

Important information on sharing outputs from NIHSI

Discussing outputs with colleagues listed on the project proposal:

You are welcome to discuss your analysis with approved users of NIHSI listed in your project proposal. Please be mindful of where and how you are having these conversations. Taking screen shots of NIHSI data and/or screen sharing are strongly discouraged. Discussing unapproved outputs with colleagues not listed on your project proposal is considered a data breach and these activities will result in the Data Breach Response Plan being implemented.

Sharing aggregate data and data insights with internal colleagues (internal release requests):

NIHSI data and data insights based on NIHSI data must not be removed from the host environment without approval from the NIHSI Data Custodian. Please note that egress approvals are for internal use only, and a further third-party release approval is required if you wish to publicly release the information. If the output includes State/Territory data, then the NIHSI Advisory Committee will also need to provide their approval for public release. Any unapproved removal of data from the NIHSI host environment is considered a data breach and will result in the Data Breach Response Plan being implemented.

For your information, data and data insights requiring my approval as the NIHSI Data Custodian may include:

- verbally discussing the results of an analysis with a colleague not listed on the project proposal
- writing down the results of an analysis on a piece of paper
- including aggregate data and data insights in reports, publications and presentations
- emailing counts or written findings (including for database and linkage support)
- removing a digital copy of the outputs to another location
- removing syntax with embedded data (e.g. in comments)
- removing Word files which express data in raw form (e.g. data tables) or expressed in words (e.g. draft paragraph or sentence for a report).

If you have actioned any of these egresses without approval then you have performed a data breach and will need to advise the AIHW by emailing nihsi@aihw.gov.au