

Australian Social Science Data Archive

The Australian National University
CANBERRA ACT 0200
<http://assda.anu.edu.au>



How to use the Undertaking form

Signing the attached Undertaking form will give the signatory free access to analyse and download all of ASSDA's General Access collection. Separate processes are required for restricted datasets.

Things you should know...

1. You must be a staff member or student of a current financial ACSPRI Institution to use this form. This will be confirmed by ASSDA staff prior to access being granted.
 - For details of your membership status, go to the ACSPRI website at <http://www.acspri.org.au/> .
 - If you are not a member of an ACSPRI Institution, you will have to sign a different form, and pay a service charge.
2. The signatory must be registered with ASSDA. Access will be given to the ASSDA account that matches the returned Undertaking form.
3. You must recognise that we may need to give your details to the depositor. Depositors can request this information to get an idea about secondary usage for future funding purposes, or to make contact with researchers with similar interests. If this is problematic for you, please contact the Requests Officer to discuss.

Who Signs the Form?

The form can only be signed by someone who can be responsible for the use of the data. For example, a student can be responsible for their own use and could sign their own form, but couldn't sign the form on behalf of a Professor. A Professor, however, can be responsible for his or her student's use, and could sign on behalf of a class. In either of these instances, you should circle the category "I" on the form.

The other two signatory categories "The Department" and "The Organisation" must only be circled when the signatory has the legal delegation to do so. For example a Head of Department could sign the form and make the data available to others within the Department.

Download and fill in the form. Fax it back to us, on 02 6125 0627, and mark it "Attention Requests Officer".

then post the original to us at

Requests Officer
Australian Social Science Data Archive
18 Balmain Crescent (Building 66)
The Australian National University
CANBERRA ACT 0200

We will contact you by the email address you used for your ASSDA account when the form has been received and again when access has been granted.

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THE UNDERTAKING

I
(Full name and position)

of
(Name of Department and/or Organisation)

HEREBY UNDERTAKE that [circle appropriate category]

I / the Department / the Organisation *

will use any data file(s) obtained from the Australian Social Science Data Archive at the Australian National University (hereinafter called 'the materials') for statistical purposes only, **in accordance with and subject to the conditions set out on the reverse of this undertaking.**

I also consent to my name and institutional affiliation being provided to the data owners so they may collect information about the usage of their data and make contact with colleagues with similar interests

Dated this day of 20

Signature

Name of Signatory

Position of Signatory

Email Address of Signatory.....

ASSDA Username of Signatory**

* If you wish the undertaking to apply to a department or organisation this undertaking must be signed by the authorised delegate of the department/organisation.

** Please provide the username you created when completing online registration with ASSDA. The user name is recorded in the return email which was sent to you upon successful registration.

Conditions of Use

I acknowledge that:

1. Use of the material is restricted to use for statistical purposes and that this means that I / the Department / organisation can only use the material to produce information of a statistical nature. Examples of such uses are:

- (a) the manipulation of data to produce means, correlations or other descriptive summary measures;
- (b) the estimation of population characteristics from sample data;
- (c) the use of data as input to mathematical models and for other types of analyses (e.g. factor analysis); and
- (d) to provide graphical and pictorial representation of characteristics of the population or sub-sets of the population.

2. The material is not to be used for any non-statistical purposes, or for commercial or financial gain without the express written permission of the Data Archive Manager. Examples of non-statistical purposes are:

- (a) transmitting or allowing access to the data in part or whole to any other person/Department/organisation not a party to this undertaking; and
- (b) attempting to match unit record data in whole or in part with any other information for the purposes of attempting to identify individuals.

3. Statistical tables, graphs etc. obtained from analysis of these data may be further disseminated provided that I / the Department /organisation:

- (a) acknowledge both the original depositors and the Australian Social Science Data Archive;
- (b) acknowledge another archive where the data file is made available through the Australian Social Science Data Archive by another archive; and
- (c) declare that those who carried out the original analysis and collection of the data bear no responsibility for the further analysis or interpretation of it.

4. Use of the material is solely at my / the Department's / the organisation's risk and I / the Department / the organisation indemnify The Australian National University and the Australian Social Science Data Archive.

5. The Australian National University and the Australian Social Science Data Archive shall not be held responsible for the accuracy and completeness of the material supplied.

6. [Where undertaking signed on behalf of a Department /organisation]

- (a) I must draw the terms and conditions of this undertaking to the attention of persons within my Department/organisation who shall make use of the material; and
- (b) The Australian National University and the Australian Social Science Data Archive shall not be held liable for any breach of this undertaking.