



**MINISTRY OF SOCIAL
DEVELOPMENT**
TE HAKATU WHAKAHĀTO ORA

**Supply of Ministry of Social Development data to the
Integrated Data Infrastructure
Memorandum of Understanding**

Between

Stats NZ

and

Ministry of Social Development

To enable the supply of Ministry of Social Development information to the
Integrated Data Infrastructure

May 2018

SIGNATORIES

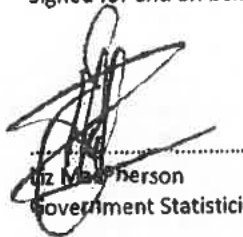
Signed for and on behalf of The Ministry of Social Development/ Te Manatū Whakahiato Ora



.....
Brendan Boyle
Chief Executive

Date 8/19/18

Signed for and on behalf of Stats NZ / Tatauranga Aotearoa



.....
Liz Matherson
Government Statistician/Chief Executive

Date 5/06/2018

Parties

1. The sovereign in right of New Zealand acting by and through the Chief Executive of the Ministry of Social Development ("the Ministry").
2. Stats NZ.

Interpretation

3. In the Memorandum, unless the context otherwise requires:

Identified Information	Means any data, statistics, or information described in the attached schedules.
Integrated Data Infrastructure (IDI)	Means a large research database containing microdata about people and households.
Main Body of the Memorandum	Means Parts 1, 2, 3, and 4 of the Memorandum.
Memorandum of Understanding (Memorandum)	Means the Memorandum of Understanding and all documents appended to it as Schedules and Appendices, and Memorandum has the corresponding meaning.
Official Statistics / Official Statistics System	Means statistics derived by government departments from statistical surveys, administrative and registration records, and other documents from which statistics are, or could be, derived and published.
Areas of common interest	Means those matters where each party contributes to a shared outcome or has a shared role or interest. This includes international agreements and cooperation and coordination across the wider government sector.

Purpose

4. The purpose of the Memorandum is to:
 - 4.1. provide a framework, and operating protocols, for the supply of MSD information to Stats NZ for use in the IDI
 - 4.2. promote cooperation and coordination between Stats NZ and MSD on areas of common interest; and
 - 4.3. provide a framework for a successful and enduring working relationship between the parties; and
 - 4.4. record the specific data sets to be provided to the IDI in a series of Schedules to the Memorandum.

Effect of this Memorandum

5. The Parties intention is for this Memorandum is to set out the overarching principles governing the cooperation between parties with the Schedules and Appendices detailing the specific

information sharing arrangements between the parties. The Schedules are regarded as part of the Memorandum and therefore should be read subject to the provisions of the Memorandum.

6. This Memorandum replaces all existing Memorandum and variations relating to the exchange of information between the Parties for use in the IDI.

Term

7. This Memorandum commences on the date it is signed by both Parties and continues in effect until terminated in accordance with clause 43.
8. Either party may request a review of the Memorandum.
9. The Memorandum may be varied in writing, and duly signed by the persons authorised to do so on behalf of Stats NZ and MSD.

Privacy Act 1993

10. The Parties will comply with the Privacy Act 1993 ("Privacy Act"), and all relevant Codes of Practice made under the Privacy Act at all times.

Management of the Relationship and Primary Contacts

11. Each party will nominate a Relationship Manager to act as that party's representative for managing the relationship between the parties, and other high-level issues. The Relationship Managers will be responsible for:

- 11.1. establishing and maintaining communication and understanding between the two parties; and
- 11.2. providing assistance in resolving any disputes between the parties.

12. In addition to nominating Relationship Managers, a Primary Contact will be nominated in each Schedule as signatory to that schedule and to act as the first point of contact in all matters relating to the work covered by that Schedule.

13. Where a Schedule is related to the exchange of identified information, Primary Contacts will be responsible for:

- 13.1. coordinating the supply and delivery of data and supporting material; and
- 13.2. notifying the other party of policy and systems changes at an operational level that may affect the supply or use of the data; and
- 13.3. discussing and resolving, in the first instance, any data quality issues; and
- 13.4. agreeing changes relating to the content and format of the data supplied and arrangements pertaining to supply and use.
- 13.5. advise each other, in writing, of any change of contact people.

Use and Publication of Information

14. Both parties agree that an exchange of identified information between the parties, and any subsequent use, release, or publication of that information must be undertaken in accordance with all relevant legislation including, but not limited to, the Statistics Act 1975, Official Information Act 1982, and the Privacy Act 1993.

15. Stats NZ will ensure that the data is de-identified before it is put into the IDI and access is controlled according to the requirements in the Schedules.

- 16.

17. Stats NZ agrees to consult with MSD before publishing Official Statistics derived from the operation of a Schedule to this Memorandum, where that data is relevant to MSD.
18. Both parties agree that provision of all MSD data to Stats NZ will occur in an agreed safe and secure manner.
19. Parties agree that all information released, whether in the form of official statistical or research outputs, will meet Stats NZ's confidentiality requirements.
20. For the avoidance of doubt, any intellectual property shared in accordance with this Memorandum belongs to the Crown, but its use by the Parties is governed by this Memorandum.
21. For the avoidance of doubt, the Parties confirm that they will not take any adverse action (as defined in section 97 of the Privacy Act) against any individual on the basis of the information exchanged under this memorandum.

Security of Information

22. All information supplied by the Ministry in accordance with this Memorandum (and any schedule) is confidential and will be supplied by way of secure encrypted exchange mechanism.
23. Each Party will ensure its contractors and employees handling any information for the purposes of any information exchange under this Memorandum will comply with the Privacy Act and any other applicable legislation relevant to each Party.
24. The parties will ensure that any specific security and confidentiality requirements will be set out in the Schedules to the Memorandum.
25. Stats NZ is the custodian of the IDI. Its access and use will be consistent with the Statistics Act 1975.

Costs

26. Any costs associated with the provision of data under the Memorandum will be described in the Schedules to the Memorandum.

Destruction and retention of information

27. The parties will ensure that any identified information provided under the Memorandum is subject to the Provisions of the Public Records Act 2005 and the Retention, Preservation and Disposal Statement as outlined in the Schedules to the Memorandum.

Dispute resolution

28. The parties will negotiate in good faith to resolve any disputes arising out of, or in relation, to the Memorandum. In the first instance, the relevant Primary Contacts will work together to identify the reasons for disagreement and what can be done to achieve agreement.
29. Where agreement cannot be reached, the issue will be escalated to the Relationship Managers, who will be asked to make judgements necessary to resolve the issue. If resolution is still not possible, the Government Statistician and the Chief Executive of MSD may be advised, and asked to work together to resolve the issue.
30. The obligations in this Memorandum concerning security, use and destruction of information shall remain in force notwithstanding any suspension or termination of this Memorandum.

Order of precedence

31. In the event that there is a conflict between the Main Body of the memorandum and any of the Schedules, the provisions of the Main Body of the Memorandum will take precedence over the Schedules unless specifically stated otherwise in the Main Body of the Memorandum.

Schedules to the Memorandum

32. Each exchange of information in accordance with this Memorandum will be detailed in a specific schedule.
33. New information to be exchanged under this Memorandum will be set out in a schedule and adding to this Memorandum by way of a variation agreed by both Parties.
34. The parties agree that from time to time they will develop protocols relating to specific procedures and activities involving the parties. These will be attached to the memorandum of understanding as Schedules. New agreements or protocols may supersede existing ones. All current agreements or protocols will be attached as Schedules.
35. New Schedules may be developed and added with approval from each party's senior management or their delegated staff.
36. Reviews, modifications or terminations of existing Schedules may be undertaken by the mutual agreement of the signatories to the Schedule. All changes must be notified to the senior management of the parties or their delegated staff, so that the master document can be amended.

Use of linked data

37. Stats NZ is responsible for making the linked dataset available to approved researchers for approved projects.
38. The linked data is to be used only for statistical or research purposes and, where applicable, a user of the data may also have obligations under the Tax Administration Act 1994. In the case of programme evaluations, the results produced may not be suitable for operational purposes such as informing funding decisions.
39. Both parties agree that the linked data may be made available to approved researchers for the purpose of undertaking programme evaluations. Programme evaluations may involve analysing outcomes for individuals who have participated in interventions provided by the issuing agency or third party providers such as training, courses, or other activities. Evaluations are generally designed to explore whether or not outcomes have been achieved, and participants may or may not be compared with a similar group that have not participated in the intervention.
40. Accordingly MSD consents, under Section 37A(a) of the Statistics Act 1975, to the linked data being used to perform programme evaluations and for the results of these evaluations being shared.
41. Where there is an intention to use results which may identify individual programme providers, it will also be necessary to get written consent from these individual programme provider(s). (Likewise individuals will not be identified without their consent.)
42. Requests by 3rd parties for the results of programme evaluations would be handled by the agency undertaking the evaluation (which may be subject to the Official Information Act).

Memorandum not binding

43. The parties acknowledge that the Memorandum is intended as a statement of mutually agreed intentions in relation to an area of interest. It is not intended to create legally enforceable rights or obligations.
44. However, the parties will act in good faith to observe and perform their obligations in accordance with the Memorandum. The provisions of the Memorandum are subject to any Government (or Board) direction or policy change.

Variation of Memorandum

45. This Memorandum may only be varied with the agreement of the Parties, and any such variation shall be set out in writing and signed by both Parties.

Termination of Memorandum

46. This Memorandum may be terminated at any time by agreement in writing between the Parties.

Released Under The Official Information Act 1982

[Internal MSD USE ONLY PAGE]

Schedules

(as of 2 March 2020)

**Supply of Ministry of Social Development data to the Integrated Data
Infrastructure Memorandum of Understanding**

Released Under The Official Information Act 1982

Memorandum of Understanding – Supply of Ministry of Social Development data to the Integrated Data Infrastructure

Schedule 1 – Supply of Benefits Dynamics Data

Purpose

1. The purpose of this Schedule is to define the process to provide the Integrated Data Infrastructure (IDI) with accurate and ongoing supply of Benefits Dynamics Data.
2. This schedule confirms the roles and responsibilities of Stats NZ and The Ministry of Social Development (The Ministry) within the above process.

Responsibilities of each party

3. Stats NZ's responsibilities are:

- 3.1. All servers, transfer and backup tapes are physically secured.
- 3.2. To receive and store datasets from The Ministry on dedicated IDI servers and provide the same security safeguards afforded any data collected by Stats NZ and in accordance with any legal / other constraints and any undertakings made to data providers.
- 3.3. Stats NZ will ensure that the private key to decrypt the data is secured and only released to authorised Stats NZ employees for purposes of decrypting The Ministry datasets.
- 3.4. To comply with the security provisions set out in this schedule.
- 3.5. To ensure that every employee of Stats NZ complies with and observes the provisions of the Statistics Act 1975 and in particular the provisions relating to confidentiality and the security of information.
- 3.6. To return the encrypted, password protected Iron Key containing the source data, once the data has been loaded, formatted and checked. This process will remain in place until such time as secure electronic transfer of the data can be established in its place.
- 3.7. Access to all identifiable ('raw') unit record data is restricted to Stats NZ employees who require this access for development of the project, for continued maintenance, and to investigate the use of administrative data to create official statistics.
- 3.8. Access to all de-identified ('clean') unit record data in IDI project data directories is restricted to Stats NZ employees who require this access for development of the project and for continued maintenance, to investigate the use of administrative data to create official statistics, and approved bona fide researchers approved by the Government Statistician.
- 3.9. To undertake the linking of the source datasets, through both exact and statistical matching.
- 3.10. To transform unique identifiers on the Integrated dataset prior to access by researchers.
- 3.11. To collate documentation on the linked dataset and make it available to users.

3.12. To make available the linked dataset for access by approved Stats NZ employees (including seconded external researchers) and bona fide researchers through the Stats NZ microdata access services.

3.13. To ensure that the IDI statistical dataset is used for statistical or research purposes only, as approved by the Government Statistician.

3.14. All information released, whether in the form of official statistical or research outputs, will be required to meet Stats NZ's confidentiality requirements.

