



ACT Health

Access to ACT Electoral Roll Information

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Endorsed by	Chief Health Officer
Audience	The Chief Health Officer; Office of the Chief Health Officer(OCHO), Public Health Protection and Regulation (PHPR), ACT Health; ACT Cancer Registry, ACT Health (contracted with the Cancer Institute NSW and NSW Central Cancer Registry); BreastScreen ACT, Canberra Health Services; and Epidemiology, Preventive and Population Health (PPH), ACT Health.
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Purpose

This procedure outlines the process for gaining access to, using, storing and disposing of ACT Electoral Roll information held by the Chief Health Officer. Section 4 of *Electoral Amendment Regulation 2013 (No 1)* gives prescribed authority to the Chief Health Officer to use information from the ACT Electoral Roll for the following prescribed purposes only, to:

- Maintain the cancer registry under the Public Health Regulation 2000, section 46;
- Contact women to offer breast cancer screening and prevention services; and
- Contacting people aged 45 to 49 years for health assessment.

Scope

This procedure pertains to:

- The Chief Health Officer;
- Office of the Chief Health Officer(OCHO), Public Health Protection and Regulation (PHPR), ACT Health;
- ACT Cancer Registry, ACT Health (contracted with the Cancer Institute NSW and NSW Central Cancer Registry);
- BreastScreen ACT, Canberra Health Services; and
- Epidemiology, Preventive and Population Health (PPH), ACT Health.

Roles and Responsibilities

There may be a requirement to outline the roles and responsibilities of positions or groups/branches undertaking any activity described in this document.

Position	Responsibility
Chief Health Officer	Ensure that compliance with obligations within their scope are being met and documented appropriately.
Office of the Chief Health Officer	Ensure timely processing and recording of all requests received
ACT Cancer Registry; BreastScreen ACT, Epidemiology	Maintain data sets in accordance with relevant legislation and procedures.

Procedure

Section 1 – Procedure Part 1 – Applying for Access and Approval

Applying for Access

1. To access and use the ACT Electoral Roll information, requesting parties are to complete and submit an electronic copy of the following documents to the Chief Health Officer (CHO), through the Office of the Chief Health Officer (OCHO), Public Health Protection and Regulation (PHPR) Division:
 - Attachment A - ACT Electoral Roll – (*Data Request and Conditions of Release*) form.
 - Attachment B - CHO request letter - ACT Electoral Roll. The letter must:
 - a) Quote the authority under which the request is being made;
 - b) State the purpose, under the legislation, that the request is being made (as listed above); and
 - c) Nominate an appropriate contact to receive the data; and
 - d) Attach a copy of the *Data Request and Conditions of Release* form.
2. OCHO will record all documents (Objective) and submit to the CHO.

Approval Process

1. The CHO will either approve; approve with conditions; or reject the application within 5 working days by signing the *Data Request and Conditions of Release* form.
2. If approved by the CHO, the *CHO request letter - ACT Electoral Roll* will be signed and sent to the ACT Electoral Commission (see below).

Section 2 – Procedure Part 2 – Accessing the Data

Accessing the Data

1. The CHO will forward the signed letter and *Data Request and Conditions of Release* form to the ACT Electoral Commissioner requesting a copy of the ACT electoral roll.
2. Elections ACT will provide a secure link to the nominated officer identified in the letter and *Data Request and Conditions of Release* form.
3. The requesting party will ONLY use the data according to the Conditions of Release. Data is not to be duplicated or copied in another electronic location.

Records Management

All Records must be managed in accordance with the Territory Records Act 2002 and ACTHD policy and procedures. Records to be kept on Objective.

Evaluation

Outcome Measures

- Data release processes followed.
- Conditions of data release complied with.
- No breaches of the relevant legislation.

Method

- Audit of data release process within 3 months of the end of each financial year by the OCHO and reported to the CHO.
- Relevant staff accountable for data release process through their job descriptions/business plans.

