

## APPLICATION FOR SUPPLY OF ENROLMENT INFORMATION FOR HUMAN HEALTH OR SCIENTIFIC RESEARCH

### Eligibility

The Electoral Commission may supply an electronic list of electors (the list) to designated state sector organisations for human health or scientific research purposes under section 112 of the Electoral Act 1993. An applicant must satisfy the Electoral Commission the list is required to conduct research on a topic that relates to human health or a scientific matter.

### Completing this form

- Please read the guidance notes accompanying this form before completing your application.
- Complete **all** sections of this form on pages 2 and 3.
- The applicant and the Chief Executive of the applicant organisation must sign the form.
- A covering letter specifying what research the list will be used for and how that research relates to a topic of human health or a scientific matter must accompany the application. The letter should be on the organisation's letterhead and be signed by the Chief Executive.
- You may provide additional information supporting your application i.e. a copy of the research proposal, a copy of the letter of approval for the research or information to be sent to potential participants.

### Lodging an application

Completed applications can be lodged by email, post or fax.

Email to: [data@elections.govt.nz](mailto:data@elections.govt.nz)

By post to: Electoral Commission  
PO Box 3220  
Wellington 6140

By fax to: 04 495 0031

Any queries should be directed to the Data Co-ordinator on: (04) 495 0030, or  
[data@elections.govt.nz](mailto:data@elections.govt.nz)

### Timeframe

The Electoral Commission will endeavour to assess applications within 10 working days of receipt. However, it may take longer during busy election periods.

### Cost for supply of the list of electors

The cost for each extract of the list (whether all data or only part of the database is supplied) attracts a fee of \$497.80, including GST and postage.

If an application is approved, applicants will be invoiced for this cost after the list is extracted.

### Enrolment information

The list provided by the Electoral Commission includes, in relation to each elector, his or her name, postal address, residential address, occupation (if provided), honorific (if any) and meshblock. Age band information is also provided for electors, in 12 month bands for human health research and in 5 year bands for scientific research.

Researchers can obtain the list for the entire country or for specific areas of New Zealand (by parliamentary electorate or local authority area).

The list is provided either for all electors on the main rolls or only for electors of Māori descent. Researchers should note it is only mandatory for a person to state they are of Māori descent if he or she applies to be registered on the Māori roll. It is not compulsory for a person of Māori descent to provide this information to be registered on the general roll.

Individuals who are not eligible to enrol or who are not currently enrolled, including electors on the dormant rolls, are not included on any list provided by the Electoral Commission for research purposes. Researchers can view the most up to date data on estimated population statistics and enrolment statistics for the entire country and by electorate and age range at [elections.org.nz](http://elections.org.nz).

### Release of enrolment information

The applicant must not use the list for any purpose other than the conduct of the research described in the application and safeguard the list against loss or unauthorised use.

The Electoral Commission will publish summary details on [elections.org.nz](http://elections.org.nz) of section 112 applications where the list is supplied, including the name of the organisation, the nature of the research and the date of the application.

## SECTION ONE - APPLICANT'S DETAILS

Please write clearly and use BLOCK LETTERS and blue or black ink.

### 1. Organisation

Name of organisation:

Requests under section 112 of the Electoral Act can only be made by a department, organisation, or local authority to which the Official Information Act 1982 or the Local Government Official Information and Meetings Act 1987 apply.

Which legislation applies to your organisation:

- Schedule 1, Official Information Act 1982
- Schedule 1, Local Government Official Information and Meetings Act 1987
- Schedule 1, Ombudsmen Act 1975

### 2. Details of the applicant

Name

Email

Telephone

Invoice address

Delivery address (if different from invoice address)

## SECTION TWO - TECHNICAL REQUIREMENTS

### 3. Geographical areas required

Specify what geographical areas are required:

- Write 'ALL' if you require the list for all areas of New Zealand.
- If you require data for specific parliamentary electoral district(s) specify the electorate(s).
- If you require data for specific local authority areas specify the council, region, ward or community board area(s):

### 4. Type of research

Is the research on a topic that relates to human health or a scientific matter?

- Human health (12 month bands by DOB)
- Scientific matter (5 year bands by DOB)

### 5. Type of elector

Applicants can select all main roll electors for the geographical areas specified or Māori descent only. If you select Māori descent only, only electors with a Māori descent indicator field of 'Y' for the specified geographical area will be selected. You cannot request a random sample of electors.