3.15. To audit access to the data.

4. The Ministry's responsibilities are:

4.1. To provide Stats NZ with encrypted data, metadata, and lookups as described, in the manner and timeframe detailed in the Appendix to this Schedule 1.

4.2. To provide Stats NZ the necessary key or tool to decrypt the data separately from the data.

4.3. To nominate appropriate staff members and ensure they are available to answer any queries from Stats NZ concerning the content or quality of variables supplied.

4.4. To nominate appropriate staff members to create and maintain metadata documentation in collaboration with Stats NZ which will then be made available to current and prospective IDI researchers.

4.5. To notify Stats NZ of any changes to the data, processes, systems or timeframes, and to be aware of the impact of consistency on the dataset over time.

4.6. To comply with the security provisions set out in Schedule 1 and to provide confirmation to Stats NZ that it can and will comply with the security provisions.

5. Until secure electronic transfer of the data can be established,

5.1. The Ministry data will be written to a secure delivery device, and transferred to Stats NZ by personal pick up by nominated personnel from Stats NZ or The Ministry.

5.2. The passwords will not be written or carried with the data and no other stops will be made by the person carrying the data.

5.3. Data media will be returned in the same manner.

6. The parties will ensure that if there is a breach of the security or confidentiality requirements related to identified information set out in Schedule 1, the following actions are taken:

6.1. Each party must investigate and immediately notify the other party of any actual or suspected unauthorised use or disclosure of any identified information exchanged pursuant to Schedule 1; and

6.2. Where an investigation is undertaken under this clause by one party, the other party will provide the investigating party with reasonable assistance, and the investigating party will keep the other party informed of progress; and

6.3. If there has been a security breach, either party may suspend the operation of Schedule 1 by notice in writing to give the other party time to remedy the breach.

7. Use of The Ministry's data for evaluation purposes

- 7.1. The linked data is to be used only for statistical or research purposes and, where applicable, a user of the data may also have obligations under the Tax Administration Act 1994. In the case of programme evaluations, the results produced may not be suitable for operational purposes such as informing funding decisions.
- 7.2. Stats NZ and the Ministry agree that the linked data may be made available to approved researchers for the purpose of undertaking programme evaluations. Programme evaluations may involve analysing outcomes for individuals who have participated in interventions provided by The Ministry or third party providers such as training, courses, or other activities. Evaluations are generally designed to explore whether or not outcomes have been achieved, and participants may or may not be compared with a similar group that have not participated in the intervention.
- 7.3. Accordingly The Ministry consents, under Section 37A(a) of the Statistics Act 1975, to the linked data being used to perform programme evaluations and for the results of these evaluations being shared.
- 7.4. Where there is an intention to use results which may identify individual programme providers, it will also be necessary to get written consent from these individual programme provider(s). (Likewise individuals will not be identified without their consent.)
- 7.5. Requests by 3rd parties (agencies other than MSD and Stats NZ) for the results of programme evaluations would be handled by the agency undertaking the evaluation (which may be subject to the Official Information Act).

Signatories

Signed for and on behalf of The Ministry of Social Development/ Te Manatū Whakahiato Ora

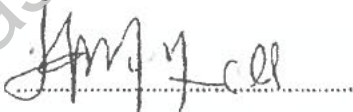


Date 4 / 7 / 18

Robert Brian Hodgson

General Manager, Insights MSD

Signed for and on behalf of Stats NZ / Tatauranga Aotearoa



Date 01 / 06 / 18

Anna McDowell

Senior Manager, Integrated Data Infrastructure

APPENDIX 1 BENEFITS DYNAMIC DATA

As at March 2018

List of tables to be supplied

	Table Name
1	bddsw
2	bddspel
3	bddptnr
4	bddchd
5	bddincp
6	bdddist
7	employment_assistance
8	education_history
9	first_tier_expenditure1
10	first_tier_expenditure2
11	second_tier_expenditure1
12	second_tier_expenditure2
13	second_tier_expenditure3
14	third_tier_expenditure
15	int_description
16	int_par_counter_events
17	int_client_varchar
18	int_client_varnum
19	address_history_cms
20	nd100100_grp_id_ident_clusters
21	nd85100_grp_id_ident_clusters
22	nd95100_grp_id_ident_clusters
23	nd100dy_grp_id_ident_clusters
24	nd100dm_grp_id_ident_clusters
25	nd100my_grp_id_ident_clusters
26	primary_identities
27	swnlrddid
28	ucvii_customer
29	ucvii_alias
30	ucvii_child_full
31	Summary tables containing codes listed in the Benefits Dynamics Dataset documentation

File format and delivery of data

File and delivery specifications	
Data Encryption	Data files will be written to a password-protected WINZIP library on a secure delivery device. The passwords will be supplied separately (i.e. via email).
Delivery media	Secure data delivery through a device to be delivered by personal hand delivery by nominated personnel, or through a business-to-business link, as agreed by MSD and Statistics NZ.
Delivery date	In January, April, July and October every year.
Frequency of data supply	Provided quarterly.
Period of data required	Full resupply of data going back to 1997.
File naming conventions	Standard MSD file naming conventions.
Data file format	SAS data set or tab delimited text files

Description of the data to be provided

Benefits Data

bddswnyymm

Column	Required	Data type	Length
SWN	Y	int	8
ETHNC		char	1
SEX		char	1
BTHDT		char	dd/mm/yyyy
IRDNO	Y	int	
CLIENT_ID		varchar	9
EDU_LEVEL_CODE		char	1
SGI_ADJ		tinyint	
UCVII_ETH1		char	2
UCVII_ETH2		char	2
UCVII_ETH3		char	2

bddspelyymm

Column	Required	Data type	Length
SWN		int	8
COMDT		char	dd/mm/yyyy
RSNCD		char	3
SERVF		char	3
SRVST		char	1
OLDCOMDT		char	dd/mm/yyyy
CHGDT		char	dd/mm/yyyy
SRTET		char	3
SPELL	Y	tinyint	
EVENT		char	3
JOBCD		char	2
ERNLST		decimal	13,2
LSTWKDT		char	dd/mm/yyyy
PREVPART	Y	char	2
SPELLFROM		char	dd/mm/yyyy
SPELLTO		char	dd/mm/yyyy
REGDT		char	dd/mm/yyyy
ADDITIONAL_SERVICE_DATA		char	5
PREWR3_SERVF		char	3

bddptnryymm

Name	Required	Data type	Length
PNSWN	Y	int	
PTNRFROM	Y	char	dd/mm/yyyy
SPELL	Y	tinyint	
PTNRTO		char	dd/mm/yyyy
SWN	Y	int	

bddchdyymm

Name	Required	Data type	Length
CHDOB		char	dd/mm/yyyy
SWN	Y	int	8
SPELL	Y	tinyint	
CHSWN	Y	int	
CHFROM	Y	char	dd/mm/yyyy
CHTO		char	dd/mm/yyyy

bddincpyymm

Name	Required	Data type	Length
INCPFROM	Y	char	dd/mm/yyyy
INCPTO		char	dd/mm/yyyy
SWN	Y	int	8
SPELL	Y	tinyint	
INCRSN		char	3
INCRSN95_1		char	3
INCRSN95_2		char	3
INCRSN95_3		char	3
INCRSN95_4		char	3
INCAPACITY		char	3

hdddistyymm

Name	Required	Data type	Length
DISTFROM	Y	char	dd/mm/yyyy
DISTTO		char	dd/mm/yyyy
SWN	Y	int	8
SPELL	Y	tinyint	
DIST		char	3

employment_assistance

Name	Required	Data type	Length
CLIENT_ID		int	
SWN		int	8
PROGRAMME_NAME		varchar	255
AMOUNT		decimal	13,2
PROVIDER_NAME	Y	varchar	255
PARTICIPATION_ED		char	dd/mm/yyyy
PARTICIPATION_SD	Y	char	dd/mm/yyyy
REFERRAL_DATE		char	dd/mm/yyyy
PROGRAMME_CODE		char	3
TEC_CLIENT_ID		int	

education_history

Name	Required	Data type	Length
SWN		int	8
EL_SD		char	dd/mm/yyyy
EL_ED		char	dd/mm/yyyy
EDUCATION		varchar	35

EDUCATIONCODE		char	1
EDUCATIONSCORE		smallint	

Income Support Expenditure Data

first_tier_expenditure

Column	Required	Data type	Length
swn	Y	int	8
serv_code	Y	char	3
srvst_code	Y	char	3
servf_code	Y	char	3
benefit_start_date	Y	date	ddmmmyyyy
benefit_end_date		date	ddmmmyyyy
daily_gross_rate	Y	decimal	8
daily_nettt_rate	Y	decimal	8
period_in_days	Y	int	8
audit_insert_datetime	Y	datetime	ddmmmyyyy: hh:mm:ss

second_tier_expenditure

Column	Required	Data type	Length
swn	Y	int	8
benefit_start_date	Y	date	ddmmmyyyy
benefit_end_date		date	ddmmmyyyy
srvst_code	Y	char	3
parent_serv_code	Y	char	8
servf_code		char	3
supplementary_serv_code	Y	char	8
daily_gross_rate	Y	decimal	8
daily_nettt_rate	Y	decimal	8
period_in_days		int	8
audit_insert_datetime	Y	datetime	ddmmmyyyy: hh:mm:ss
supplementary_source	Y	varchar	50

third_tier_expenditure

Column	Required	Data type	Length
ttp_group_number	Y	int	8
swn	Y	int	8
third_tier_payment_num	Y	int	8
decision_date	Y	date	ddmmmyyyy
application_date	Y	date	ddmmmyyyy
reference_dt	Y	datetime	ddmmmyyyy:

			hh:mm:ss
parent_benefit_service_code		char	3
lump_sum_type_service_code	Y	char	3
payment_reason_type	Y	char	3
payment_amount	Y	decimal	8
recoverable_yn	Y	char	1
recommending_usercode		char	8
recommending_csm		char	65
recommending_districtcode	Y	char	3
audit_insert_datetime	Y	datetime	ddmmmyyyy: hh:mm:ss

Participant Counterfactual Data

int_description

Column	Required	Data type	Length
int_id	Y	char	25
int_desc_var	Y	char	32
int_desc_label		char	260
int_desc_type		char	1
int_desc_char		char	260
int_desc_num		decimal	8

int_par_counter_events

Column	Required	Data type	Length
int_id	Y	char	25
client_id_type		char	10
client_id	Y	char	30
pc_group	Y	char	4
pc_groupsd		date	ddmmmyyyy
pc_grouped		date	ddmmmyyyy
profile_dt	Y	date	ddmmmyyyy

int_client_varchar

Column	Required	Data type	Length
int_id	Y	char	25
client_id_type		char	10
client_id	Y	char	30
pc_group	Y	char	4
profile_dt	Y	date	ddmmmyyyy
prfl_var_name		char	32
prfl_var_value		char	260

int_client_varnum

Column	Required	Data type	Length
int_id	Y	char	25
client_id_type		char	10
client_id	Y	char	30
pc_group	Y	char	4
profile_dt	Y	date	ddmmmyyyy
prfl_var_name		char	32
prfl_var_value		decimal	8

Work and Income Address History Data

address_history_cms

Column	Required	Data type	Length
composite_address_history_id		Char	32
current_unique_identity_id		Char	32
system_prsn_id_value		Char	50
composite_cd_id		Char	32
address_source		Char	3
cad_address_id		Num	8
start_dt		Datetime	20
end_dt		Datetime	20
source_address_line_1		Char	60
source_address_line_2		Char	60
source_address_line_3		Char	60
source_suburb		Char	60
source_city		Char	60
source_post_code		Char	60
address_type		Char	32
data_extracted_date		Date	9

