**Data.SA Publisher Access Form**

**Data.SA Publisher User Details**

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| **Name:** |  |
| **Publishing Organisation:** |  |
| **Business Unit:** |  |
| **User Email:** |  |
| **Telephone Number:** |  |

**Action Required**

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| --- | --- | --- |
| Create Account  Effective from / /20 | Modify Permissions  Effective from / /20 | Delete Account  Effective from / /20 |

**Data.SA Publisher Access Permissions**

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| **🞎 Primary Administrator** | *To be created by the Data.SA Team*  Can publish/edit datasets, manage organisation details, manage users for their division by assigning editor, member and additional administrator roles (ideal for a department with lots of divisions). Primary contact for the Data.SA team and data enquiries. |
| **🞎 Administrator** | *To be created by the Primary Administrator*  Has the same privileges above, but is not the primary contact for the Data.SA team. |
| **🞎 Editor** | *To be created by an Administrator*  Can add and edit datasets but not manage users. |
| **🞎 Member** | *To be created by an Administrator*  Can view datasets for their organisation but not add or edit. |

**Acknowledgment of Responsibility**

Completion and approval of the *Data.SA Publisher Access form* demonstrates you are requesting a data publishing account on data.sa.gov.au for the South Australian Governments (Public Sector Agencies or Local Councils). The *Data.SA Publisher Access form* specifies the permissions required by a user to publish/maintain data on the publicly accessible website Data.SA, the South Australian Government’s Open Data Directory.

Publishing access is restricted to authorised users to ensure that only approved open data (as per the [Open Data Process Guide](http://www.data.sa.gov.au/toolkit/) or similar Local Council Guideline) is published and that content is moderated with consideration of existing government communication policies and standards. It is recommended that Publishers use the browser Firefox or Chrome for optimal performance.

The responsibility of publishing data appropriately, in accordance with privacy, security and other relevant considerations rests entirely with the Data.SA Publisher and the Office for Digital Government take no responsibility.

I understand that the Office for Digital Government intends to continue to provide Data.SA as a South Australian government data publishing platform at no cost to SA government’s data publishers. If circumstances change, the Office for Digital Government will give data publishers at least 6 months’ notice.

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| **Name of Data.SA Publisher** | **Signature** | **Date** |

**Approval Required**

* A request for a Primary Administrator role to be created or amended requires the approval of your Data Advocate or equivalent. Email the completed form to [DataSA@sa.gov.au](mailto:DataSA@sa.gov.au)
* Requests for Editor, Member or additional Administrator roles to be created or amended require the approval of your Data Coordinator or equivalent. The completed form should be sent to your Primary Administrator.

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| **Name of Data Advocate or Equivalent** | **Signature** | **Date** |