- All electors       Māori descent only

### 6. Age range

The age range is used to select the start and end date for age bands. As a person is not eligible to be registered as an elector until attaining the age of 18 the 'from' age should not be lower than 18. The 'to' age should be no more than 120.

From \_\_\_\_\_ to \_\_\_\_\_

### 7. File output

The data can be provided as single files (per age band) or in one combined file, with all data merged into a single output file. Where single file output is requested each file will include the start date and end date in the file name.

- Combined file (single output file)
- Single file per age band

## 8. Extract date

Specify by what date you require the list to be extracted.

If you require multiple lists to be extracted to conduct your research over a period of time also specify the frequency of extracts and the time period. For example 'six monthly extracts over a two year period with the first extract provided by [date]'. Note, an application for multiple extracts will only be approved for a maximum period of 3 years. Applications for enrolment information for longitudinal research over more than 3 years will require subsequent applications. Where a request for multiple extracts is approved the Electoral Commission will require confirmation of the delivery address and extract date prior to each extract being sent out. Each extract will be invoiced separately.

--

## SECTION THREE - DECLARATION

We, the undersigned:

- confirm the list applied for is required for research that the applicant (or any person employed or engaged by the applicant) is conducting on a topic which relates to human health or a scientific matter and will not be used for any other purpose;
- will safeguard the list against loss, unauthorised access or other misuse;
- will not retain the list for longer than is required for the stated research purpose; and
- agree to pay all charges due in full within 21 days of the date of invoicing for the list supplied.

Signature of applicant	
Name of Chief Executive	
Title of Chief Executive	
Signature of Chief Executive	
Date	

## Checklist

- Ensure sections one and two are completed in full and the application is signed by both the applicant and your organisation's Chief Executive.
- Details of the research to be conducted are to be set out in a statement on your organisation's letterhead, signed by the Chief Executive. Please read the guidance notes at the end of this form before preparing the statement.
- Send pages 2 and 3 of the application form, the covering letter and any supporting documentation to the Electoral Commission.

## GUIDANCE NOTES ON TECHNICAL REQUIREMENTS

### File format

Files are provided on a password encrypted CD-Rom in a tilde-delimited, DOS text format, with each field separated by a tilde character (~). The fields are explained in the following table. Compulsory data is either mandatory information provided by a person when registering as an elector or is a required location identifier for enrolment purposes.

Field no	Field name	Format	Max Length	Compulsory?
1	Title	A	14	N
2	Surname	A	35	Y
3	Forenames	A	35	Y
4	Occupation	A	35	N
5	Māori Descent Indicator	A	1	N
6	Meshblock ID	A	8	Y
7	Parliamentary Electorate ID	A	2	Y
8	Local Authority ID	A	2	Y
9	Ward ID	A	2	N
10	Community Ward ID	A	2	N
11	Regional Council ID	A	2	N
12	Regional Constituency ID	A	2	N
13	Empty field			
14	District Health Board ID	A	2	N
15	Subdivision ID	A	2	N
16	Flat/House	A	12	Y
17	Street	A	35	Y
18	Suburb/Town	A	35	Y
19	City	A	35	N
20	Postcode	N	4	Y
21	Postal address type code	A	1	N
22	Mailing name	A	35	Y
23	Mailing address 1	A	35	Y
24	Mailing address 2	A	35	Y
25	Mailing address 3	A	35	N
26	Mailing address 4	A	35	N
27	Mailing address 5	A	35	N
28	Mailing address 6	A	35	N
29	Start Year	Date	10	Y
30	End Year	Date	10	Y

### Explanation of fields

**Māori Descent Indicator** identifies an elector of Māori descent with 'Y'.

**Meshblock ID** is a 7 digit New Zealand meshblock number for residential addresses. First 5 digits are the core meshblock number, next 2 digits are either 00 or split indicator e.g. 01, 02, 03... up to 99. Where an elector cannot be allocated to a valid meshblock they are allocated to suspense meshblock 194.