References and Related Documents

Policies

[ACT Health Data Release Policy](#)

Legislation

- *ACT Electoral Amendment Regulation 2013 (No 1)*
- *ACT Electoral Regulation 1993*
- *Public Health Regulation 2000, section 46*
- *Information Privacy Act 2014 (ACT)*

References

Section 4 of Electoral Amendment Regulation 2013 (No 1)

Definitions

Not applicable

Search Terms

Electoral Roll

Version Control

Version	Date	Comments
1.0 1	30 April 2021	Replaces DGD13-043
1.2	15 February 2023	Review and version update per publication request form

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Attachments

Attachment A: Request to access information from the ACT Electoral Roll

Data Release

Section 4 of Electoral Amendment Regulation 2013 (No 1) made under the Electorate Act 1992 gives prescribed authority to the Chief Health Officer to use information from the ACT Electoral Roll for three prescribed purposes.

Date of request:	
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Requestor's details:	
Name	
Position	
Section/Branch	
Phone:	
Email:	
Nominated Officer to receive data email	
Senior Director	
Senior Director approval	Signature:

Purpose of data request

- Maintaining the ACT Cancer Registry
- Contacting women to offer breast cancer screening and prevention services
- Contacting people aged 45 to 49 years for health assessment

Data Linkage

This data will be provided to the Centre for Health Record Linkage for data linkage.

Comments

Details of purpose of data request

Please provide details of the reason for the request to use the Electoral Roll data in this instance. Specifically, what it will be used for.

Data required (Check which items are required)

REQUIRED	FIELD NAME	Max Length	COMMENTS
<input type="checkbox"/>	Family Name	25	
<input type="checkbox"/>	Given Names	50	
<input type="checkbox"/>	Habitation Name	35	Part of the address; eg. Windsor Retirement Village
<input type="checkbox"/>	Building Level	9	

<input type="checkbox"/>	Unit No	20	<i>Eg Unit 17 Also includes RMB 7079, Lot 13E etc</i>
<input type="checkbox"/>	Street No	10	
<input type="checkbox"/>	Street Part	6	<i>eg. "A" in the address 9A Smith Street, Fitzroy</i>
<input type="checkbox"/>	Street Name	45	
<input type="checkbox"/>	Street Type	40	<i>includes Street Type suffix eg. Street North</i>
<input type="checkbox"/>	Placename	50	<i>Suburb name in full</i>
<input type="checkbox"/>	Postcode	15	
<input type="checkbox"/>	Postal Address Line 1	60	<i>Where an elector has a postal address different</i>
<input type="checkbox"/>	Postal Address Line 2	60	<i>from the entitlement address it will be included in</i>
<input type="checkbox"/>	Postal Address Line 3	60	<i>these three Fields.</i>
<input type="checkbox"/>	VEC Elector ID	8	<i>Numeric</i>
<input type="checkbox"/>	Date of Birth	10	<i>DD/MM/YYYY</i>
<input type="checkbox"/>	Gender	1	

Additional information or comments

If you have additional information or comments relevant to your data request please include these here.

Conditions of release of ACT Electoral Roll information

Section 4 of the Electoral Amendment Regulation 2013 (No 1) made under the Electorate Act 1992 gives prescribed authority to the Chief Health Officer to use information from the ACT Electoral Roll for prescribed purposes.

Recipient's details:

Name	
Position	
Section/Branch	
Phone:	
Email:	
Date of data release	

I hereby acknowledge that I am the recipient of the ACT Electoral Roll data supplied by the Chief Health Officer, ACT Health and that I am bound by the conditions set out below.

By signing this document, I confirm that I have submitted a completed *Request to access information from the ACT Electoral Roll form* to the Chief Health Officer, ACT Health and have been granted approval by the Chief Health Officer, ACT Health to access the data.

I acknowledge that all ACT Electoral Roll data is confidential and remains the prescribed authority of the Chief Health Officer, ACT Health and the property of the ACT Electoral Commission at all times.