Client Identity Data

nd100100_grp_id_ident_clusters

Column	Required	Data type	Length
unique_cluster_key	Y	char	30
cluster_counter		char	3
identity_id_<n>		char	30

nd85100_grp_id_ident_clusters

Column	Required	Data type	Length
unique_cluster_key	Y	char	30
cluster_counter		char	3
identity_id_<n>		char	30

nd95100_grp_id_ident_clusters

Column	Required	Data type	Length
unique_cluster_key	Y	char	30
cluster_counter		char	3
identity_id_<n>		char	30

nd100dy_grp_id_ident_clusters

Column	Required	Data type	Length
unique_cluster_key	Y	char	30
cluster_counter		char	3
identity_id_<n>		char	30

nd100dm_grp_id_ident_clusters

Column	Required	Data type	Length
unique_cluster_key	Y	char	30
cluster_counter		char	3
identity_id_<n>		char	30

nd100my_grp_id_ident_clusters

Column	Required	Data type	Length
unique_cluster_key	Y	char	30
cluster_counter		char	3
identity_id_<n>		char	30

primary_identities

Column	Required	Data type	Length
cms_current_swn		int	
cms_role_type		char	
identity_id	Y	char	30
source		char	3
identity_type		char	30
sourceid		int	8
sourceidc		char	30
nd100100_grp_id		int	8
nd95100_grp_id		int	8
nd85100_grp_id		int	8
nd100dy_grp_id		int	8
nd100my_grp_id		int	8
nd100dm_grp_id		int	8
preferred		char	1

swnirdid

Column	Required	Data type	Length
swn	Y	int	8
irdno	Y	int	8

ucvii_customer

Column	Required	Data type	Length
cause_of_death		char	4
family_nm		char	30
given_nm		char	30
locked_record_yn		char	1
notification_type_id		char	4
other_given_name		char	60
party_id		int	8
birth_dt		date	ddmmmyyyy
death_dt		date	ddmmmyyyy
gender_ucvii		char	6
latest_filedate		datetime	ddmmmyyyy: hh:mm:ss
role_id		int	8
role_type		char	4
Swn	Y	int	8
current_unique_identity_id		char	32
cms_assoc_child_swn		int	

ucvii_alias

Column	Required	Data type	Length
cause_of_death		char	4
family_nm		char	30
given_nm		char	30
locked_record_yn		char	1
notification_type_id		char	4
other_given_name		char	60
party_id		int	8
birth_dt		date	ddmmmyyyy
death_dt		date	ddmmmyyyy
gender_ucvii		char	6
latest_filedate		datetime	ddmmmyyyy: hh:mm:ss
role_id		int	8
role_type		char	4
Swn	Y	int	8
current_unique_identity_id		char	32
cms_assoc_child_swn		int	

ucvii_child_full

Column	Required	Data type	Length
cause_of_death		char	4
family_nm		char	30
given_nm		char	30
locked_record_yn		char	1

other_given_name		char	60
party_id		int	8
birth_dt		date	ddmmmyyyy
death_dt		date	ddmmmyyyy
gender_ucvii		char	6
latest_filedate		datetime	ddmmmyyyy: hh:mm:ss
role_id		int	8
role_type		char	4
chswm	Y	int	8
current_unique_identity_id		char	32

List of look up files to supply

Files containing lookup codes:

	Table name
1	asd_code
2	benefit_rate_code
3	benefit_type_code
4	benefit_type_code2
5	benefit_type_code3
6	benefit_type_code4
7	cause_of_death
8	district_office_code
9	educ_level_code
10	end_study_status_code
11	ethnicity_code
12	event_code
13	incapacity_reason_code
14	incapacity_reason_code2
15	incapacity_reason_code3
16	incapacity_reason_code4
17	incapacity_reason_code5
18	incapacity_reason_code6
19	incapacity_reason_code7
20	incapacity_reason_code8
21	int_desc_type
22	job_occ_code
23	marital_code
24	payment_reason
25	pc_group
26	prfl_var_name
27	ranked_ethnic_code
28	reason_status_change_code
29	sex_code
30	sgi_code
31	ucv_role_type

Technical Contacts and Policy and Relationship Contacts

Technical Contacts	Policy and Relationship Contacts
For the Ministry of Social Development	
Section 9(2)(a) Manager Reporting – Insights MSD Phone: Section 9(2)(a) Mobile: Section 9(2)(a) Email: Section 9(2)(a) @msd.govt.nz	Robert Hodgson General Manager – Insights MSD Phone: Section 9(2)(a) Mobile: Section 9(2)(a) Email: Section 9(2)(a) @msd.govt.nz
For Stats NZ	
Section 9(2)(a) Acting Manager – Integrated Data Service Delivery Integrated Data Phone: Section 9(2)(a) Email: Section 9(2)(a) stats.govt.nz	Anna McDowell Senior Manager Integrated Data Phone: Section 9(2)(a) Email: Section 9(2)(a) @stats.govt.nz

Memorandum of Understanding – Supply of Ministry of Social Development data to the Integrated Data Infrastructure

Schedule 2 – Supply of Student Loans and Allowances data

Purpose

1. The purpose of this Schedule is to define the process to provide the Integrated Data Infrastructure (IDI) with accurate and ongoing supply of Student Loans and Allowances data.
2. This schedule confirms the roles and responsibilities of Stats NZ and The Ministry of Social Development (The Ministry) within the above process.

Responsibilities of each party

3. Stats NZ's responsibilities are:

- 3.1. All servers, transfer and backup tapes are physically secured.
- 3.2. To receive and store datasets from The Ministry on dedicated IDI servers and provide the same security safeguards afforded any data collected by Stats NZ and in accordance with any legal / other constraints and any undertakings made to data providers.
- 3.3. Stats NZ will ensure that the private key to decrypt the data is secured and only released to authorised Stats NZ employees for purposes of decrypting The Ministry datasets.
- 3.4. To comply with the security provisions set out in this schedule.
- 3.5. To ensure that every employee of Stats NZ complies with and observes the provisions of the Statistics Act 1975 and in particular the provisions relating to confidentiality and the security of information.
- 3.6. To return the encrypted, password protected Iron Key containing the source data, once the data has been loaded, formatted and checked. This process will remain in place until such time as secure electronic transfer of the data can be established in its place.
- 3.7. Access to all identifiable ('raw') unit record data is restricted to Stats NZ employees who require this access for development of the project, for continued maintenance, and to investigate the use of administrative data to create official statistics.
- 3.8. Access to all de-identified ('clean') unit record data in IDI project data directories is restricted to Stats NZ employees who require this access for development of the project and for continued maintenance, to investigate the use of administrative data to create official statistics, and approved bona fide researchers approved by the Government Statistician.
- 3.9. To undertake the linking of the source datasets, through both exact and statistical matching.
- 3.10. To transform unique identifiers on the integrated dataset prior to access by researchers.

- 3.11. To collate documentation on the linked dataset and make it available to users.
- 3.12. To make available the linked dataset for access by approved Stats NZ employees (including seconded external researchers) and bona fide researchers through the Stats NZ microdata access services.
- 3.13. To ensure that the IDI statistical dataset is used for statistical or research purposes only, as approved by the Government Statistician.
- 3.14. All information released, whether in the form of official statistical or research outputs, will be required to meet Stats NZ's confidentiality requirements.
- 3.15. To audit access to the data.

4. The Ministry's responsibilities are:

- 4.1. To provide Stats NZ with encrypted data, metadata, and lookups as described, in the manner and timeframe detailed in the Appendix to this Schedule 2.
- 4.2. To provide Stats NZ the necessary key or tool to decrypt the data separately from the data.
- 4.3. To nominate appropriate staff members and ensure they are available to answer any queries from Stats NZ concerning the content or quality of variables supplied.
- 4.4. To nominate appropriate staff members to create and maintain metadata documentation in collaboration with Stats NZ which will then be made available to current and prospective IDI researchers.
- 4.5. To notify Stats NZ of any changes to the data, processes, systems or timeframes, and to be aware of the impact of consistency on the dataset over time.
- 4.6. To comply with the security provisions set out in Schedule 2 and to provide confirmation to Stats NZ that it can and will comply with the security provisions.

5. Until secure electronic transfer of the data can be established,

- 5.1. The Ministry data will be written to a secure delivery device, and transferred to Stats NZ by personal pick up by nominated personnel from Stats NZ or The Ministry.
- 5.2. The passwords will not be written or carried with the data and no other stops will be made by the person carrying the data.
- 5.3. Data media will be returned in the same manner.

6. The parties will ensure that if there is a breach of the security or confidentiality requirements related to identified information set out in Schedule 2, the following actions are taken:

- 6.1. Each party must investigate and immediately notify the other party of any actual or suspected unauthorised use or disclosure of any identified information exchanged pursuant to Schedule 2; and
- 6.2. Where an investigation is undertaken under this clause by one party, the other party will provide the investigating party with reasonable assistance,

and the investigating party will keep the other party informed of progress;
and

- 6.3. If there has been a security breach, either party may suspend the operation of Schedule 2 by notice in writing to give the other party time to remedy the breach.

7. Use of The Ministry's data for evaluation purposes

- 7.1. The linked data is to be used only for statistical or research purposes and, where applicable, a user of the data may also have obligations under the Tax Administration Act 1994. In the case of programme evaluations, the results produced may not be suitable for operational purposes such as informing funding decisions.
- 7.2. Stats NZ and the Ministry agree that the linked data may be made available to approved researchers for the purpose of undertaking programme evaluations. Programme evaluations may involve analysing outcomes for individuals who have participated in interventions provided by The Ministry or third party providers such as training, courses, or other activities. Evaluations are generally designed to explore whether or not outcomes have been achieved, and participants may or may not be compared with a similar group that have not participated in the intervention.
- 7.3. Accordingly The Ministry consents, under Section 37A(a) of the Statistics Act 1975, to the linked data being used to perform programme evaluations and for the results of these evaluations being shared.
- 7.4. Where there is an intention to use results which may identify individual programme providers, it will also be necessary to get written consent from these individual programme provider(s). (Likewise individuals will not be identified without their consent.)
- 7.5. Requests by 3rd parties (agencies other than MSD and Stats NZ) for the results of programme evaluations would be handled by the agency undertaking the evaluation (which may be subject to the Official Information Act).

Signatories

Signed for and on behalf of The Ministry of Social Development/ Te Manatū Whakahiato Ora

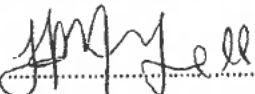


Date 12 / 7 / 18

Robert Brian Hodgson

General Manager, Insights MSD

Signed for and on behalf of Stats NZ / Tatauranga Aotearoa



Date 01 / 06 / 18

Anna McDowell

Senior Manager, Integrated Data Infrastructure

APPENDIX 2 Student Loans and Allowances

As at March 2018

List of tables to be supplied

	Table Name
1	Msd_match_live

File format and delivery of data

File and delivery specifications	
Data Encryption	Data files will be written to a password-protected WINZIP library on a secure delivery device. The passwords will be supplied separately (i.e. via email).
Delivery media	Secure data delivery through a device to be delivered by personal hand delivery by nominated personnel, or through a business-to-business link, as agreed by MSD and Stats NZ.
Delivery date	By 1 August every year.
Frequency of data supply	Provided annually.
Period of data required	Full resupply of data going back to 1997.
File naming conventions	Standard MSD file naming conventions.
Data file format	Tab delimited text files

Description of the data to be provided

Moe_match_live_yyyy

Name	Required	Data type	Length
Year	Y	smallint	4
SWN Number	Y	int	9
IRD Number	Y	int	9
Family Name	Y	varchar	30
First Name	Y	varchar	30
Middle Name		varchar	30
Date of Birth	Y	date	ddmmmyyyy
Gender	Y	char	1
Residential status	Y	char	1
Ethnicity1		char	5
Ethnicity2		char	5
Ethnicity3		char	5
Iwi-1		varchar	4
Iwi-2		varchar	4
Iwi-3		varchar	4
Iwi-4		varchar	4
Iwi-5		varchar	4
SL Provider ID1		char	4
SL Provider ID2		char	4
SL Provider ID3		char	4
SL Provider ID4		char	4
SL Provider ID5		char	4
SL Student ID1		varchar	10
SL Student ID2		varchar	10
SL Student ID3		varchar	10
SL Student ID4		varchar	10
SL Student ID5		varchar	10
SL NSCED 1		char	6
SL NSCED 2		char	6
SL NSCED 3		char	6
SL NSCED 4		char	6
SL NSCED 5		char	6
SL Study start		date	ddmmmyyyy
SL Study end		date	ddmmmyyyy
In prison	Y	char	1
Course fees		decimal	6,2
Course related cost		decimal	6,2
Living costs		decimal	6,2
Administration fee		decimal	6,2
Repayments		decimal	6,2
Fee Refunds		decimal	6,2
Total balance		decimal	6,2
Student allowance paid		decimal	6,2
Student allowance repaid		decimal	6,2
Accommodation benefit paid		decimal	6,2
Accommodation benefit repaid		decimal	6,2
A bursary paid		decimal	6,2

