Hints and Tips for Contact Officers and Users

&

Applying for CURFs - Step by Step

CONFIDENTIALISED

UNIT RECORD FILES

(CURFs)

28 October 2004
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Introduction

This booklet is a quick reference guide for CURF contact officers to assist them in providing access to CURFs to users within their organisations. The booklet also provides information for CURF users and Responsible Officers.

The role of the CURF contact officer is to liaise with the ABS CURF Management Unit (CMU) and CURF users to facilitate access to ABS CURFs. A CURF contact officer’s main responsibilities are:

- Arranging CURF Responsible Officer Application & Undertakings;
- Assisting users with CURF Individual User Application & Undertakings;
- Assisting with CURF Consultant Application & Undertakings;
- Distributing CURFs to users;
- Keeping CURFs secure;
- Maintaining a list of the organisation’s CURFs, and who’s using them;
- Undertaking CURF Annual Renewal Procedures; and
- Returning CURFs to the ABS, if applicable.

This booklet by no means covers every aspect of CURF administration. Please refer to the Access to ABS CURFs page on the ABS web site, or contact the CMU if you require any further information.
Applying for CURFs - Step by Step

If you are a CURF user:

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<tr>
<td>1.</td>
<td>Read the <em>Responsible Access to ABS CURFs Training Manual</em> available from the ABS web site.</td>
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<td>2.</td>
<td>Ask your organisation's CURF Contact Officer if your organisation has the particular CURF you want to use. A list of Contact Officers is available on the ABS web site.</td>
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<td>3.</td>
<td>If your organisation already has the CURF you want to use, download the <em>CURF Individual User Application and Undertaking Form</em> from the ABS web site and fill it out. You can apply for access to up to five CURFs on one form.</td>
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<td>4.</td>
<td>Forward your completed form to your organisation’s CURF contact officer to countersign and submit to the ABS CURF Management Unit for approval.</td>
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<td>5.</td>
<td>If your organisation doesn't have the CURF you want to use, your organisation's CURF contact officer can arrange a Responsible Officer organisational application for it. You will need to provide a completed Individual User Application and Undertaking Form to accompany the organisational application.</td>
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<td>6.</td>
<td>Upon approval, you will receive an email from the ABS notifying you that you can start using the CURF. Your organisation's CURF contact officer will provide you with a copy of the CURF on CD-ROM. If you have applied to access a CURF via the Remote Access Data Laboratory (RADL), you will also receive a letter containing a password to log on to the RADL.</td>
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Note: If you leave your organisation, you must not take copies of CURFs with you, or continue to access CURFs via the ABS RADL. If you wish to continue using particular CURFs after leaving an organisation, you must apply to access them through your new organisation. Please notify your organisation’s CURF contact officer if you are leaving the organisation, and return any copies of CURFs to him/her.
If you are a CURF Contact Officer:

Users will contact you to access CURFs. Each user must complete a *CURF Individual User Application and Undertaking Form* and have it approved by the ABS before s/he starts using a CURF.

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<td>1.</td>
<td>If a user asks to access a CURF your organisation already has, sign his/her application form (on page 4) and submit it to the ABS CURF Management Unit for approval.</td>
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<td>2.</td>
<td>The ABS will advise the user and you of the application's approval or non-approval by email, and return a photocopy of the application to you, which you should retain for your records and keep secure.</td>
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<td>3.</td>
<td>If the user has requested access to a CURF on CD-ROM, provide the user with a copy of the CD-ROM. Please do not provide original CD-ROMs to users. You must keep a record of which users have copies of CURFs.</td>
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<td>4.</td>
<td>If the user has requested access to a CURF via the ABS Remote Access Data Laboratory (RADL), you will receive a letter for the user containing a password to allow him/her to access the RADL. Please provide this letter to the user.</td>
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<tr>
<td>5.</td>
<td>If a user asks to access a CURF your organisation doesn't already have, download the <em>CURF Responsible Officer Application and Undertaking Form</em> from the ABS website, fill it out, have it signed by your organisation's Responsible Officer and submit it to the ABS CMU for approval, along with the users’ forms. You can apply for access to up to five CURFs on one Responsible Officer form.</td>
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<td>6.</td>
<td>Upon approval, the ABS CMU will send you an approval letter, copies of the approved Responsible Officer and Individual User Application and Undertaking forms and a CD-ROM of the CURF. If the CURF your organisation has requested is only available via the RADL, you will not receive a CD-ROM, but the user(s) will receive instructions on how to access the CURF via the RADL.</td>
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<td>7.</td>
<td>You should make copies of the CURF CD-ROM for users, but retain the original and keep it stored securely.</td>
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<td>8.</td>
<td>All forms submitted to the ABS for approval must be originals as they are legal documents. Faxed, emailed or photocopied forms will not be accepted.</td>
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**Note:** Once your organisation has a particular CURF, you do not need to submit another Responsible Officer Application and Undertaking for that CURF when a new user wants to use it.
If you are a CURF Responsible Officer:

Your organisation's CURF Contact Officer will contact you periodically when there has been a request from a user to access a CURF that your organisation does not already have. You will be asked to sign a Responsible Officer Application & Undertaking. In signing the Undertaking, you are agreeing that your organisation, and the users within your organisation, will comply with all ABS requirements pertaining to the release of CURFs.

