Request for access to SMICS data analytics

To assist the provision of timely, equitable and appropriate access to the Southern Melbourne Integrated Cancer Service's data analytics resource and expertise, please complete all the details below and email to smics.quality@monashhealth.org. Receipt of your request will be acknowledged by the SMICS Data Team. All requests for data are reviewed and prioritised each Thursday. A new expected date for return of the data will be communicated if it differs from the date requested on the form.

Name of requestor		Role/Title	
Organisation		Department/Unit	
Email		Contact phone	
Date of request		Requested due date for receipt of information	(ASAP is not accepted as a due date) Insert date: / /

Reason for request/Description of the project

☐ Service improvement project (data collection / audit components)

☐ New report design

☐ Data sharing request

☐ Quality and performance monitoring (data collection / audit components)

Please provide a detailed description of the request/project and its context

Please detail the purpose and objectives of the request/project *(eg to create audit lists for OCP projects; to understand the population of the SMICS catchment)*

How/where will the information be used? *(eg it will form part of an annual report; it will inform other projects, quality improvement work or reporting)*

What are the benefits or expected benefits of the request/project

Why is this request necessary for your organisation's function

Please detail other parties with whom this information will be shared, including their roles. What type of information will they be collecting or be given access to, and how will they disclose that information

Scope of privacy impact assessment

Please detail any public interest determinations, temporary public interest determinations, information usage arrangements or certifications in place under the Privacy and Data Protection Act 2014 related to the project

Please detail any other Privacy Impact Assessment (PIA) processes that have been undertaken that are relevant to the project; and where multiple parties are involved in the project, which parties are covered in the PIA process

Details of data request

Date range *(nb VAED inpatient data is available in financial years, VCR new diagnoses data is available in calendar years, ABS census data available refreshed every 5 years)*

Health service/s to be queried *(all SMICS member health services; Alfred Health; Cabrini Health; Monash Health; Peninsula Health; St John of God (Berwick); Calvary Bethlehem; Jessie McPherson Private Hospital; other ICS' health services)*

Tumour stream/s or site/s to be queried *(all tumour streams; bone & soft tissue; breast; central nervous system; colorectal; genitourinary; gynaecological; haematological; head & neck; lung; rare cancers; skin; thyroid & endocrine; upper gastrointestinal) OR (specific sites eg prostate, stomach, ovary)*

Other details to be queried *(eg population size; specific LGAs; procedures (including chemotherapy, but not radiotherapy); age ranges; ATSI status; country of birth; language details; length of stay)*

In what format would you like to receive the data? *eg raw data (Excel); graphs created; pivot tables created*

Stakeholder consultation

Please outline any internal and external stakeholder consultation that has been undertaken in relation to the project, and where relevant, please provide a summary of the outcomes of those consultations

Transfer and sharing of personal information

Will any personal information be shared outside of the organisation? *Describe:* • *what information will be shared;* • *with whom the information will be shared;* • *the frequency of the disclosure;* • *how the information will be shared; and* • *how the disclosure is authorised by either the PDP Act or other legislation.* *Identify whether any information sharing agreements are or will be in place.*	
Will any personal information be transferred outside Victoria? *Describe:* • *what information will be transferred* • *to whom the information will be transferred* • *in which jurisdiction the information will be stored* • *how the information will be transferred.* *Explain how the transfer is authorised by either the PDP Act or other legislation.*	

Please ensure all fields are complete. Missing information may delay your request being returned to you on time.