**Parliamentary and Local Authority ID** is based on the elector's allocated meshblock.

**Postal address type code** are: B = Private bag, C = Counter delivery, F = Free text, N = NZ residential, O = Overseas, P = PO Box, R = Rural delivery. If the elector does not have a postal address this field will be blank.

**Mailing address** data should be used when writing to the person.

**Start and End Year** provide the age band for the elector. 12 month band for health research and 5 year band for scientific research.

## GUIDANCE NOTES ON RESEARCH

Please read these notes carefully before preparing the covering letter to accompany the application to explain why the list is required for research conducted by your organisation on a topic that relates to human health or a scientific matter.

Parliament has carefully prescribed who is able to request an electronic list of electors for research purposes in section 112 of the Electoral Act 1993. 'Research', 'human health' and 'scientific matter' are not defined in the Electoral Act. The notes below explain the Electoral Commission's approach to these requirements of section 112. The Commission must also ensure the principles of the Privacy Act 1993 are observed.

The Commission will assess each application on a case by case basis. If the Commission is not satisfied, based on the information provided by the applicant, that a request comes within section 112 the list cannot be released.

### Research

Your application should describe the research you intend to conduct using the list of electors. Where the research will be published please indicate how you intend to publish the research.

For the purposes of section 112, the Commission considers research, in general, to be a systematic investigation into a topic that relates to a subject or situation where there is a question, involving some form of novelty. The question or hypothesis should be capable of rigorous assessment by experts in a given discipline. Research findings should be open to scrutiny and formal evaluation. Using the list for an activity that will establish facts and reach new conclusions is likely to be research. The research may inform, for example, a policy decision or a risk assessment by answering a specific question. Routine data collection, routine testing or the provision of advice or opinion is unlikely to be research for the purposes of section 112.

*For example:*

*Data collection for the purposes of trouble shooting or benefit assessment, where any changes to an established process will be minor and routine is unlikely to be research. However, it is more likely to be research where some technical problem has been identified that requires further data collection to develop a solution.*

*Projects of a routine nature where social scientists bring established methodologies, principles and models of social science to bear on a particular problem will not usually be classified as research. Examples of what may be 'routine' social science work and not research are, for example, commentary on the probable economic effects of a change in legislation using existing economic data, use of standard techniques in psychology to select military personnel and the testing of children with learning disabilities with standard testing techniques.*

The use of a particular method of research or technique is not in itself a reason for releasing the list. In order for the list to be released you must also satisfy the Commission that the research is on a topic that relates to human health or a scientific matter.

### Topic that relates to human health

Where your research is on a topic that relates to human health the covering letter should explain what aspect of human health is being investigated.

The Commission recommends you consider the definition of 'health research' provided in the Health Research Council Act 1990 when you explain how your research relates to human health. In the Health Research Council Act, health research means research that has or may have relevance to human health and includes:

- research in the biomedical sciences relevant to human health and the causes, consequences, diagnosis, and treatment of human illness; and
- public health research into factors that influence the health of a population which includes research into health systems and health services; and research into the environmental, socio-economic, cultural, and behavioural factors that determine health status.

*For example:*

*A study identifying persons with early signs of osteoporosis to conduct research to assess the results of early intervention would be research that relates to human health.*

*Requesting a list of electors for the purposes of offering free breast cancer screening services relates to human health, but it is not a 'research' purpose.*

### Topic that relates to a scientific matter

Where your research is on a topic that relates to a scientific matter you should explain what scientific matter is being investigated.

In the Commission's view 'scientific matter' extends to all sciences, including the social sciences. A scientific matter is one on which science can provide an answer using accepted scientific methodologies i.e. a systematic methodology or process that relies upon the testing of ideas with evidence.

*For example:*

*An attitudinal study being used to see whether people like something on television would not be a scientific matter as it is routine data collection and the issue of 'likes' and 'dislikes' is a value assessment. However, attitudinal studies being used by a researcher with expertise in language acquisition to assess whether television is a useful medium for language acquisition would be a scientific matter. This is because it involves the testing of a hypothesis by an expert in the area of study.*

*Using the list to survey whether particular legislative change has been effective on a 'return for investment basis' is unlikely to be research that relates to a scientific matter. Whether something is a 'good return on investment' is a values decision not a scientific question. However, using that same data to assess a possible problem with the legislation would be more likely to be research that relates to a scientific matter.*