A bursary repaid		decimal	6,2
B bursary paid		decimal	6,2
B bursary repaid		decimal	6,2
Study locality		varchar	60
Study city		varchar	60
Study post code		varchar	4
Postal locality		varchar	60
Postal city		varchar	60
Postal post code		varchar	4
data_present_flag	Y	tinyint	1
Allowance type		varchar	30
Over 200 weeks		char	1
Residency date		date	ddmmmyyyy
Parentally income tested		char	1
Parents income 1		decimal	6,2
Parents income 2		decimal	6,2
SA number of studying siblings		tinyint	2
SA studying siblings abatement amount		decimal	6,2
Separated parents abatement amount		decimal	6,2
Single Income Family		char	1
Student income		decimal	6,2
Weeks of allowance		smallint	2
Number of partners		tinyint	2
Total partner income		decimal	6,2
Number of studying partners		tinyint	2
Step up paid		decimal	6,2
Step up repaid		decimal	6,2
Bonded merit paid		decimal	6,2
Bonded merit repaid		decimal	6,2
Top scholar paid		decimal	6,2
Top scholar repaid		decimal	6,2
TeachNZ paid		decimal	6,2
TeachNZ repaid		decimal	6,2
SA Provider		char	4
SA Student ID1		varchar	10
SA Student ID2		varchar	10
SA Student ID3		varchar	10
SA Student ID4		varchar	10
SA Student ID5		varchar	10
SA NSCED 1		char	6
SA NSCED 2		char	6
SA NSCED 3		char	6
SA NSCED 4		char	6
SA NSCED 5		char	6
SA Study start		date	ddmmmyyyy
SA Study end		date	ddmmmyyyy
SL Study Status		char	1

List of look up files to supply

Files containing lookup codes:

	Table name
1	allowance_code
2	ethnicity_code
3	ethnicity_codes_all
4	iwi
5	iwi_original
6	loan_transfer_reason
7	provider_code
8	qual_code
9	resident
10	study_status_code

Technical Contacts and Policy and Relationship Contacts

Technical Contacts	Policy and Relationship Contacts
For the Ministry of Social Development	
Section 9(2)(a) Manager Reporting – Insights MSD Phone: Section 9(2)(a) Mobile: Section 9(2)(a) Email: Section 9(2)(a) @msd.govt.nz	Robert Hodgson General Manager – Insights MSD Phone: Section 9(2)(a) Mobile: Section 9(2)(a) Email: Section 9(2)(a) @msd.govt.nz
For Stats NZ	
Section 9(2)(a) Acting Manager - Integrated Data Service Delivery Integrated Data Phone: Section 9(2)(a) Email: Section 9(2)(a) stats.govt.nz	Anna McDowell Senior Manager Integrated Data Phone: Section 9(2)(a) Email: Section 9(2)(a) @stats.govt.nz

Memorandum of Understanding – Supply of Ministry of Social Development data to the Integrated Data Infrastructure

Schedule 3 – Supply of Youth Services and Transitions data

Purpose

1. The purpose of this Schedule is to define the process to provide the Integrated Data Infrastructure (IDI) with accurate and ongoing supply of Youth Services and Transitions data.
2. This schedule confirms the roles and responsibilities of Stats NZ and The Ministry of Social Development (The Ministry) within the above process.

Responsibilities of each party

3. Stats NZ's responsibilities are:

- 3.1. All servers, transfer and backup tapes are physically secured.
- 3.2. To receive and store datasets from The Ministry on dedicated IDI servers and provide the same security safeguards afforded any data collected by Stats NZ and in accordance with any legal / other constraints and any undertakings made to data providers.
- 3.3. Stats NZ will ensure that the private key to decrypt the data is secured and only released to authorised Stats NZ employees for purposes of decrypting The Ministry datasets.
- 3.4. To comply with the security provisions set out in this schedule.
- 3.5. To ensure that every employee of Stats NZ complies with and observes the provisions of the Statistics Act 1975 and in particular the provisions relating to confidentiality and the security of information.
- 3.6. To return the encrypted, password protected Iron Key containing the source data, once the data has been loaded, formatted and checked. This process will remain in place until such time as secure electronic transfer of the data can be established in its place.
- 3.7. Access to all identifiable ('raw') unit record data is restricted to Stats NZ employees who require this access for development of the project, for continued maintenance, and to investigate the use of administrative data to create official statistics.
- 3.8. Access to all de-identified ('clean') unit record data in IDI project data directories is restricted to Stats NZ employees who require this access for development of the project and for continued maintenance, to investigate the use of administrative data to create official statistics, and approved bona fide researchers approved by the Government Statistician.
- 3.9. To undertake the linking of the source datasets, through both exact and statistical matching.
- 3.10. To transform unique identifiers on the integrated dataset prior to access by researchers.

- 3.11. To collate documentation on the linked dataset and make it available to users.
- 3.12. To make available the linked dataset for access by approved Stats NZ employees (including seconded external researchers) and bona fide researchers through the Stats NZ microdata access services.
- 3.13. To ensure that the IDI statistical dataset is used for statistical or research purposes only, as approved by the Government Statistician.
- 3.14. All information released, whether in the form of official statistical or research outputs, will be required to meet Stats NZ's confidentiality requirements.
- 3.15. To audit access to the data.

4. The Ministry's responsibilities are:

- 4.1. To provide Stats NZ with encrypted data, metadata, and lookups as described, in the manner and timeframe detailed in the Appendix to this Schedule 3.
- 4.2. To provide Stats NZ the necessary key or tool to decrypt the data separately from the data.
- 4.3. To nominate appropriate staff members and ensure they are available to answer any queries from Stats NZ concerning the content or quality of variables supplied.
- 4.4. To nominate appropriate staff members to create and maintain metadata documentation in collaboration with Stats NZ which will then be made available to current and prospective IDI researchers.
- 4.5. To notify Stats NZ of any changes to the data, processes, systems or timeframes, and to be aware of the impact of consistency on the dataset over time.
- 4.6. To comply with the security provisions set out in Schedule 3 and to provide confirmation to Stats NZ that it can and will comply with the security provisions.

5. Until secure electronic transfer of the data can be established,

- 5.1. The Ministry data will be written to a secure delivery device, and transferred to Stats NZ by personal pick up by nominated personnel from Stats NZ or The Ministry.
- 5.2. The passwords will not be written or carried with the data and no other stops will be made by the person carrying the data.
- 5.3. Data media will be returned in the same manner.

6. The parties will ensure that if there is a breach of the security or confidentiality requirements related to identified information set out in Schedule 3, the following actions are taken:

- 6.1. Each party must investigate and immediately notify the other party of any actual or suspected unauthorised use or disclosure of any identified information exchanged pursuant to Schedule 3; and
- 6.2. Where an investigation is undertaken under this clause by one party, the other party will provide the investigating party with reasonable assistance,

and the investigating party will keep the other party informed of progress;
and

6.3. If there has been a security breach, either party may suspend the operation of Schedule 3 by notice in writing to give the other party time to remedy the breach.

7. Use of The Ministry's data for evaluation purposes

- 7.1. The linked data is to be used only for statistical or research purposes and, where applicable, a user of the data may also have obligations under the Tax Administration Act 1994. In the case of programme evaluations, the results produced may not be suitable for operational purposes such as informing funding decisions.
- 7.2. Stats NZ and the Ministry agree that the linked data may be made available to approved researchers for the purpose of undertaking programme evaluations. Programme evaluations may involve analysing outcomes for individuals who have participated in interventions provided by The Ministry or third party providers such as training, courses, or other activities. Evaluations are generally designed to explore whether or not outcomes have been achieved, and participants may or may not be compared with a similar group that have not participated in the intervention.
- 7.3. Accordingly The Ministry consents, under Section 37A(a) of the Statistics Act 1975, to the linked data being used to perform programme evaluations and for the results of these evaluations being shared.
- 7.4. Where there is an intention to use results which may identify individual programme providers, it will also be necessary to get written consent from these individual programme provider(s). (Likewise individuals will not be identified without their consent.)
- 7.5. Requests by 3rd parties (agencies other than MSD and Stats NZ) for the results of programme evaluations would be handled by the agency undertaking the evaluation (which may be subject to the Official Information Act).

Signatories

Signed for and on behalf of The Ministry of Social Development/ Te Manatū Whakahiato Ora



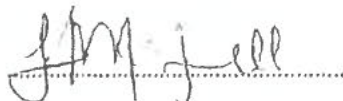
Date

4 / 7 / 18

Robert Brian Hodgson

General Manager, Insights MSD

Signed for and on behalf of Stats NZ / Tatauranga Aotearoa



Date

01 / 06 / 18

Anna McDowell

Senior Manager, Integrated Data Infrastructure

APPENDIX 3 Youth Services and Transitions

As at March 2018

List of tables to be supplied

	Table Name
1	MSD Youth Service Spells
2	MSD Youth Service NEET risk
3	MSD Youth Service clients
4	MSD Youth Service swns

File format and delivery of data

File and delivery specifications	
Data Encryption	Data files will be written to a password protected WINZIP library on a secure delivery device. The passwords will be supplied separately (i.e. via email).
Delivery media	Secure data delivery through a device to be delivered by personal hand delivery by nominated personnel, or through a business-to-business link, as agreed by MSD and Stats NZ.
Delivery date	In January, April, July and October every year.
Frequency of data supply	Provided quarterly.
Period of data required	Full resupply of data.
File naming conventions	Standard MSD file naming conventions.
Data file format	SAS data set or tab delimited text files
Further specifications	All mandatory fields contain no blanks, missing values have been left empty (no characters such as spaces or '.'), and all leading and trailing blanks have been removed.

Description of the data to be provided

msd_youthservice@spells

Column	Required	Data type	Length/Form at
Client_id		Character	30
Client_id_type		Character	4
Programme_name		Character	100
Programme_code		Character	10
Provider_name		Character	50
Participation_sd		Date	dd/mm/yyyy
Participation_ed		Date	dd/mm/yyyy
Extract_date		Date	dd/mm/yyyy

msd_youthservice_neetrisk

Column	Required	Data type	Length/Format
Client_id		Character	30
NEET_risk		Character	15
RiskScrModBy		Character	5
Risk_StartDate		Date	dd/mm/yyyy
Risk_EndDate		Date	dd/mm/yyyy
filedate		datetime	ddMMMyy:h h:mm:ss
repdate		datetime	ddMMMyy:h h:mm:ss
Extract_date		Date	dd/mm/yyyy

msd_youthserviceclients

Column	Required	Data type	Length/Format
Client_id		Character	30
Client_id_type		Character	4
DoB		Date	dd/mm/yyyy
Gender		Character	6
first_name		Character	200
middle_names		Character	200
family_name		Character	200
Extract_date		Date	dd/mm/yyyy

msd_youthservice_swms

Column	Required	Data type	Length/Format
Client_id		Character	30
swm		Integer	10
Extract_date		Date	dd/mm/yyyy

Technical Contacts and Policy and Relationship Contacts

Technical Contacts	Policy and Relationship Contacts
For the Ministry of Social Development	
Section 9(2)(a) Manager Reporting – Insights MSD Phone: Section 9(2)(a) Mobile: Section 9(2)(a) Email: Section 9(2)(a) @msd.govt.nz	Robert Hodgson General Manager – Insights MSD Phone: Section 9(2)(a) Mobile: Section 9(2)(a) Email: Section 9(2)(a) @msd.govt.nz
For Stats NZ	
Section 9(2)(a) Acting Manager - Integrated Data Service Delivery Integrated Data Phone: Section 9(2)(a) Email: Section 9(2)(a) @stats.govt.nz	Anna McDowell Senior Manager Integrated Data Phone: Section 9(2)(a) Email: Section 9(2)(a) @stats.govt.nz

Memorandum of Understanding – Supply of Ministry of Social Development data to the Integrated Data Infrastructure

Schedule 4 – Supply of MSD Housing data

Purpose

1. The purpose of this Schedule is to define the process to provide the Integrated Data Infrastructure (IDI) with accurate and ongoing supply of MSD Housing data.
2. This schedule confirms the roles and responsibilities of Stats NZ and The Ministry of Social Development (The Ministry) within the above process.

