



## CONFIDENTIALISED UNIT RECORD FILES (CURFs)

### INDIVIDUAL USER UNDERTAKING

Version: 16 January 2008

#### Requesting access to a CURF

In order to access an ABS CURF, you must undertake to abide by the conditions of access, using this form.

You should then complete a separate '*Request for Access to a CURF*' form (REQ1 and REQ2 if required). Your first Request for Access must accompany this Undertaking – subsequently, for access to additional CURFs, only the Request for Access form is required.

#### Completing and submitting this Undertaking

Before completing this Undertaking, read the *Responsible Access to ABS Confidentialised Unit Record Files (CURFs) Training Manual*. This manual, along with other information about CURFs, is available from the 'CURF Microdata Entry Page' on the ABS website ([www.abs.gov.au](http://www.abs.gov.au)).

Please note: All results and data from the work undertaken by individual users remains the property of the organisation, not the individual user. No CURF data may be retained by the individual user, and all data provided must be deleted from all systems and/or returned on CD-ROM at the completion of the project.

Please forward your completed, signed Undertaking, together with your Request for Access to a CURF form, to your organisation's CURF Contact Officer for submission to the ABS.

Note: original, signed, paper copies are required. A list of CURF Contact Officers is available from the 'CURF Microdata Entry Page' on the ABS website.

#### Annual renewal

Each year, all organisations with users accessing CURFs will be required to renew their access. This will involve confirming whether each user still requires access, and what CURFs they require access to.

Thus, if you require continued access to CURFs, you will need to complete a new undertaking at this time, and tell the Contact Officer what CURFs you require access to. You will also need to provide information on how the CURFs have been used and will continue to be used, and include any details about published output.

#### Queries

For any queries about accessing CURFs, contact ABS Microdata Access Strategies Section by email [microdata.access@abs.gov.au](mailto:microdata.access@abs.gov.au) or telephone (02) 6252 7714.

## CONTACT DETAILS

Surname: \_\_\_\_\_ Title: \_\_\_\_\_  
(eg Mr, Mrs, Dr etc)

Given Name(s): \_\_\_\_\_

Preferred Name : \_\_\_\_\_

Organisation: \_\_\_\_\_

Division/Faculty: \_\_\_\_\_

Position: \_\_\_\_\_  
(eg Director, Senior Researcher, Personal Assistant etc)

Telephone: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you an Australian Resident?  Yes  No

***ABS Microdata Access use only***

<i>Approved:</i>	<i>Date:</i>	<i>Signed:</i>
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**PERSONAL UNDERTAKING OF AN INDIVIDUAL  
USER IN AN ORGANISATION**

UNDERTAKING MADE PURSUANT TO CLAUSE 7 OF THE *STATISTICS DETERMINATION* UNDER  
THE *CENSUS AND STATISTICS ACT 1905*

WHEREAS:

- (A) Subsection 13(1) of the *Census and Statistics Act 1905* provides for the Minister, by instrument in writing, to make determinations providing for and in relation to the disclosure, with the approval in writing of the Australian Statistician, of information included in a specified class of information furnished pursuant to the Act; and
- (B) Clause 7 of the *Statistics Determination* permits the Australian Statistician to approve the release of a file containing unidentified individual statistical records ('the information') where the information is disclosed in a manner which is not likely to enable identification of the particular person or organisation to which it relates, and to specify conditions with respect to the disclosure of that information.

NOW, I .....  
(Full Name)

a member of the .....  
(Name of Organisation)

HEREBY UNDERTAKE that, as a member of the above named organisation, and authorised by that organisation to have access to the information referred to in the Schedules provided by that organisation, I will, in relation to the information:

- use the information only for statistical purposes specified in the Request for Access to a CURF to which that information relates
- not attempt to identify particular persons or organisations
- not disclose, either directly or indirectly, the information contained in any particular CURF to any other person or organisation, other than members of this organisation who have been approved by the ABS to have individual access to the information in that same CURF
- not attempt to match, with or without using identifiers, the information with any other list of persons or organisations
- comply with any other direction or requirement specified in the *ABS Responsible Access to ABS Confidentialised Unit Record Files (CURFs) Training Manual*
- not attempt to access the information after the term of my authorisation expires, or after my authorisation is rescinded by the organisation which provided it, or after I cease to be a member of that organisation.

In providing this undertaking, I understand that a breach of the terms of this undertaking may result in withdrawal of service for the organisation or myself. Further, any deliberate attempt to compromise the confidentiality of persons or organisations to which the information in these files relate may be prosecuted under subsection 19(3) of the *Census and Statistics Act 1905*. Subsection 19(3) provides that a person who fails to comply with the terms and conditions specified in an undertaking is guilty of an indictable offence punishable on conviction of a fine of 120 penalty units (\$13,200) or imprisonment for 2 years or both.

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

Signature: .....

Witnessed by: .....

Name of Witness: .....

Title and Designation of Witness: .....

**Please forward your individual User Undertaking to your organisation's CURF Contact Officer for submission to the ABS.**

**CURF Contact Officer to complete**

Contact Officer Name: .....

Signature: .....

Date: .....