1. Read the Responsible Access to ABS CURFs Training Manual and the CURF Responsible Officer Application and Undertaking Form thoroughly to ensure you have a full understanding of your organisation’s obligations and responsibilities.

2. Sign and have witnessed the CURF Responsible Officer Application & Undertaking Form on page 5.

3. Your organisation's CURF contact officer will submit the Application and Undertaking to the ABS for approval.

Your organisation will be advised in writing of the approval or non-approval of your organisation's application.
**CURF Use by Consultants**

Where an organisation does not have the expertise or resources to undertake a particular research project using a CURF that has been released to that organisation, the organisation may use a consultant from outside the organisation to do the work.

**If you are the consultant:**

1. Read the *Responsible Access to ABS CURFs Training Manual* available from the ABS website.
2. Download the *Consultant Application & Undertaking Form* from the ABS website, fill it out and send it to the ABS CMU. You can apply for access to as many as five CURFs on one form.

**If you are the person in the organisation who has engaged the consultant(s):**

1. Prepare a letter introducing the consultant(s) and detailing the nature and expected commencement and end dates of the consultancy project. You should list all the consultants who will be working on the project and all the CURFs they require. A sample letter is available from the ABS CMU upon request. Note: the letter does not need to be signed by your organisation’s Responsible Officer. If you are unsure as to who should sign the letter, please contact the ABS CMU.
2. Send the letter to the ABS CMU.
3. Inform your organisation’s CURF contact officer of the arrangements, as he/she needs to be aware of all CURFs released to your organisation, and to consultants working for your organisation.

Upon completion of the work, the consultant must return any CURF CD-ROMs provided for the consultancy to the ABS and/or relinquish access to the ABS Remote Access Data Laboratory. Should access to the CURFs be required for longer than the time originally specified, the consultant must request in writing an extension of time for access. Results from the work undertaken by the consultant remain the property of the organisation, not the consultant.

**Note:** the organisation engaging the consultant to undertake research must have the CURFs required for the consultancy.
Use of CURFs obtained under the ABS/AVCC CURF Agreement

CURFs obtained by university users under the ABS/AVCC CURF Agreement must be used for academic research and teaching purposes only. CURFs obtained under the Agreement must not be used for commercial or income-generating projects, or used in the course of any paid or non-paid consultation work. Should you wish to use CURFs for commercial purposes, you must purchase the data at the current recommended retail price.

If an organisation, such as a government department, asks you to undertake work using CURFs, you cannot use CURFs obtained under the Agreement to do that work. You must either purchase the required CURFs or enter into a consultancy arrangement with the organisation (see page 6 of this booklet).

If you are applying to access CURFs under the Agreement and are unsure whether your project is commercial, please contact the ABS CMU to discuss your project.
## Information about CURFs on the ABS web site

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<th>Web Page</th>
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| Access to ABS CURFs | • Information about applying  
• Application & Undertaking forms  
• CURF Management Unit newsletter  
• Responsible Access to ABS CURFs Training Manual  
• Guide to ABS CURF Usage Brochure  
• Information about penalties for breaching the CURF Undertaking  
• Pricing information  
• Information about overseas and sector access to CURFs  
• Information about annual renewal |
| About CURFs | • What are CURFs?  
• Explanation of Access Modes and Levels of Detail  
• CURF Promotional Brochure |
| About the Remote Access Data Laboratory (RADL) | • What is the RADL?  
• CURFs that can be accessed via the RADL  
• How to access the RADL  
• Getting started with the RADL  
• RADL User Guide  
• Log in to the RADL |
| List of Available CURFs | • List of all CURFs for which clients can apply, including prices. |
| List of CURFs Expected to be Released | • List of CURFs the ABS expects to release in the next six months. |
| List of CURF Responsible and Contact Officers | • Names and positions of CURF Responsible and Contact Officers in each organisation. |
| ABS/AVCC CURF Agreement | • Information about the agreement between the ABS and the Australian Vice-Chancellors’ Committee for access to CURFs by universities for academic research and teaching purposes. |
| Frequently Asked Questions | • Further information about applying for and using CURFs |
Contacting the ABS CURF Management Unit

Postal Address:
CURF Management Unit
Australian Bureau of Statistics
Locked Bag 10
Belconnen ACT 2616

Physical Address:
CURF Management Unit
Australian Bureau of Statistics
45 Benjamin Way
Belconnen ACT 2617

Telephone:
For CURF related enquiries: (02) 6252 5853
(02) 6252 5731
(02) 6252 7431
For RADL related enquiries: (02) 6252 5203
For CURF renewal enquiries: (02) 6252 6911

Fax:
(02) 6252 7102

Email:
curf.management@abs.gov.au
radl@abs.gov.au

Web Site:
www.abs.gov.au

From the ABS home page, select Services We Provide, then CURFs