Responsibilities of each party

3. Stats NZ's responsibilities are:

- 3.1. All servers, transfer and backup tapes are physically secured.
- 3.2. To receive and store datasets from The Ministry on dedicated IDI servers and provide the same security safeguards afforded any data collected by Stats NZ and in accordance with any legal / other constraints and any undertakings made to data providers.
- 3.3. Stats NZ will ensure that the private key to decrypt the data is secured and only released to authorised Stats NZ employees for purposes of decrypting The Ministry datasets.
- 3.4. To comply with the security provisions set out in this schedule.
- 3.5. To ensure that every employee of Stats NZ complies with and observes the provisions of the Statistics Act 1975 and in particular the provisions relating to confidentiality and the security of information.
- 3.6. To return the encrypted, password protected Iron Key containing the source data, once the data has been loaded, formatted and checked. This process will remain in place until such time as secure electronic transfer of the data can be established in its place.
- 3.7. Access to all identifiable ('raw') unit record data is restricted to Stats NZ employees who require this access for development of the project, for continued maintenance, and to investigate the use of administrative data to create official statistics.
- 3.8. Access to all de-identified ('clean') unit record data in IDI project data directories is restricted to Stats NZ employees who require this access for development of the project and for continued maintenance, to investigate the use of administrative data to create official statistics, and approved bona fide researchers approved by the Government Statistician.
- 3.9. To undertake the linking of the source datasets, through both exact and statistical matching.
- 3.10. To transform unique identifiers on the integrated dataset prior to access by researchers.
- 3.11. To collate documentation on the linked dataset and make it available to users.

- 3.12. To make available the linked dataset for access by approved Stats NZ employees (including seconded external researchers) and bona fide researchers through the Stats NZ microdata access services.
- 3.13. To ensure that the IDI statistical dataset is used for statistical or research purposes only, as approved by the Government Statistician.
- 3.14. All information released, whether in the form of official statistical or research outputs, will be required to meet Stats NZ's confidentiality requirements.
- 3.15. To audit access to the data.

4. The Ministry's responsibilities are:

- 4.1. To provide Stats NZ with encrypted data, metadata, and lookups as described, in the manner and timeframe detailed in the Appendix to this Schedule 4.
- 4.2. To provide Stats NZ the necessary key or tool to decrypt the data separately from the data.
- 4.3. To nominate appropriate staff members and ensure they are available to answer any queries from Stats NZ concerning the content or quality of variables supplied.
- 4.4. To nominate appropriate staff members to create and maintain metadata documentation in collaboration with Stats NZ which will then be made available to current and prospective IDI researchers.
- 4.5. To notify Stats NZ of any changes to the data, processes, systems or timeframes, and to be aware of the impact of consistency on the dataset over time.
- 4.6. To comply with the security provisions set out in Schedule 4 and to provide confirmation to Stats NZ that it can and will comply with the security provisions.

5. Until secure electronic transfer of the data can be established,

- 5.1. The Ministry data will be written to a secure delivery device, and transferred to Stats NZ by personal pick up by nominated personnel from Stats NZ or The Ministry.
- 5.2. The passwords will not be written or carried with the data and no other steps will be made by the person carrying the data.
- 5.3. Data media will be returned in the same manner.

6. The parties will ensure that if there is a breach of the security or confidentiality requirements related to identified information set out in Schedule 4, the following actions are taken:

- 6.1. Each party must investigate and immediately notify the other party of any actual or suspected unauthorised use or disclosure of any identified information exchanged pursuant to this Schedule 4; and
- 6.2. Where an investigation is undertaken under this clause by one party, the other party will provide the investigating party with reasonable assistance, and the investigating party will keep the other party informed of progress; and

6.3. If there has been a security breach, either party may suspend the operation of Schedule 4 by notice in writing to give the other party time to remedy the breach.

7. Use of The Ministry's data for evaluation purposes

7.1. The linked data is to be used only for statistical or research purposes and, where applicable, a user of the data may also have obligations under the Tax Administration Act 1994. In the case of programme evaluations, the results produced may not be suitable for operational purposes such as informing funding decisions.

7.2. Stats NZ and the Ministry agree that the linked data may be made available to approved researchers for the purpose of undertaking programme evaluations. Programme evaluations may involve analysing outcomes for individuals who have participated in interventions provided by The Ministry or third party providers such as training, courses, or other activities. Evaluations are generally designed to explore whether or not outcomes have been achieved, and participants may or may not be compared with a similar group that have not participated in the intervention.

7.3. Accordingly The Ministry consents, under Section 37A(a) of the Statistics Act 1975, to the linked data being used to perform programme evaluations and for the results of these evaluations being shared.

7.4. Where there is an intention to use results which may identify individual programme providers, it will also be necessary to get written consent from these individual programme provider(s). (Likewise individuals will not be identified without their consent.)

7.5. Requests by 3rd parties (agencies other than MSD and Stats NZ) for the results of programme evaluations would be handled by the agency undertaking the evaluation (which may be subject to the Official Information Act).

Signatories

Signed for and on behalf of The Ministry of Social Development/ Te Manatū Whakahiato Ora

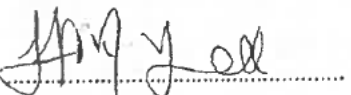


Date 12 / 7 / 18

Robert Brian Hodgson

General Manager, Insights MSD

Signed for and on behalf of Stats NZ / Tatauranga Aotearoa



Date 01 / 06 / 18

Anna McDowell

Senior Manager, Integrated Data Infrastructure

APPENDIX 4 MSD HOUSING DATA

As at March 2018

List of tables to be supplied

	Table Name
1	MSD_IDI_Housing_New_Applications
2	MSD_IDI_Housing_Transfer_Applications
3	MSD_IDI_Housing_New_Applications_Households
4	MSD_IDI_Housing_Transfer_Applications_Households
5	MSD_IDI_Housing_Exits_From_Register
6	MSD_IDI_Housing_Register_Snapshot
7	MSD_IDI_Housing_Register_Snapshot_Households
8	MSD_IDI_Housing_Tenancy_Snapshot
9	MSD_IDI_Housing_Tenancy_Snapshot_Households
10	MSD_IDI_Housing_Tenancy_Exits
11	MSD_IDI_Housing_Register_Status_Changes
12	MSD_IDI_Housing_Register_Status_Changes_Household

File format and delivery of data

File and delivery specifications	
Data Encryption	Data files will be written to a password-protected WINZIP library on a secure delivery device. The passwords will be supplied separately (i.e. via email).
Delivery media	Secure data delivery through a device to be delivered by personal hand delivery by nominated personnel, or through a business-to-business link, as agreed by MSD and Stats NZ.
Delivery date	In January, April, July and October every year.
Frequency of data supply	Provided quarterly.
Period of data required	Full resupply of data.
File naming conventions	Standard MSD file naming conventions.
Data file format	SAS data set or tab delimited text files

Description of the data to be provided

MSD_IDI_Housing_New_Applications

Variable	Data type	Length	Format	Label
Date_of_application	Varchar	9	ddmmmyyyy	Application date
Application_ID	Varchar	23		Caseid from CMS
Primary_applicant_swn	Numeric	9		Primary Applicant's SWN
Analysis_score_affordability	Numeric	1		Affordability Score
Analysis_Score_Adequacy	Numeric	1		Adequacy Score
Analysis_Score_Suitability	Numeric	1		Suitability Score
Analysis_Score_Sustainability	Numeric	1		Sustainability Score
Analysis_Score_Accessibility	Numeric	1		Accessibility Score
Analysis_Total_Score	Varchar	3		Overall Score -priority and postion
Main_Reason_Application	Varchar	100		Primary Reason for applying for housing
Household_Size	Numeric	3		Number of people including children in household
Current_Address_1	Varchar	60		Address line 1
Current_Address_2	Varchar	60		Address line 2
Current_Address_3	Varchar	60		Address line 3
Current_Address_4	Varchar	60		Address line 4
Current_Address_5	Varchar	60		Address line 5 (suburb)
Current_Address_6	Varchar	60		Address line 6 (city/town)
Current_Address_Postcode	Varchar	60		Address Postcode
Stated_Location_pref	Varchar	250		First 10 preferred locations
Bedroom_Required_Count	Numeric	8		Number of bedrooms Required
No_Particular_Pref	Varchar	1		Over 10

				Preferred locations Y/N
Household_Type	Varchar	60		Household Type

MSD_IDI_Housing_Transfer_Applications

Variable	Data type	Length	Format	Label
Date_of_application	Varchar	9	ddmmmyyyy	Application date
Application_ID	Varchar	23		CaseId from CMS
Primary_applicant_swn	Numeric	9		Primary Applicant's SWN
Analysis_score_affordability	Numeric	1		Affordability Score
Analysis_Score_Adequacy	Numeric	1		Adequacy Score
Analysis_Score_Suitability	Numeric	1		Suitability Score
Analysis_Score_Sustainability	Numeric	1		Sustainability Score
Analysis_Score_Accessibility	Numeric	1		Accessibility Score
Analysis_Total_Score	Varchar	3		Overall Score –priority and postion
Main_Reason_Application	Varchar	100		Primary Reason for applying for housing
Household_Size	Numeric	3		Number of people including children in household
Current_Address_1	Varchar	60		Address line 1
Current_Address_2	Varchar	60		Address line 2
Current_Address_3	Varchar	60		Address line 3
Current_Address_4	Varchar	60		Address line 4
Current_Address_5	Varchar	60		Address line 5 (suburb)
Current_Address_6	Varchar	60		Address line 6 (city/town)
Current_Address_Postcode	Varchar	60		Address Postcode
Stated_Location_pref	Varchar	250		First 10 preferred

				locations
Bedroom_Required_Count	Numeric	8		Number of bedrooms Required
No_Particular_Pref	Varchar	1		Over 10 Preferred locations Y/N
Household_Type	Varchar	60		Household Type

MSD_IDI_Housing_New_Applications_Households

Variable	Data type	Length	Format	Label
Application_ID	Varchar	23		Caseid from CMS
Primary_applicant	Numeric	9		Primary Applicant' s SWN
Household_Member_ID	Numeric	9		Households Member SWN
Forename	Varchar	100		Firs name
Surname	Varchar	100		Surname
Applicant_Relationship	Varchar	30		Role in Household
Date_of_Birth	Varchar	3	Ddmmmyyyy	Date of birth
Gender	Varchar	6		Gender
Ethnicity	Varchar	40		Ethnicity per STATS 2005
Signatory_Flag	Varchar	1		Signatory Y/N
Ethnc_Grp1_SNZ_Ind	Numeric	1		Ethnic Group 1 SNZ ind
Ethnc_Grp2_SNZ_Ind	Numeric	1		Ethnic Group 2 SNZ ind
Ethnc_Grp3_SNZ_Ind	Numeric	1		Ethnic Group 3 SNZ ind
Ethnc_Grp4_SNZ_Ind	Numeric	1		Ethnic Group 4 SNZ ind
Ethnc_Grp5_SNZ_Ind	Numeric	1		Ethnic Group 5 SNZ ind
Ethnc_Grp6_SNZ_Ind	Numeric	1		Ethnic Group 6 SNZ ind

