



NOTE: This form is a SmartForm designed to be used in Adobe Acrobat Reader. Adobe Acrobat Reader software must be set as the default program for .pdf documents. If you do not do this you may experience difficulties using this form. If you do not currently have the Adobe Acrobat Reader software program, it is available as a free download from the [Adobe website](#).

Please read the Department's [Higher Education Data Protocol](#) before completing this form. Once completed, please submit this form to university-statistics@education.gov.au.

There may be a cost associated with this request, if so, a quotation will be sent to you for acceptance before we proceed. Whilst we endeavour to resolve all requests for information as quickly as possible, timeframes for individual requests depend on request complexity and departmental workload.

Contact details

Name

Position

Organisation

Phone

Email

Postal address

ABN

Request details

Have you requested this data before? Yes No

If yes, what is the previous RFI number?

What is the purpose of the data request?

What information is required? (e.g., Domestic Undergraduate Enrolments in Engineering by Age group, 2016–2021)

For complex requests, please attach a template (preferably in Excel).

Which year(s) of data are required? (e.g., 2017–2021)

Who will have access to the data? Please list people within your organisation and any 3rd parties.

Will the data be published? Yes No

If yes, please provide details:

Will you engage in data matching activities? Yes No

If yes, please provide details:

Privacy notice

Your personal information is protected by law, including under the *Privacy Act 1988* (Privacy Act). The Department is collecting personal information on this form for the purposes of processing your data request for unpublished higher education data. This may also include obtaining a bespoke data request fee from you to process your request. If you do not provide the information requested, the department may not be able to process your request.

Only authorised departmental employees will have access to this information and the Department will not disclose your information to other parties unless you have agreed or where it is otherwise permitted by law, noting your information is unlikely to be disclosed to overseas recipients.

The department's Privacy Policy contains more information about how the department will manage your personal information, including information about how to make a complaint and seek access to and correction of your personal information.

To contact the department about your personal information, email privacy@education.gov.au.

Acknowledgement and declaration

By submitting this form,

- I acknowledge that I have read, understood, and agree to be bound by this Data Protocol in the event that my request is approved.
- I declare that the information I have given on this form is true and correct in all regards.
- Any data received will be used only for the purpose for which it was disclosed and will be accessed only by those authorised to use it.
- I confirm that I have read and understood the privacy notice within this form and agree to the department's handling of my personal information in accordance with it.

Note: A person who knowingly provides false or misleading information or documents to the Commonwealth, or omits information causing the information provided to be misleading, or acts dishonestly with the intention of obtaining a gain for themselves or causes a loss to the Commonwealth, is guilty of an offence which is punishable by imprisonment.

Undertaking

I undertake not to disclose or publish the data (in any medium) without providing prior notification to the Department. I acknowledge that a breach of this undertaking may result in the rejection of future requests for data submitted by me or by the organisation I represent.

Signature

Name of applicant

Signature of applicant

Date

Comments:

Email the completed form directly to university-statistics@education.gov.au.
