



Health

11<sup>th</sup> July 2023  
H23/37498-3

Ms Tracy Baylis  
Strategic Planning and Implementation Manager  
Australian Urban Research Infrastructure Network (AURIN)  
University of Melbourne

Dear Ms Baylis

I refer to your request for unit record data relating to NSW Admitted Patient Data Collection, NSW Emergency Department Data Collection, NSW Registry of Births, Deaths and Marriages – Death Registrations and NSW Cause of Death Unit Record File.

Under clause 16(2) of the Health Administration Regulation 2020, such epidemiological data may be released with my approval. I am pleased to advise that access to the data has been granted for the purpose of the project entitled 'Australian Urban Health Indicators (AusUrb-HI): Urban Heat, Liveability and Health study'.

This data release is subject to the conditions set out in the attached instrument of approval and I ask that you read these conditions carefully. Also attached is a confidentiality undertaking which will need to be completed and returned before the data are released.

Please return a scanned version of your signed confidentiality agreement to [MOH-CHeRel@health.nsw.gov.au](mailto:MOH-CHeRel@health.nsw.gov.au). Should you have any queries about the data release, please contact Carolyn Arico in the Centre for Health Record Linkage on 02 9859 5685.

Yours sincerely

**Michelle Cretikos**  
Executive Director, Centre for Epidemiology and Evidence

**NSW Ministry of Health**  
ABN 92 697 899 630

1 Reserve Road St Leonards NSW 2065  
Locked Mail Bag 961 North Sydney NSW 2059  
Tel. (02) 9391 9000 Fax. (02) 9391 9101  
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**HEALTH ADMINISTRATION REGULATION 2020**  
**APPROVAL UNDER CLAUSE 16(2) - DISCLOSURE OF INFORMATION**

I, **Michelle Cretikos**, Executive Director, Centre for Epidemiology and Evidence of the NSW Ministry of Health, pursuant to clause 16(2) of the Health Administration Regulation 2020, hereby approve the release of information described in Schedule 1 below, to Associate Professor Melanie Davern, Principal Research Fellow, Australian Urban Observatory (AUO), RMIT University, Ms Tracy Baylis, Strategic Planning and Implementation Manager, Australian Urban Research Infrastructure Network (AURIN), University of Melbourne and Professor David Preen, Chair in Population Health, School of Population and Global Health, University of Western Australia. The Information in Schedule 1 will be linked and is released subject to the following conditions:

1. the conditions listed in Schedule 2;
2. data will be stored on the Secure Unified Research Environment (SURE), and not on any portable devices including external drives, laptops or desktop computers; and
3. the NSW Ministry of Health or their representative will be permitted access to the relevant project materials for the purpose of audit as soon as it is reasonably possible upon request by the NSW Ministry of Health. Any such access is to take place at times mutually agreed, during business hours and subject to such reasonable conditions relating to occupational health and safety, security, and confidentiality as the Institution may require.

Signed this .....11th..... day of .....July ..... 2023



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**Michelle Cretikos**  
Executive Director, Centre for Epidemiology and Evidence

## **SCHEDULE 1**

De-identified unit record data as follows:

1. Records of the NSW Admitted Patient Data Collection, held by the NSW Ministry of Health, for patients of all ages that live in a major urban area in NSW and were admitted to hospital in NSW between 01 January 2016 to 31 December 2021 and any additional records that link to this cohort for the period 01 January 2006 to latest available, or link to the cohorts described in 2 or 3 in Schedule 1.
2. Records of the NSW Emergency Department Data Collection, held by the NSW Ministry of Health, for patients of all ages that live in a major urban area in NSW and presented to the emergency department in NSW between 01 January 2016 to 31 December 2021 and any additional records that link to this cohort for the period 01 January 2006 to latest available, or link to the cohorts described in 1 or 3 in Schedule 1.
3. Records of the NSW Registry of Births Deaths and Marriages – Death Registrations, held by the NSW Ministry of Health, for any people who were living in a major urban area in New South Wales at the time of death between 01 January 2016 to 31 December 2021 and any additional records that link to this cohort for the period 01 January 2006 to latest available, or link to the cohorts described in 1 or 2 in Schedule 1.
4. Records of the NSW Cause of Death Unit Record File, held by the NSW Ministry of Health, for the period 01 January 2006 to latest available, that link to the cohorts described in 1, 2 or 3 in Schedule 1.