MSD_IDI_Housing_Transfer_Applications_Households

Variable	Data	Length	Format	Label
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	Type			
Application_ID	Varchar	23		Caseid from CMS
Primary_applicant	Numeric	9		Primary Applicant' s SWN
Household_Member_ID	Numeric	9		Households Member SWN
Forename	Varchar	100		Firs name
Surname	Varchar	100		Surname
Applicant_Relationship	Varchar	30		Role in Household
Date_of_Birth	Varchar	3	Ddmmmyyyy	Date of birth
Gender	Varchar	6		Gender
Ethnicity	Varchar	40		Ethnicity per STATS 2005
Signatory_Flag	Varchar	1		Signatory Y/N
Ethnc_Grp1_SNZ_Ind	Numeric	1		Ethnic Group 1 SNZ ind
Ethnc_Grp2_SNZ_Ind	Numeric	1		Ethnic Group 2 SNZ ind
Ethnc_Grp3_SNZ_Ind	Numeric	1		Ethnic Group 3 SNZ ind
Ethnc_Grp4_SNZ_Ind	Numeric	1		Ethnic Group 4 SNZ ind
Ethnc_Grp5_SNZ_Ind	Numeric	1		Ethnic Group 5 SNZ ind
Ethnc_Grp6_SNZ_Ind	Numeric	1		Ethnic Group 6 SNZ ind

MSD_IDI_Housing_Exits_From_Register

Variable	Data Type	Length	Format	Label
Exit_date	Varchar	9	Ddmmmyyyy	Date exited from Register
Application_ID	Varchar	23		Caseid from CMS
Exit_Status_Text	Numeric	15		Exit status (one of Housed or Exit other
Exit_Reason_Text	Varchar	100		Reason for exit
House_UID	Varchar	100		Provider Property Reference
Priority	Varchar	1		Priority at exit
Register_startdate	Varchar	9	Ddmmmyyyy	Date came onto Register

MSD_IDI_Housing_Register_Snapshot

Variable	Data Type	Length	Format	Label
Date_of_snapshot	Varchar	9	ddmmmyyyy	Snapshot as at date
Application_ID	Varchar	23		Caseid from CMS
Primary_applicant_swn	Numeric	9		Primary Applicant' s SWN
Register_category	Varchar	10		Register Category – Transfer or Housing
Analysis_score_affordability	Numeric	1		Affordability Score
Analysis_Score_Adequacy	Numeric	1		Adequacy Score
Analysis_Score_Suitability	Numeric	1		Suitability Score
Analysis_Score_Sustainability	Numeric	1		Sustainability Score
Analysis_Score_Accessibility	Numeric	1		Accessibility Score

Analysis_Total_Score	Varchar	3		Overall Score—priority and position
Main_Reason_Application	Varchar	100		Primary Reason for applying for housing
Household_Size	Numeric	3		Number of people including children in household
Current_Address_1	Varchar	60		Address line 1
Current_Address_2	Varchar	60		Address line 2
Current_Address_3	Varchar	60		Address line 3
Current_Address_4	Varchar	60		Address line 4
Current_Address_5	Varchar	60		Address line 5 (suburb)
Current_Address_6	Varchar	60		Address line 6 (city/town)
Current_Address_Postcode	Varchar	60		Address Postcode
Easting	Numeric	15		Easting co-ordinate of Address (NZ MAP GRID)
Northing				Northing Co-ordinate of Address (NZ MAP GRID)
Stated_Location_pref	Varchar	250		First 10 preferred locations
Bedroom_Required_Count	Numeric	8		Number of bedrooms Required
No_Particular_Pref	Varchar	1		Over 10 Preferred locations Y/N
Household_Type	Varchar	60		Household Type

MSD_IDI_Housing_Register_Snapshot_Households

Variable	Data Type	Length	Format	Label
Date_of_snapshot	Varchar	9	ddmmmyyyy	Snapshot as at date
Application_ID	Varchar	23		Caseid from CMS
ID_primary_applicant	Numeric	9		Primary Applicant's SWN
Household_Member_ID	Numeric	9		Households Member SWN
Forename	Varchar	100		Firs name
Surname	Varchar	100		Surname
Applicant_Relationship	Varchar	30		Role in Household
Houshold_Member_SWN	Numeric	9		Households Member SWN
Date_of_Birth	Varchar	3	Ddmmmyyyy	Date of birth
Gender	Varchar	6		Gender
Ethnicity	Varchar	40		Ethnicity per STATS 2005
Signatory_Flag	Varchar	1		Signatory Y/N
Ethnc_Grp1_SNZ_Ind	Numeric	1		Ethnic Group 1 SNZ Ind
Ethnc_Grp2_SNZ_Ind	Numeric	1		Ethnic Group 2 SNZ ind
Ethnc_Grp3_SNZ_Ind	Numeric	1		Ethnic Group 3 SNZ ind
Ethnc_Grp4_SNZ_Ind	Numeric	1		Ethnic Group 4 SNZ ind
Ethnc_Grp5_SNZ_Ind	Numeric	1		Ethnic Group 5 SNZ ind
Ethnc_Grp6_SNZ_Ind	Numeric	1		Ethnic Group 6 SNZ ind

MSD_IDI_Housing_Tenancy_Snapshot

Variable	Data Type	Length	Format	Label
Date_of_snapshot	Varchar	9	ddmmmyyyy	Snapshot as at date
Application_ID	Varchar	23		Caseid from CMS
Primary_applicant_swn	Numeric	9		Primary Applicant' s SWN
Tenancy_reference	Varchar	10		Provider Tenancy Reference
Property Reference	Numeric	1		Provider Property Reference
Household_Size	Numeric	3		Number of people including children in household
Tenancy_Address_1	Varchar	60		Tenancy Address line 1
Tenancy_Address_2	Varchar	60		Tenancy Address line 2
Tenancy_Address_3	Varchar	60		Tenancy Address line 3
Tenancy_Address_4	Varchar	60		Tenancy Address line 4
Tenancy_Address_5	Varchar	60		Tenancy Address line 5 (suburb)
Tenancy_Address_6	Varchar	60		Tenancy Address line 6 (city/town)
Tenancy_Address_Postcode	Varchar	60		Tenancy Address Postcode
Easting	Numeric	15		Tenancy Easting co-ordinate of Address (NZ MAP GRID)
Northing	Numeric	15		Tenancy Northing Co-ordinate of Address(NZ MAP GRID)
Tenancy_start_date	Varchar	9	ddmmmyyyy	Date tenancy started
Bedroom_Required_Count	Numeric	8		Number of bedrooms Required
Provider_type	Varchar	100		Name of Provider
Household_Type	Varchar	60		Household Type
Assessable_income	Numeric	12	12.2	Assessable income
Income_related_rent	Numeric	12	12.2	Income Related Rent
Rent_charged	Numeric	12	12.2	Rent Charged
Market_Rent	Numeric	12	12.2	Market(Agreed) Rent
Income_related_rent_subsidy	Numeric	12	12.2	Derived income related rent subsidy

MSD_IDI_Housing_Tenancy_Snapshot_Households

Variable	Data Type	Length	Format	Label
Date_of_snapshot	Varchar	9	ddmmmyyyy	Snapshot as at date
Application_ID	Varchar	23		Caseid from CMS
ID_primary_applicant	Numeric	9		Primary Applicant' s SWN
Household_Member_ID	Numeric	9		Households Member SWN
Forename	Varchar	100		Firs name
Surname	Varchar	100		Surname
Applicant_Relationship	Varchar	30		Role in Household
Date_of_Birth	Varchar	3	Ddmmmyyyy	Date of birth
Gender	Varchar	6		Gender

Ethnicity	Varchar	40		Ethnicity per STATS 2005
Signatory_Flag	Varchar	1		Signatory Y/N
Ethnc_Grp1_SNZ_Ind	Numeric	1		Ethnic Group 1 SNZ ind
Ethnc_Grp2_SNZ_Ind	Numeric	1		Ethnic Group 2 SNZ ind
Ethnc_Grp3_SNZ_Ind	Numeric	1		Ethnic Group 3 SNZ ind
Ethnc_Grp4_SNZ_Ind	Numeric	1		Ethnic Group 4 SNZ ind
Ethnc_Grp5_SNZ_Ind	Numeric	1		Ethnic Group 5 SNZ ind
Ethnc_Grp6_SNZ_Ind	Numeric	1		Ethnic Group 6 SNZ ind

MSD_IDI_Housing_Tenancy_Exits

Variable	Data Type	Length	Format	Label
Exit_date	Varchar	9	Ddmmmyyyy	Date Tenancy was ended
Tenancy_reference	Varchar	10		Provider Tenancy Reference
Application_ID	Varchar	23		Caseid from CMS
Exit_Status_Text	Numeric	15		Exit status (one of Transfer or Exit All Social Housing)
Exit_Reason_Text	Varchar	100		Reason for exit
House_UID	Varchar	100		Provider Property Reference
Provider Name	Varchar	100		Provider type HNZ vs CHP

MSD_IDI_Housing_Register_Status_Changes

Variable	Data Type	Length	Format	Label
Change Date	Varchar	9	Ddmmmyyyy	Date status changed
Application_ID	Varchar	23		Caseid from CMS
Register_Status	Numeric	15		Status the register application changed to
Change_Reason_Text	Varchar	100		Reason for change
Priority	Varchar	1		Priority at change
Primary_applicant_swn	Numeric	9		Primary Applicant's SWN
Register_Category	Varchar	10		Register category – Transfer or Housing
Analysis_score_affordability	Numeric	1		Affordability Score
Analysis_Score_Adequacy	Numeric	1		Adequacy Score
Analysis_Score_Suitability	Numeric	1		Suitability Score
Analysis_Score_Sustainability	Numeric	1		Sustainability Score
Analysis_Score_Accessibility	Numeric	1		Accessibility Score
Analysis_Total_Score	Varchar	3		Overall Score –priority and postion
Main_Reason_Application	Varchar	100		Primary Reason for applying for housing
Household_Size	Numeric	3		Number of people including children in household
Current_Address_1	Varchar	60		Address line 1
Current_Address_2	Varchar	60		Address line 2

Current_Address_3	Varchar	60		Address line 3
Current_Address_4	Varchar	60		Address line 4
Current_Address_5	Varchar	60		Address line 5 (suburb)
Current_Address_6	Varchar	60		Address line 6 (city/town)
Current_Address_Postcode	Varchar	60		Address Postcode
Easting	Numeric	15		Easting co-ordinate of Address (NZ MAP GRID)
Northing				Northing Co-ordinate of Address (NZ MAP GRID)
Stated_Location_pref	Varchar	250		First 10 preferred locations
Bedroom_Required_Count	Numeric	8		Number of bedrooms Required
No_Particular_Pref	Varchar	1		Over 10 Preferred locations Y/N
Household_Type	Varchar	60		Household Type

MSD_IDI_Housing_Register_Status_Changes_Household

Variable	Data Type	Length	Format	Label
Change Date	Varchar	9	Ddmmmyyyy	Date status changed
Application_ID	Varchar	23		Caseid from CMS
ID_Primary_applicant	Numeric	9		Primary Applicant' s SWN
Household_Member_ID	Numeric	9		Households Member SWN
Forename	Varchar	100		Firs name
Surname	Varchar	100		Surname
Applicant_Relationship	Varchar	30		Role in Household
Date_of_Birth	Varchar	3	Ddmmmyyyy	Date of birth
Gender	Varchar	6		Gender
Ethnicity	Varchar	40		Ethnicity per STATS 2005
Signatory_Flag	Varchar	1		Signatory Y/N
Ethnc_Grp1_SNZ_Ind	Numeric	1		Ethnic Group 1 SNZ ind
Ethnc_Grp2_SNZ_Ind	Numeric	1		Ethnic Group 2 SNZ ind
Ethnc_Grp3_SNZ_Ind	Numeric	1		Ethnic Group 3 SNZ ind
Ethnc_Grp4_SNZ_Ind	Numeric	1		Ethnic Group 4 SNZ ind
Ethnc_Grp5_SNZ_Ind	Numeric	1		Ethnic Group 5 SNZ ind
Ethnc_Grp6_SNZ_Ind	Numeric	1		Ethnic Group 6 SNZ ind

Technical Contacts and Policy and Relationship Contacts

Technical Contacts	Policy and Relationship Contacts
For the Ministry of Social Development	
Section 9(2)(a) Manager Reporting – Insights MSD Phone: Section 9(2)(a) Mobile: Section 9(2)(a) Email: Section 9(2)(a) @msd.govt.nz	Rob Hodgson General Manager - Insights MSD Phone: Section 9(2)(a) Mobile: Section 9(2)(a) Email: Section 9(2)(a) @msd.govt.nz
For Stats NZ	
Section 9(2)(a) Acting Manager - Integrated Data Service Delivery Integrated Data Phone: Section 9(2)(a) Email: Section 9(2)(a) @stats.govt.nz	Anna McDowell Senior Manager Integrated Data Phone: Section 9(2)(a) Email: Section 9(2)(a) @stats.govt.nz

Memorandum of Understanding – Supply of Ministry of Social Development data to the Integrated Data Infrastructure

Schedule 5 – Supply of Community Finance Initiative Data

Purpose

1. The purpose of this Schedule is to define the process to provide the Integrated Data Infrastructure (IDI) with accurate and one-off supply of Community Finance Initiative Data.
2. This schedule confirms the roles and responsibilities of Stats NZ and The Ministry of Social Development (The Ministry) within the above process.

