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Australian Social Science Data Archive

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THE UNDERTAKING

I .....
(Full name and position)

of .....
(Name of Department and/or Organisation)

HEREBY UNDERTAKE that **[circle appropriate category]**

I / the Department / the Organisation *

will use the:

Staff in Australian Schools survey **National Data File (SiAS NDF)**

(hereinafter called 'the materials') supplied to me by the Australian Social Science Data Archive at the Australian National University for statistical purposes only**, in accordance with and subject to the conditions set out on the reverse of this undertaking**.

Dated this ..... day of ..... 20 .....

Signature .....

Name of Signatory .....

Position of Signatory .....

Email Address of Signatory.....

ASSDA Username of Signatory**.....

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* If you wish the undertaking to apply to a Department or Organisation this undertaking must be signed by the authorised delegate of the Department / Organisation.

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Conditions of Use

I acknowledge that:

1. Use of the material is restricted for research, professional or statistical purposes only and that this means that I / the Department / the Organisation can only use the material to produce information of a statistical nature. Examples of such uses are:

(a) the manipulation of data to produce means, correlations or other descriptive summary measures;

(b) the estimation of population characteristics from sample data;

(c) the use of data as input to mathematical models and for other types of analyses (e.g. factor analysis); and

(d) to provide graphical and pictorial representation of characteristics of the population or sub-sets of the population.

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(a) transmitting or allowing access to the data in part or whole to any other person/Department/Organisation not a party to this undertaking; and

(b) attempting to match unit record data in whole or in part with any other information for the purposes of attempting to identify individuals, including individual schools or teachers. The SiAS NDF will not enable individual schools or teachers to be identified. The SiAS NDF will only include national level data. Data will not be disaggregated, for example, at State / Territory or regional level.

3. I / the Department / the Organisation will demonstrate that the material will be securely protected.

4. Statistical tables, graphs etc. obtained from analysis of these data may be further disseminated provided that I / the Department / the Organisation:

(a) acknowledge the Department of Education, Employment and Workplace Relations and the Australian Social Science Data Archive;

(b) provide appropriate clarification, explanation and caveats to promote understanding and interpretation, as set out in the Report of *Staff in Australia's Schools*;

(c) acknowledge another archive where the data file is made available through the Australian Social Science Data Archive by another archive; and

(d) declare that those who carried out the original analysis and collection of the data bear no responsibility for the further analysis or interpretation of it.

5. Use of the material is solely at my / the Department's / the Organisation's risk and I / the Department / the Organisation indemnify the Australian Social Science Data Archive and its host institutions including The Australian National University, University of Queensland and University of New South Wales.

6. The Australian National University and the Australian Social Science Data Archive shall not be held responsible for the accuracy and completeness of the material supplied.

7. [Where undertaking signed on behalf of a Department / Organisation]

(a) I must draw the terms and conditions of this undertaking to the attention of persons within my Department/Organisation who shall make use of the material; and

(b) The Australian Social Science Data Archive and its host institutions including The Australian National University, University of Queensland and University of New South Wales shall not be held liable for any breach of this undertaking.

8. Further, users must advise DEEWR beforehand of any intention to publish data from the SiAS NDF and would be required to provide copies of those papers or publications to DEEWR. The DEEWR contact is: The Director, Teacher Workforce Team, Location Code C16MT3, GPO Box 9880, CANBERRA ACT 2601.