General conditions

- Electoral roll data provided by the Chief Health Officer in response to a request must only be used for the prescribed purpose agreed to in the original request and in accordance with section 4, subsection (4) of the *Electoral Amendment Regulation 2013 (No 1)* which stipulates that a person or entity given roll information under subsection (3) may only use the information for the prescribed purpose.
- The data can be provided to the Centre for Health Records Linkage (CHeReL) for the purposes of data linkage
- The data will **not** be copied onto a network server or a local disk or printed. If the data is to be provided to CHeReL for data linkage purposes data will be transferred to the Centre for Health Record Linkage using their secure file upload facility.
- The recipient must guarantee the security and confidentiality of the data throughout the duration of their access. Acceptable secure storage includes storage on physically secure file servers that are configured in such a way that password protection is universally enforced.

- The recipient must not grant a third-party access to the data unless the third party has obtained written approval from the CHO, ACT Health, and signed a Conditions of Release of ACT Electoral Roll data form. *Section 4, subsection (3) of the Electoral Amendment Regulation 2013 (No 1) stipulates that the Chief Health Officer may give roll information to another person or entity if the only use of the information authorised by the Chief Health Officer is for the prescribed purpose under this section.*
- None of the data from the Electoral roll is to be published or appear in the public domain.
- The recipient must notify the CHO if they cease to occupy their position. Responsibility of the data will have to be transferred to the new occupant of the position.
- If there is a breach in these conditions, the recipient may be refused future access to data held by the CHO.
- The recipient of the data indemnifies and shall keep indemnified the Australian Capital Territory and its servants, officers, agents and contractors against any action, claim, suit, demand, damage, loss, expenses or liability (including costs on a solicitor and client basis) flowing from:
 - A breach by the recipient of the data of the conditions on which this data is released;
 - Any willful, negligent or unlawful act or omission of the recipient in connection with this data.

Specific conditions for BreastScreen ACT

Subject to the *Commonwealth of Australia Gazette (No. S 358, 1 December 1993)* section 5 of 'Guidelines for the conduct of public health screening programs with particular reference to privacy and the management of personal information' where the use of the Electoral roll is for the recruitment of participants for BreastScreen ACT:

- Participants are told of the source of the personal information, and that the use of the Electoral Roll data for this purpose is lawful;
- An explanation and further information on the use of the Electoral Roll is available on request;
- Measures are in place to ensure that the program complies with the wishes of individuals who do not wish participate in the screening program and /or do not wish to receive any further correspondence.

Additional condition(s)

Are additional conditions required for this particular data release?

- Yes If yes, please complete the below:
 No

Imposing entity:

Chief Health Officer

ACT Electoral Commissioner

Details:

Approval by Chief Health Officer

- Approved
- Approved with special conditions
- Not approved

Special conditions of approval:

Reason(s) request was not approved:

CHO signature	
Date	

Attachment B: CHO request letter- ACT Electoral Roll

NOTE: Please replicate below onto a clean ACT Health letter head

Mr Damian Cantwell
ACT Electoral Commissioner
Elections ACT
PO Box 272
Civic Square ACT 2608
elections@act.gov.au

Dear Mr Cantwell

RE: Request for access to data from the ACT Electoral Roll

I am writing to request access to data from the ACT electoral roll under Section 4 of *Electoral Amendment Regulation 2013 (No 1)* which gives prescribed authority to the Chief Health Officer to use information from the ACT Electoral Roll for specific prescribed purposes.

I request access for this information for the purpose of (delete that which is not applicable):

- Maintain the cancer registry under the Public Health Regulation 2000, section 46;
- Contact women to offer breast cancer screening and prevention services;
- Contacting people aged 45 to 49 years for health assessment.

Please find attached the signed *Data Request and Conditions of Release* form.

Once the data is available please notify (insert nominated contact name and email)

If you have any questions or concerns, please contact the Office of the Chief Health Officer (OCHO) ACTHealthOCHO@act.gov.au or phone 5124 9442.

Yours sincerely

Dr Kerryn Coleman
Chief Health Officer

[Click here to enter a date.](#)