Responsibilities of each party

3. Stats NZ's responsibilities are:

- 3.1. All servers, transfer and backup tapes are physically secured.
- 3.2. To receive and store datasets from The Ministry on dedicated IDI servers and provide the same security safeguards afforded any data collected by Stats NZ and in accordance with any legal / other constraints and any undertakings made to data providers.
- 3.3. Stats NZ will ensure that the private key to decrypt the data is secured and only released to authorised Stats NZ employees for purposes of decrypting The Ministry datasets.
- 3.4. To comply with the security provisions set out in this schedule.
- 3.5. To ensure that every employee of Stats NZ complies with and observes the provisions of the Statistics Act 1975 and in particular the provisions relating to confidentiality and the security of information.
- 3.6. To return the encrypted, password protected Iron Key containing the source data, once the data has been loaded, formatted and checked. This process will remain in place until such time as secure electronic transfer of the data can be established in its place.
- 3.7. Access to all identifiable ('raw') unit record data is restricted to Stats NZ employees who require this access for development of the project, for continued maintenance, and to investigate the use of administrative data to create official statistics.
- 3.8. Access to all de-identified ('clean') unit record data in IDI project data directories is restricted to Stats NZ employees who require this access for development of the project and for continued maintenance, to investigate the use of administrative data to create official statistics, and approved bona fide researchers approved by the Government Statistician.
- 3.9. To undertake the linking of the source datasets, through both exact and statistical matching.
- 3.10. To transform unique identifiers on the integrated dataset prior to access by researchers.

- 3.11. To collate documentation on the linked dataset and make it available to users.
- 3.12. To make available the linked dataset for access by approved Stats NZ employees (including seconded external researchers) and bona fide researchers through the Stats NZ microdata access services.
- 3.13. To ensure that the IDI statistical dataset is used for statistical or research purposes only, as approved by the Government Statistician.
- 3.14. All information released, whether in the form of official statistical or research outputs, will be required to meet Stats NZ's confidentiality requirements.
- 3.15. To audit access to the data.

4. The Ministry's responsibilities are:

- 4.1. To provide Stats NZ with encrypted data, metadata, and lookups as described, in the manner and timeframe detailed in the Appendices to this Schedule 5.
- 4.2. To provide Stats NZ the necessary key or tool to decrypt the data separately from the data.
- 4.3. To nominate appropriate staff members and ensure they are available to answer any queries from Stats NZ concerning the content or quality of variables supplied.
- 4.4. To nominate appropriate staff members to create and maintain metadata documentation in collaboration with Stats NZ which will then be made available to current and prospective IDI researchers.
- 4.5. To notify Stats NZ of any changes to the data, processes, systems or timeframes, and to be aware of the impact of consistency on the dataset over time.
- 4.6. To comply with the security provisions set out in Schedule 5 and to provide confirmation to Stats NZ that it can and will comply with the security provisions.

5. Until secure electronic transfer of the data can be established,

- 5.1. The Ministry data will be written to a secure delivery device, and transferred to Stats NZ by personal pick up by nominated personnel from Stats NZ or The Ministry.
- 5.2. The passwords will not be written or carried with the data and no other stops will be made by the person carrying the data.
- 5.3. Data media will be returned in the same manner.

6. The parties will ensure that if there is a breach of the security or confidentiality requirements related to identified information set out in Schedule 5, the following actions are taken:

- 6.1. Each party must investigate and immediately notify the other party of any actual or suspected unauthorised use or disclosure of any identified information exchanged pursuant to this Schedule 5; and
- 6.2. Where an investigation is undertaken under this clause by one party, the other party will provide the investigating party with reasonable assistance,

and the investigating party will keep the other party informed of progress;
and

6.3. If there has been a security breach, either party may suspend the operation of this Schedule 5 by notice in writing to give the other party time to remedy the breach.

7. Use of The Ministry's data for evaluation purposes

7.1. The linked data is to be used only for statistical or research purposes and, where applicable, a user of the data may also have obligations under the Tax Administration Act 1994. In the case of programme evaluations, the results produced may not be suitable for operational purposes such as informing funding decisions.

7.2. Stats NZ and the Ministry agree that the linked data may be made available to approved researchers for the purpose of undertaking programme evaluations. Programme evaluations may involve analysing outcomes for individuals who have participated in interventions provided by The Ministry or third party providers such as training, courses, or other activities. Evaluations are generally designed to explore whether or not outcomes have been achieved, and participants may or may not be compared with a similar group that have not participated in the intervention.

7.3. Accordingly The Ministry consents, under Section 37A(a) of the Statistics Act 1975, to the linked data being used to perform programme evaluations and for the results of these evaluations being shared.

7.4. Where there is an intention to use results which may identify individual programme providers, it will also be necessary to get written consent from these individual programme provider(s). (Likewise individuals will not be identified without their consent.)

7.5. Requests by 3rd parties (agencies other than MSD and Stats NZ) for the results of programme evaluations would be handled by the agency undertaking the evaluation (which may be subject to the Official Information Act).

Signatories

Signed for and on behalf of The Ministry of Social Development/ Te Manatū Whakahiato Ora

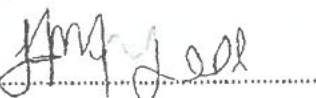


Date 12 / 2 / 18

Robert Brian Hodgson

General Manager, Insights MSD

Signed for and on behalf of Stats NZ / Tatauranga Aotearoa



Date 01 / 06 / 18

Anna McDowell

Senior Manager, Integrated Data Infrastructure

APPENDIX COMMUNITY FINANCE INITIATIVE DATA

As at March 2018

List of tables to be supplied

	Table Name
1	CFI as at 30NOV2017

File format and delivery of data

File and delivery specifications	
Data Encryption	Data files will be written to a password-protected WINZIP library on a secure delivery device. The passwords will be supplied separately (i.e. via email).
Delivery media	Secure data delivery through a device to be delivered by personal hand delivery by nominated personnel, or through a business-to-business link, as agreed by MSD and Statistics NZ.
Delivery date	One-off in March 2018.
Frequency of data supply	Provided as one-off.
Period of data required	Full supply of data going back three years.
File naming conventions	Standard MSD file naming conventions.
Data file format	SAS data set or tab delimited text files

Description of the data to be provided

Community Finance Initiative Data

CFI as at 30NOV2017

Column	Required	Data type	Length
SITE_NAME		char	255
PROGRAM_NAME		char	255
SAMIS_CODE		char	255
GENDER		char	255
COMMUNITY_SERVICES_CARD_NUMBER		char	255
CLIENT_NAME_FIRST		char	255
CLIENT_NAME_MIDDLE		char	255
CLIENT_NAME_LAST		char	255
OUTCOME_OF_INITIAL_INTERVIEW	Y	int	8
LOAN_STATUS		char	255
LOAN_DRAWN_DOWN		int	8
CLIENT_DATE_OF_BIRTH		datetime	20
FIRST_INTERVIEW_BOOKED_DATE		datetime	20
FIRST_INTERVIEW_ATTENDED_DATE	Y	datetime	20
DATE_APPLICATION_SENT		datetime	20
LOAN_RESULT_DATE		datetime	20
LOAN_AMOUNT_APPROVED		decimal	8
LOAN_AMOUNT_DRAWN_DOWN		decimal	8
LOAN_DRAWN_DOWN_DATE		datetime	20

Technical Contacts and Policy and Relationship Contacts

Technical Contacts	Policy and Relationship Contacts
For the Ministry of Social Development	
<p>Section 9(2)(a)</p> <p>Manager Reporting – Insights MSD</p> <p>Phone: Section 9(2)(a)</p> <p>Mobile: [REDACTED]</p> <p>Email: Section 9(2)(a) @msd.govt.nz</p>	<p>Robert Hodgson</p> <p>General Manager – Insights MSD</p> <p>Phone: Section 9(2)(a)</p> <p>Mobile: [REDACTED]</p> <p>Email: Section 9(2)(a) @msd.govt.nz</p>
For Stats NZ	
<p>Section 9(2)(a)</p> <p>Acting Manager - Integrated Data Service Delivery</p> <p>Integrated Data</p> <p>Phone: Section 9(2)(a)</p> <p>Email: Section 9(2)(a) @stats.govt.nz</p>	<p>Anna McDowell</p> <p>Senior Manager</p> <p>Integrated Data</p> <p>Phone: Section 9(2)(a)</p> <p>Email: Section 9(2)(a) @stats.govt.nz</p>

Memorandum of Understanding – Supply of Ministry of Social Development data to the Integrated Data Infrastructure

Schedule 6 – Debt Data

Purpose

1. The purpose of this Schedule is to define the process to provide the Integrated Data Infrastructure (IDI) with a one-off supply of MSD debt data.
2. This Schedule confirms the roles and responsibilities of Stats NZ and The Ministry of Social Development (The Ministry or MSD) within the above process.

Responsibilities of each party

3. Stats NZ's responsibilities are:

- 3.1. All servers, transfer and backup tapes are physically secured.
- 3.2. To receive and store datasets from The Ministry on dedicated IDI servers and provide the same security safeguards afforded any data collected by Stats NZ and in accordance with any legal / other constraints and any undertakings made to data providers.
- 3.3. Stats NZ will ensure that the private key to decrypt the data is secured and only released to authorised Stats NZ employees for purposes of decrypting The Ministry datasets.
- 3.4. To comply with the security provisions set out in this Schedule.
- 3.5. To ensure that every employee of Stats NZ complies with and observes the provisions of the Statistics Act 1975 and in particular the provisions relating to confidentiality and the security of information.
- 3.6. To ensure the secure transfer and storage of data is in accordance with the Ministry's standards, which will be at least as high as the current New Zealand Information Security Manual.
- 3.7. Access to all identifiable ('raw') unit record data is restricted to Stats NZ employees who require this access for development of the project, for continued maintenance, and to investigate the use of administrative data to create official statistics.
- 3.8. Access to all de-identified ('clean') unit record data in IDI project data directories is restricted to Stats NZ employees who require this access for development of the project and for continued maintenance, to investigate the use of administrative data to create official statistics, and approved bona fide researchers approved by the Government Statistician.
- 3.9. To undertake the linking of the source datasets, through both exact and statistical matching.
- 3.10. To transform unique identifiers on the integrated dataset prior to access by researchers.

- 3.11. To collate documentation on the linked dataset and make it available to users.
- 3.12. To make available the linked dataset for access by approved Stats NZ employees (including seconded external researchers) and bona fide researchers through the Stats NZ microdata access services.
- 3.13. To ensure that the IDI statistical dataset is used for statistical or research purposes only, as approved by the Government Statistician.
- 3.14. All information released, whether in the form of official statistical or research outputs, will be required to meet Stats NZ's confidentiality requirements.
- 3.15. To audit access to the data.

4. The Ministry's responsibilities are:

- 4.1. To provide Stats NZ with encrypted data, metadata, and lookups as described, in the manner and timeframe detailed in the Appendix to this Schedule.
- 4.2. To provide Stats NZ the necessary key or tool to decrypt the data separately from the data.
- 4.3. To nominate appropriate staff members and ensure they are available to answer any queries from Stats NZ concerning the content or quality of variables supplied.
- 4.4. To nominate appropriate staff members to create and maintain metadata documentation in collaboration with Stats NZ which will then be made available to current and prospective IDI researchers.
- 4.5. To notify Stats NZ of any changes to the data, processes, systems or timeframes, and to be aware of the impact of consistency on the dataset over time.
- 4.6. To comply with the security provisions set out in this Schedule and to provide confirmation to Stats NZ that it can and will comply with the security provisions.
- 4.7. To ensure the secure transfer and storage of data is in accordance with Stats NZ standards, which will be at least as high as the current New Zealand Information Security Manual.

