Input clearance request briefing

National Integrated Health Services Information Analysis Asset

Project identifier

Project title

Submitting analyst

Include name, organisation, email address and phone number.

Input summary

Please provide information on the file name and type requested for import.

Please give a brief description of the file, and how it will be used.

Guidelines

- Files must not contain unit record data about an individual.

- Files must not add information about a person or service event (including reference to person or row IDs held in other collections, e.g. Medicare no., de-identified record ID, etc.), and must not include information which may enable re-identification of an individual.

- Files should be in MS Excel, comma separated values, text or another agreed file format (e.g. syntax can be transferred as text format). **Files must not be executable.**

- Files and their use should comply with the confidentiality and privacy protections of the *AIHW Act 1987*, *Privacy Act 1988*, and the NIHSI Governance protocols

- Files must be checked to ensure that they do not contain malicious content and will not cause damage to the NIHSI or its host system.

Additional Specifications:

- File location in RON/EDW: (Advise of the file path which you would like your file to be placed)

- Data Size (metadata):

- Data File Name (metadata):

- Date Data created (metadata):

Analyst

• **Name**	
• **Signature**	• **Date**