

Access management

Data access levels - Third party researchers

This document outlines the data access levels available to approved NCIS third party researchers in accordance with *Schedule A – Access rules* of the *NCIS Licence agreement*. It is intended to assist third party researcher applicants when applying for NCIS access, and endorsing and approving bodies when assessing applications.

Third party researchers are required to nominate the access level they are seeking when applying to utilise the NCIS for a research project.

Access levels

There are two direct data access levels available to third party researcher applicants:

Access level	Case status	Non-identifying coded data	Identifying coded data	Case reports
Level 1	Open cases	✓ Available	✗ Not available	✗ Not available
	Closed cases	✓ Available	✓ Available	✓ Available
Level 2	Open cases	✗ Not available	✗ Not available	✗ Not available
	Closed cases	✓ Available	✗ Not available	✗ Not available

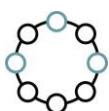
Governing rules

The NCIS Licence agreement sets out the conditions relating to the provision and use of NCIS data. Access to NCIS data via NCIS Online (direct system access) for approved authorised users is governed in accordance with *Schedule A – Access rules* of the *NCIS Licence agreement*.

Data access level requests are considered by endorsing and approving bodies (pending the jurisdictional data requested) including:

- NCIS Research Committee (NRC) - includes the Magistrates Court of Tasmania - Coronial Division as sub-group of NRC
- Coroners Court of Victoria Research Committee (CCoV RC)
- Justice Human Research Ethics Committee (JHREC)
- Western Australian Coronial Ethics Committee (WACEC)
- Chief Coroner of New Zealand

Ethical approval must be in awarded and a NCIS access agreement executed, with user confidentiality undertakings signed before NCIS data access is granted.



Further information

Case status

There are two statuses of cases in the NCIS:

- Open cases – these are cases where the case has been entered in the NCIS and the coronial investigation is underway.
- Closed cases – these are cases where the coronial investigation is complete, and the case has been closed in the NCIS.

Non-identifying coded data

The NCIS contains a subset of the material generated during a coronial investigation. The majority of coded fields contain information which is not considered identifying.

Identifying coded fields

A selection of NCIS coded data fields contain identifying information, including:

- Local case number
- Name (given names and surname)
- Date of birth
- Residential address (institution, street and suburb)
- Incident address (institution, street and suburb)
- Death address (institution, street and suburb)
- Body found address (institution, street and suburb)
- Last known alive address (institution, street and suburb)
- Police case number
- Death registration number
- Workcover number

Case reports

There are up to four case reports attached to each case in the NCIS:

- Police narrative of circumstances
- Autopsy report
- Toxicology report
- Coronial finding

Attached case documents include identifying case data such as names and details about the deceased, and therefore availability is restricted as per the access level applied to the user.

Additional information is available in the [Explanatory notes](#)