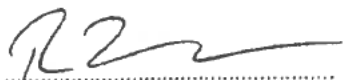
5. If the alternative method of transmission of the MSD-approved device is used (as specified in the Appendix to this Schedule):

- 5.1. The Ministry data will be written to a secure delivery device and transferred to Stats NZ by personal pick up by nominated personnel from Stats NZ or The Ministry.
- 5.2. The passwords will not be written or carried with the data and no other stops will be made by the person carrying the data. In the case of hand delivery of the Encrypted USB, email (Seemail) or Text message is allowed.

- 5.3. Data media will be returned in the same manner to The Ministry (i.e., if used, to return the MSD-approved device containing the source data, once the data has been loaded, formatted and checked).
6. The parties will ensure that if there is a breach of the security or confidentiality requirements related to Identified information set out in this Schedule, the following actions are taken:
- 6.1. Each party must investigate and immediately notify the other party of any actual or suspected unauthorised use or disclosure of any Identified information exchanged pursuant to this Schedule; and
 - 6.2. Where an investigation is undertaken under this clause by one party, the other party will provide the investigating party with reasonable assistance, and the investigating party will keep the other party informed of progress; and
 - 6.3. If there has been a security breach, either party may suspend the operation of this Schedule by notice in writing to give the other party time to remedy the breach.
7. Use of The Ministry's data for evaluation purposes
- 7.1. The linked data is to be used only for statistical or research purposes and, where applicable, a user of the data may also have obligations under the Tax Administration Act 1994. In the case of programme evaluations, the results produced may not be suitable for operational purposes such as informing funding decisions.
 - 7.2. Stats NZ and the Ministry agree that the linked data may be made available to approved researchers for the purpose of undertaking programme evaluations. Programme evaluations may involve analysing outcomes for individuals who have participated in interventions provided by The Ministry or third party providers such as training, courses, or other activities. Evaluations are generally designed to explore whether or not outcomes have been achieved, and participants may or may not be compared with a similar group that have not participated in the intervention.
 - 7.3. Accordingly, the Ministry consents, under Section 37A(a) of the Statistics Act 1975, to the linked data being used to perform programme evaluations and for the results of these evaluations being shared.
 - 7.4. Where there is an intention to use results which may identify individual programme providers, it will also be necessary to get written consent from these individual programme provider(s). (Likewise individuals will not be identified without their consent.)
 - 7.5. Requests by 3rd parties (agencies other than MSD and Stats NZ) for the results of programme evaluations would be handled by the agency undertaking the evaluation (which may be subject to the Official Information Act).

Signatories

Signed for and on behalf of The Ministry of Social Development/ Te Manatū Whakahiato Ora

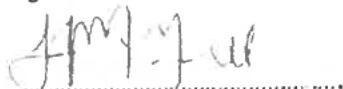


Date 11 / 2 / 20

Robert Brian Hodgson

General Manager, Insights MSD

Signed for and on behalf of Stats NZ / Tatauranga Aotearoa



Date 17 / 2 / 20

Anna McDowell

Senior Manager, Integrated Data Infrastructure

APPENDIX 6 DEBT DATA

As at January 2020

List of tables to be supplied

	Table Name
1	msd_debt_data_2009_2019

File format and delivery of data

File and delivery specifications	
Data Encryption	<p>To comply with the Ministry and Stats NZ standards.</p> <p>sFTP - The sFTP servers used to transfer information must have valid accreditation from the respective agency and use configuration as agreed by MSD and Stats NZ. Data must be encrypted in transit.</p> <p>Alternative Method - If the MSD-approved device is used as an alternative method, any data files will be written to a password-protected WINZIP library on a secure delivery device. The passwords will be supplied separately via a method accredited by MSD and Stats NZ.</p>
Delivery media	<p>To comply with the Ministry and Stats NZ standards.</p> <p>sFTP - The delivery method of sFTP will be as agreed by MSD and Stats NZ.</p> <p>Alternative Method - If the MSD-approved device is used as an alternative method then the device to be hand delivered by nominated personnel.</p>
Delivery date	First Quarter 2020
Frequency of data supply	One Off Supply
Period of data required	Full supply of data going back to 2009
File naming conventions	Standard MSD file naming conventions
Data file format	SAS data set or tab delimited text files
Further specifications	The data has been designated as IN CONFIDENCE so should be handled according to this classification

Description of the data to be provided

Debt Data

msd_debt_data_2009_2019

Variable	Data type	Length	Format
client_id	Numeric	9	
debt_id	Numeric	9	
debt_as_at_date	Date		YYYY-MM-DD
amount_incurred	Numeric	8	\$x.xx
amount_repaid	Numeric	8	\$x.xx
amount_written_off	Numeric	8	\$x.xx

List of look up files to supply

N/A

Files containing lookup codes:

N/A

Description of the classification of data to be provided

Classification: IN CONFIDENCE

Technical Contacts/Policy and Relationship Contacts

Technical Contacts	Policy and Relationship Contacts
For the Ministry of Social Development	
Name: Section 9(2)(a) Position: Lead Data Engineer Phone: Section 9(2)(a) Mobile: Section 9(2)(a) Email: Section 9(2)(a) @msd.govt.nz	Name: Robert Hodgson Position: General Manager – Insights MSD Phone: Section 9(2)(a) Mobile: Section 9(2)(a) Email: Section 9(2)(a) @msd.govt.nz
For Statistics New Zealand	
Name: Will Bell Position: Manager – Integrated Data Service Delivery Phone: Section 9(2)(a) Mobile: Section 9(2)(a) Email: Section 9(2)(a) @stats.govt.nz	Name: Anna McDowell Position: Senior Manager – Integrated Data Phone: Section 9(2)(a) Mobile: Section 9(2)(a) Email: Section 9(2)(a) @stats.govt.nz

Memorandum of Understanding – Supply of Ministry of Social Development data to the Integrated Data Infrastructure

Schedule 7 – Wage subsidy information

Purpose

1. The purpose of this Schedule is to define the process to provide the Integrated Data Infrastructure (IDI) with information relating to the COVID-19 wage subsidy.
2. This Schedule confirms the roles and responsibilities of Stats NZ and the Ministry of Social Development (the Ministry or MSD) within this process.

Responsibilities of each party

3. Stats NZ's responsibilities are:

- 3.1. All servers, transfer and backup tapes are physically secured.
- 3.2. To receive and store datasets from the Ministry on dedicated IDI servers and provide the same security safeguards afforded any data collected by Stats NZ and in accordance with any legal / other constraints and any undertakings made to data providers.
- 3.3. Stats NZ will ensure that the private key to decrypt the data is secured and only released to authorised Stats NZ employees for purposes of decrypting the Ministry datasets.
- 3.4. To comply with the security provisions set out in this Schedule.
- 3.5. To ensure that every employee of Stats NZ complies with and observes the provisions of the Statistics Act 1975 and in particular the provisions relating to confidentiality and the security of information.
- 3.6. To ensure the secure transfer and storage of data is in accordance with the Ministry's standards, which will be at least as high as the current New Zealand Information Security Manual.
- 3.7. Access to all identifiable ('raw') unit record data is restricted to Stats NZ employees who require this access for development of the project, for continued maintenance, and to investigate the use of administrative data to create official statistics.
- 3.8. Access to all de-identified ('clean') unit record data in IDI project data directories is restricted to Stats NZ employees who require this access for development of the project and for continued maintenance, to investigate the use of administrative data to create official statistics, and approved bona fide researchers approved by the Government Statistician.
- 3.9. To undertake the linking of the source datasets, through both exact and statistical matching.
- 3.10. To transform unique identifiers on the integrated dataset prior to access by researchers.

- 3.11. To collate documentation on the linked dataset and make it available to users.
- 3.12. To make available the linked dataset for access by approved Stats NZ employees (including seconded external researchers) and bona fide researchers through the Stats NZ microdata access services.
- 3.13. To ensure that the IDI statistical dataset is used for statistical or research purposes only, as approved by the Government Statistician.
- 3.14. All information released, whether in the form of official statistical or research outputs, will be required to meet Stats NZ's confidentiality requirements.
- 3.15. To audit access to the data.

4. The Ministry's responsibilities are:

- 4.1. To provide Stats NZ with encrypted data, metadata, and lookups as described, in the manner and timeframe detailed in the Appendix to this Schedule.
- 4.2. To provide Stats NZ the necessary key or tool to decrypt the data separately from the data.
- 4.3. To nominate appropriate staff members and ensure they are available to answer any queries from Stats NZ concerning the content or quality of variables supplied.
- 4.4. To nominate appropriate staff members to create and maintain metadata documentation in collaboration with Stats NZ which will then be made available to current and prospective IDI researchers.
- 4.5. To notify Stats NZ of any changes to the data, processes, systems or timeframes, and to be aware of the impact of consistency on the dataset over time.
- 4.6. To comply with the security provisions set out in this Schedule and to provide confirmation to Stats NZ that it can and will comply with the security provisions.
- 4.7. To ensure the secure transfer and storage of data is in accordance with Stats NZ standards, which will be at least as high as the current New Zealand Information Security Manual
- 4.8. To provide the most up to date information that it can; but MSD makes no representations as to the accuracy of the information.

5. If the alternative method of transmission of the MSD-approved device is used (as specified in the Appendix to this Schedule):

- 5.1. The Ministry data will be written to a secure delivery device and transferred to Stats NZ by personal pick up by nominated personnel from Stats NZ or the Ministry.

- 5.2. The passwords will not be written or carried with the data and no other stops will be made by the person carrying the data. In the case of hand delivery of the Encrypted USB, email (Seemail) or Text message is allowed.
- 5.3. Data media will be returned in the same manner to the Ministry (ie, if used, to return the MSD-approved device containing the source data, once the data has been loaded, formatted and checked).

6. The parties will ensure that if there is a breach of the security or confidentiality requirements related to identified information set out in this Schedule, the following actions are taken:

- 6.1. Each party must investigate and immediately notify the other party of any actual or suspected unauthorised use or disclosure of any identified information exchanged pursuant to this Schedule; and
- 6.2. Where an investigation is undertaken under this clause by one party, the other party will provide the investigating party with reasonable assistance, and the investigating party will keep the other party informed of progress; and
- 6.3. If there has been a security breach, either party may suspend the operation of this Schedule by notice in writing to give the other party time to remedy the breach.

7. Use of the Ministry's data for evaluation purposes

- 7.1. The linked data is to be used only for statistical or research purposes and, where applicable, a user of the data may also have obligations under the Tax Administration Act 1994.
- 7.2. Stats NZ and the Ministry agree that the linked data may be made available to approved researchers for the purpose of undertaking policy evaluations, economic effects, or other research programmes that may be informed by the wage subsidy information. This includes evaluations that are designed to explore whether or not outcomes have been achieved, and participants may or may not be compared with a similar group that have not participated in the intervention.
- 7.3. Accordingly, the Ministry consents, under Section 37A(a) of the Statistics Act 1975, to the linked data being used to perform these evaluations and for the results of these evaluations to be shared provided that they do not identify any individual business or employee.
- 7.4. Requests by 3rd parties (agencies other than MSD and Stats NZ) for the results of evaluations would be handled by the agency undertaking the evaluation (which may be subject to the Official Information Act).

Signatories

Signed for and on behalf of The Ministry of Social Development/ Te Manatū Whakahiato Ora

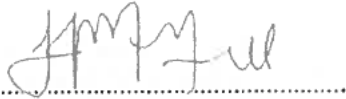


Date 8 / 5 / 20

Rob Hodgson

Group General Manager – Insights

Signed for and on behalf of Stats NZ / Tatauranga Aotearoa



Date 8 / May / 2020

Anna McDowell

Senior Manager, Integrated Data