means against any national aggregated and mean data that has been published by the authorised reporting projects described above.
87. Authorised users who wish to report on, interpret and/or publish findings based on or generated from the ATWD (external use) must obtain approval from the ATWD Oversight Board and the data must be consistent with the purposes of the ATWD.
88. The ATWD Oversight Board may provide reports using the ATWD data in-confidence to AESOC and/or Education Council.

2020 onwards

89. A review of the processes that applied to outputs in 2018 and 2019 will be conducted by the Oversight Board to determine how they will apply in accordance with the application of the Five Safes framework from 2020 and onwards. The Protocols will be updated accordingly and approved by the AIHW ethics committee.

Formal agreements

90. Data for the ATWD are collated, linked, stored and made available for access in accordance with the formal agreements established between the AIHW and each individual data source provider.
91. Formal agreements (for example Memoranda of Understanding) will be established and operate between:
 - i. The ATWD Oversight Board and jurisdictional Education Authorities on behalf of Ministers, to facilitate Ministerial, Departmental and regulatory authority requests for access to the data and reporting obligations that will apply to each organisation.
 - ii. The ATWD Oversight Board and the Australian Government Department of Education and Training to facilitate Ministerial and Departmental requests for access to data and reporting obligations that will apply.
 - iii. The ATWD Oversight Board and AITSL to facilitate data access for standard reporting, analysis and project based requests for data.
92. All other parties requesting access to the ATWD data managed by the AIHW, and who meet eligibility criteria to become approved users, will be required to sign an agreement with the AIHW stipulating obligations regarding purpose, access, storage and usage of the data and sign an agreement with the ATWD Oversight Board stipulating reporting obligations for the data.

Monitoring and review

93. The ATWD Oversight Board will maintain a regular process of monitoring and reviewing data access and reporting protocols and associated agreements.
94. The ATWD Oversight Board, through its secretariat, will maintain a register of all:
 - requests for access to ATWD data managed by the AIHW
 - data released, and the names and contact details of the receiving nominated Authorised User.
95. Details of all ATWD Oversight Board decisions relating to data access will be reported to AESOC through its regular six-monthly reporting process.

Definitions

Term	Definition
aggregate data	Data combined from several measurements. When data are aggregated, groups of observations are replaced with summary statistics based on those observations.
business intelligence tools	AIHW will provide approved and authorised users with access to a range of licenced analytical software or data visualisation tools via secure remote access to enable analysis of the de-identified data. The software available includes SAS statistical software, Tableau data visualization software, Microsoft Excel.
data cube	<p>Aggregated data represented in a multidimensional form with each dimension represented by a different variable e.g. the number of teachers by state and by number of years of teaching experience. The more dimensions that are included in the data cube, the less aggregated the data must be.</p> <p>The specification for a data cube can be tailored to the needs and requirements of particular users of the data. In the case of the ATWD, data cubes can be created for users who are not permitted to access the unit record data or for users who do not have the technical skills required to use the analytical tools available to access the unit record data.</p>
data perturbation	A statistical technique to randomly adjust the count values in aggregated data that fall below pre-determined safe limits in order to maintain data privacy; e.g. the number of male teachers in a small rural community might be below the minimum allowable cell value so the count value would be randomly adjusted. The process introduces small random error to the resulting table. While this will affect the quality of the data for small cell counts, it has a minimal impact on the overall data quality with the benefit of ensuring data privacy.
data table	<p>Aggregated data that is represented as a two dimensional with rows and columns e.g. the number of teachers by state. In this form, data is highly aggregated.</p> <p>It is possible to create a data table with more than two dimensions but there is a limit on the number of dimensions that can be included in a table before it becomes too difficult to read or understand.</p>
de-identified record	A record in the ATWD that does not include any identifying information e.g. name, address, date of birth, email address, teacher registration number or student number.
external use of data	When data is reported or provided to others outside of the organisation that has been authorised or approved to access the ATWD. For example, a TRA can quote its own data in such documents but cannot refer to specific data relating to other states or territories. A TRA can compare itself with the national average data when national average data is made public.
internal use of data	When ATWD data is used by the authorised or approved organisation to inform policy development. Data from ATWD is only quoted or referred to in documents for use within the organisation only and reports using the data are embargoed.
linkage data	Data that includes linkage keys and identifying information that will be used to link the records for an individual from different sources and across time. The AIHW will be responsible for generating and maintaining the linkage files. The separation principle is applied to the data so that once it has been linked, all identifying information is removed and stored securely and separately from the remaining, de-identified unit record data.
source data	<p>All data provided to the AIHW from data sources.</p> <p>Includes raw data from the Australian Government, Teacher Regulatory Authorities and the ATWD Teacher Survey that is collected using the survey tool managed by AITSL.</p> <p>AIHW will collate, process and store these data separately and securely from the ATWD on behalf of the ATWD Strategy.</p>
unit record data	The most granular form of the data available in the ATWD, where each record pertains to a single individual at a point in time. The record contains all the data items in the ATWD populated for an individual at each data upload and de-identified.

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