

Supporting Resource 2b

TEMPLATE MEMORANDUM OF UNDERSTANDING TO SUPPORT SHARING OF GENDER-BASED VIOLENCE ADMINISTRATIVE DATA



This document is a TEMPLATE for a Memorandum of Understanding between agencies sharing gender-based violence (GBV) administrative data. You may find this helpful to draw on in preparing your own Memorandum of Understanding agreements. Information you will need to change to reflect your organisation/context is highlighted in yellow. You may delete this text box and logos as needed to prepare your Memorandum of Understanding.

[insert name of GBV database] MEMORANDUM OF UNDERSTANDING

between

[Agency providing data]

and

[Agency that will receive the data]

SUBJECT

This Memorandum of Understanding relates to the release of data detailed in Appendices 1 relating to incidents of GBV recorded by [agency providing data] to the [agency receiving data] for use in the *GBV administrative database*.



The [agency providing data]:

1. **will** provide data relating to incidents recorded by [agency providing data] to the [agency receiving data] for use in the *GBV administrative database*. "in confidence".
2. **warrants** that it has the right to release the data to the [agency receiving data] for use in the *GBV administrative database*.
3. **will** provide data relating to GBV incidents recorded by [agency providing data] to the [agency receiving data] for use in the *GBV administrative database*. Data will be provided in one of the following formats: Microsoft Excel, ascii .txt or .csv format and directly transferred from *Corporate Statistics*.
4. **will** provide data relating to incidents attended by [agency providing data] to the [agency receiving data] for use in the *GBV administrative database*, on an annual basis in relation to those financial years where data is readily available.
5. **will** comply with the Information Privacy Principles under the *[insert reference to any relevant privacy act]* in relation to GBV incidents recorded by [agency providing data] and provided to the [agency receiving data] for use in the *GBV administrative database*.
6. **will** provide data detailed in Appendix 1 to the [agency receiving data] for use in the *GBV administrative database*, as soon as practicable after the signing of this Memorandum of Understanding by the appropriate [agency providing data] and the [agency receiving data] authorities.

The [agency receiving data]:

7. **will not** publish any reports in relation to the *GBV administrative database*, where data relating to GBV incidents recorded by [agency providing data] has been detailed or referred to until an authorised representative of [agency providing data] has provided permission for this data to be referred to in such reports.
8. **will** provide [agency providing data] with copies of all reports published by the [agency receiving data] in relation to the *GBV administrative database*, in which data relating to GBV incidents recorded by [agency providing data] has been detailed or referred to.
9. **will** provide [agency providing data] with a list of all people and agencies that will directly receive a copy of any *special data request* produced by the [agency receiving data] in relation to the *GBV administrative database*.
10. **will not** provide data relating to GBV incidents recorded by [agency providing data] to any person not directly involved in the analysis of data or in database management other than data contained in reports that have been published by the [agency receiving data] as part of the *GBV administrative database*. Personnel involved in database maintenance will be required to sign a non-disclosure agreement
11. **will not** provide any other agency contributing to the *GBV administrative database*, with access to raw data relating to GBV incidents recorded by [agency providing data], or a summary of such data, other than that data contained in reports that have been published by the [agency receiving data] in relation to the *GBV administrative database*.
12. **will** refer all requests for raw and summary data relating to incidents attended by [agency providing data] to an authorised representative of [agency providing data], unless it is contained in reports that have been published by the [agency receiving data] in relation to the *GBV administrative database*.
13. **will** liaise directly with [agency providing data] regarding any issues that arise in relation to data relating to GBV incidents recorded by [agency providing data], and the provision of such data to the [agency receiving data].
14. **will not** become the owner of the data relating to GBV incidents recorded by [agency providing data] as a result of the data being provided for in the *GBV administrative database*. [agency providing data] will remain the sole owner of the data provided for inclusion in the *GBV administrative database*.
15. **will** comply with the *Information Privacy Principles* under the [insert reference to any relevant privacy act] in relation to data relating to GBV incidents recorded by [agency providing data] that has been provided for use in the *GBV administrative database*.
16. **will not** seek access to the data management system of [agency providing data] or allow any agency or individual to access data provided by [agency providing data], for use in the *GBV administrative database*, apart from authorised staff from the to the [agency receiving data].
17. **will** ensure that appropriate security policy is put in place and that all security measures stipulated within that policy are dutifully maintained in order to protect the data relating to GBV incidents recorded by [agency providing data].

COMMENCEMENT DATE

This Memorandum of Understanding will commence upon the date when both parties have signed this document.

REVIEW DATE

The continuation of this Memorandum of Understanding will be reviewed 18 months from the date when both parties have signed this document.

SIGNED BY:

[Name]
[Title]
[agency providing data]

Dated

[Name]
[Title]
[agency receiving data]

Dated

NOTE: This example is based on data collected by the police. Data items should be changed to match the data available from the agency providing data.

APPENDIX 1
Data extract approved for release to the
[agency receiving data]

Data fields taken from the [GBV Report]

Table 1 contains the details of data fields currently requested.

Table 1

Description
Report date
Report time
Member station
Committed time from
Committed date from
Notified time
Notified date
Was offender charged
Offence charged with as a result of incident
Victim age
Victim gender
Victim ethnicity
Victim indigenous status
Victim used interpreter
Postcode or location of where Victim resides
Offender age
Offender gender
Offender ethnicity appearance
Offender indigenous status
Offender used interpreter
Postcode or location of where offender resides
Who first notified police
Relationship between AFM and Offender
Number of children present (by age group)
How many previous police reports
Incident code classification
Indicate trend – describe the trend of violence
Is there an active intervention order?
Offender risk / vulnerabilities
Did police member apply for an intervention order? / who applied for intervention order?
Complaint and Warrant used?

Firearms / weapons / Hazards
Who was Threatened
Risk management strategy
Victim High Risk indicators
Victim's level of fear
Victim Risk / vulnerabilities
Relationship risk / vulnerabilities
Offender risk indicators
Cause of incident
Existing orders
Assessment of future risks
Holding powers used
GBV Safety Notice Used
Referrals made / advised

TEMPLATE