## Request for Electoral Information for a health screening program

Requests for the provision of Electoral Information for the purpose of conducting a health screening program may be made under item 2 of the table in subsection 90B(4) of the *Commonwealth Electoral Act 1918* (the Electoral Act).

Of specific concern to the AEC is whether:

* The program qualifies as a health screening program
* the program is an appropriate use of the roll
* the program has adequate measures in place to secure the data?
* the benefits of the program outweigh the public interest in protecting elector privacy and have adequate measures in place to protect elector privacy?

In accordance with regulation 11(b) of the *Electoral and Referendum Regulation 2016* (the Regulation), a person or organisation conducting a health screening program must demonstrate that the program:

1. Has been approved by the Secretary of the Department administered by the Minister administering the *National Health Act 1953* (the Secretary).
2. Is conducted in accordance with the *Guidelines for the conduct of public health screening programs with particular reference to privacy and the management of personal information* published in the *Gazette* on 1 December 1993 ([Government Notice GN 48, 8 December 1993](https://www.legislation.gov.au/file/1993GN48)) (the Guidelines).

In compliance with section 6 of the Guidelines, public health screening programs wishing to be approved by the Secretary must conform to the Guidelines. The purpose of this determination by the Secretary is that it is required by regulation 11 of the Regulation, prior to any application to the AEC for access to the electoral roll for recruitment purposes.

Submit this completed application form and accompanying documents at <https://formupload.aec.gov.au/Form?FormId=rps>

The provision of Elector Information for the purpose of conducting a health screening program is at the discretion of the Electoral Commissioner (or their delegate). Any release of Elector Information will be governed by a Safeguard Agreement entered into by the applicant with the AEC for the protection of personal information.

## Applicant details

|  |  |
| --- | --- |
| Applicant/s (persons or organisation): |  |
| Name of accountable person:  |  |
| Contact/s: |  |
| Program title: |  |

## Specify what data is required

Type of extract

[ ]  Copy of the whole roll

[ ]  Extract of the roll

Frequency

[ ]  Single extract

[ ]  Multiple extracts: Frequency:

Location

If you require an extract of the roll, do you require a random selection of Elector Information from:

[ ]  Australia wide

[ ]  Certain state/s or territory/s (specify):

[ ]  All electoral divisions

[ ]  Specific electoral division/s:

Data required

Elector Information will include elector name and address. The AEC is unable to provide elector age or date of birth. The provision of sex and age range data is at the discretion of the AEC. Indicate below if you would like the AEC to consider providing sex and age range data and the age range you require (minimum of two years)

[ ]  Sex of elector

[ ]  Age range/s (minimum of two years)

Number of elector records required:

Is there a specific date you need the data to be available?

## Electoral and Referendum Regulation 2016 requirement

Provide evidence of approval of the health screening program by the Secretary of the Commonwealth Department of Health.

*In providing evidence of approval by the Secretary of the Department of Health, you declare that the health screening program you are seeking Electoral Information for, conforms to the Guidelines.*

|  |
| --- |
| Acceptable: Yes/TBA/No |
| ***Applicant response******AEC assessment***  |

## AEC requirements

1. Does the program qualify as a health screening program?
* Section 1.6 of the Guidelines defines screening as *‘the presumptive identification of unrecognised disease or defects by the application of tests, examinations or other procedures which can be applied rapidly. Screening tests sort out apparently well persons who probably have a disease from those who probably do not.’*
* Screening is only beneficial if treatment of the screen detected condition results in a better long term outcome (in terms of reduced morbidity or mortality) than treatment if the same condition presenting clinically.
* Public health screening programs apply a screening test in an organised manner, within a population, to reduce mortality or morbidity in that population from a particular disease.

|  |
| --- |
| Acceptable: Yes/TBA/No |
| ***Applicant response******AEC assessment***  |

1. Justify the requested number of elector records including evidence for the basis for the response rate.

|  |
| --- |
| Acceptable: Yes/TBA/No |
| ***Applicant response******AEC assessment***  |

1. List the people who will have access to Elector Information including any contractors, subcontractors and research students.

|  |
| --- |
| Acceptable: Yes/TBA/No |
| ***Applicant response******AEC assessment***  |

1. The organisation acknowledges that is it an ‘Australian Privacy Principles (APP) entity’ as defined by the *Privacy Act 1988* (the Privacy Act) and as such will, at all times comply with the requirements of that Act. The AEC must be satisfied that the applicant is aware of and understands their APP obligations and responsibilities under the Privacy Act. In particular:
* Management of personal information (APP 1 & 2)
* Collection of personal information (APP 3 & 5)
* Use and disclosure of personal information (APP 6)
* Security of personal information (APP 11)
* Access to personal information (APP 12)

Provide a statement of assurance that you understand your obligations and responsibilities and how you will protect these principles.

|  |
| --- |
| Acceptable: Yes/TBA/No |
| ***Applicant response******AEC assessment***  |

1. Does the program guarantee that identifiable information will not be sent overseas?

|  |
| --- |
| Acceptable: Yes/TBA/No |
| ***Applicant response******AEC assessment***  |

1. Does the program intend to use identifiable information for the purpose of data matching? E.g. matching personal information such as names you already have against Elector Information.

|  |
| --- |
| Acceptable: Yes/TBA/No |
| ***Applicant response******AEC assessment***  |

1. Does the program intend to use Elector Information for commercial purposes?

|  |
| --- |
| Acceptable: Yes/TBA/No |
| ***Applicant response******AEC assessment***  |

1. Will the program share Elector Information with other organisations it is currently collaborating with now or in the future? This includes using a third party mail house to contact participants using Elector information.

|  |
| --- |
| Acceptable: Yes/TBA/No |
| ***Applicant response******AEC assessment***  |

1. The AEC must be satisfied that you have the means to secure sensitive Commonwealth Data during and after the program is completed. Applicants are required to describe:
* How this will be achieved and with what measures and procedures?
* Who will access to Elector Information be restricted to?
* Where the data will be stored?
* How long Elector Information will be stored?

|  |
| --- |
| Acceptable: Yes/TBA/No |
| ***Applicant response******AEC assessment***  |

1. Unless specified otherwise, the default period after which you must delete Elector Information is six months from the date of receipt. Specify how long you require Elector Information, including if the data is required for less than six months and a justification if longer than six months.

|  |
| --- |
| Acceptable: Yes/TBA/No |
| ***Applicant response******AEC assessment***  |

## Declaration

I declare that the information provided in this application to receive electoral roll information from the AEC is accurate to the best of my knowledge.

[Applicant signature]

[Applicant name]

[Organisation/research institution]

[Date]

## AEC Use Only

*\*Not required to be completed by applicant.*

1. Does the program pose a threat to the AEC’s reputation or discourage elector participation?

|  |
| --- |
| Acceptable: Yes/TBA/No |
| ***AEC assessment***  |

1. Is the workload impact of this extract request on the Roll Products and Services Team acceptable or an unreasonable and substantial diversion of resources?

|  |
| --- |
| Acceptable: Yes/TBA/No |
| ***AEC assessment***  |

## Assessment (not to be completed by applicant)

### Considerations

|  |
| --- |
| Secretary approval |
| **AEC assessment requirements** |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

### Outstanding issues

### Assessment