Including the following variables:

- Project Person Number
- Variable listed in H23/37498-9

## **SCHEDULE 2**

### **CONDITIONS FOR DISCLOSURE OF INFORMATION**

1. The data are to be used only for the project entitled 'Australian Urban Health Indicators (AusUrb-HI): Urban Heat, Liveability and Health study';
2. the project is carried out in accordance with the approved ethics application and all subsequent amendments;
3. the data are to be kept in a secure physical and electronic environment that is accessible only by persons directly involved in the above project;
4. a confidentiality undertaking will be completed prior to the information being released;
5. the NSW Ministry of Health, is to be acknowledged in any publication or report that arises from the use of the data;
6. the data will not be matched with information on individuals from another source other than the datasets specified in the Schedule/s;
7. a copy of any publication or report is to be provided to the NSW Ministry of Health at least two weeks prior to public release, emailed to [moh-cee@health.nsw.gov.au](mailto:moh-cee@health.nsw.gov.au);
8. the data are to be destroyed after 7 years;
9. no information will be released with which it may be possible to identify an individual person;
10. individuals identified in the data are not to be personally identified in any publication or report;
11. this authority continues until and unless it has been revoked in writing;

#### **Additional conditions for use of linked data**

12. where record linkage was carried out by the Centre for Health Record Linkage, the Centre for Health Record Linkage is to be acknowledged in any publication, report or presentation that arises from the use of the data;

#### **Additional conditions for use of information about Aboriginal people**

13. the use of Aboriginal and Torres Strait Islander status is subject to the approval of the Aboriginal Health and Medical Research Council (AH&MRC) and AH&MRC Ethics Committee if one or more of the following apply:
  - Aboriginality is a key determinant
  - data collection is explicitly directed at Aboriginal peoples
  - Aboriginal peoples, as a group, are to be examined in the results
  - the information may have an impact on one or more Aboriginal communities
  - Aboriginal health funds are a source of funding.

#### **Additional conditions for use of Cause of Death Unit Record File (COD URF)**

14. a copy of any publication or report is to be provided to the Australian Coordinating Registry (ACR) for the COD URF at least two weeks prior to public release, emailed to [BDM.CODURF@justice.qld.gov.au](mailto:BDM.CODURF@justice.qld.gov.au);

15. any publication, report or data output will include:
  - a) the following source: "Source: Cause of Death Unit Record File held by the NSW Ministry of Health Secure Analytics for Population Health Research and Intelligence";
  - b) the following acknowledgement: "The Cause of Death Unit Record File (COD URF) is provided by the Australian Coordinating Registry for the COD URF on behalf of the NSW Registry of Births, Deaths and Marriages, NSW Coroner and the National Coronial Information System", and
  - c) any statistical tables, or figures derived from statistical tables, using records from the COD URF must not show cell counts less than five.
16. securely destroy the data and notify the ACR within the timeframe specified in the ethics application or earlier as to the destruction (unless approval for extension or indefinite retention has been provided by the ACR/data custodians). Notification should be to the ACR, emailed to [BDM.CODURF@justice.qld.gov.au](mailto:BDM.CODURF@justice.qld.gov.au), and to the NSW Ministry of Health, emailed to [moh-cee@health.nsw.gov.au](mailto:moh-cee@health.nsw.gov.au);
17. acknowledge that these conditions continue to apply after projects end and/or approvals expire and Investigators will comply with any audit processes required to check the compliance of these and any additional conditions of approval; and
18. acknowledge that a breach of any of these conditions may result in further data access being restricted or current access being revoked.

## CONFIDENTIALITY UNDERTAKING

I, Ms Tracy Baylis, Strategic Planning and Implementation Manager, Australian Urban Research Infrastructure Network (AURIN), University of Melbourne, understand that in receiving unit record data of the NSW Admitted Patient Data Collection, NSW Emergency Department Data Collection, NSW Registry of Births, Deaths and Marriages – Death Registrations and NSW Cause of Death Unit Record File for the project entitled 'Australian Urban Health Indicators (AusUrb-HI): Urban Heat, Liveability and Health study', I will have access to confidential data, which includes personal and health information in respect of individual persons.

I undertake strictly to preserve the confidentiality of these data and understand that the disclosure of information may constitute an offence under Section 22 of the Health Administration Act 1982 (attached). I understand that I must comply with the conditions described in the Approval Under Clause 16(2) - Disclosure Of Information.

I agree to ensure that any staff of University of Melbourne working on the above project are aware of the provisions of this Undertaking and the need to comply with them. I further agree that any report that is derived from the data will present information in an aggregate form only and that no personal information, or personal health information, will be included in any report.

**Signed:** Tracy Baylis  
in the presence of

**(Witness name):** Hao Chen

**(Witness signature):** Hao Chen

**(Witness position):** AusUrbHI Technical Lead

**Date:** 24/07/2023

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## Health Administration Act 1982 No 135

Current version for 8 January 2018 to date (accessed 9 August 2018 at 17:06)

Part 3 ► Section 22

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### 22 Disclosure of information

If a person discloses any information obtained in connection with the administration or execution of this Act or any other Act conferring or imposing responsibilities or functions on the Minister, Ministry, Health Secretary, Corporation or Foundation and the disclosure is not made:

- (a) with the consent of the person from whom the information was obtained,
- (b) in connection with the administration or execution of this Act or any such other Act,
- (c) for the purposes of any legal proceedings arising out of this Act or any such other Act or of any report of any such proceedings,
- (d) with other lawful excuse, or
- (e) in any other prescribed circumstances,

that person is guilty of an offence against this Act and, on conviction by a court of summary jurisdiction, liable to a penalty not exceeding 10 penalty units or to imprisonment for a term not exceeding 6 months.