

### ***I have an approved PHA and would like to make a change to the previously requested data.***

#### ***What form do I use?***

Use a Microsoft Word version of your *approved* application under the *Public Health Act 2005* (PHA) and make the required changes to the existing document, using track changes or highlighting. This makes it easier for the Data Custodian to see what changes are being requested. Alternatively, you can complete a new [PHA proforma](#).

#### ***Does the Data Custodian need to sign the PHA?***

The following changes or updates to an approved PHA application require the Data Custodian's signature:

- Additional data items
- A change to the data time frame (e.g. 1 January 2015 to 31 December 2015, to be changed to 1 January 2015 to 30 June 2017)
- A change of date format from month-year to day-month-year
- A change from grouped data items (e.g. age groups) to more specific data (e.g. single year of age)
- A change to the cohort that would require a re-extraction or re-linking of the data

Any additional data that are required for your project beyond what is listed in the original PHA needs further approval (signature) from the Data Custodian(s).

#### ***What is the approval process?***

The approval process follows the same procedure as the original PHA. For more information about that process see [Public Health Act application and SSB](#).

The updated PHA needs to be provided to all Data Custodians involved in the project for review and approval if relevant.

#### ***How long will it take to approve the application?***

PHA applications are processed in the order they are received. Changes to existing PHA applications do not receive priority over other applications.

Every time you submit a change to your application a new review process is initiated at SSB. Each of these reviews takes time. Repeated requests for changes may impact your project timelines and cause delays for other projects. Please carefully consider your data requirements before submitting your application and seek advice from [DLQ@health.qld.gov.au](mailto:DLQ@health.qld.gov.au) if you are unsure about any aspect of your data request.

#### ***What if I only want to add or remove researcher names?***

If the *only* change you require is a change to the listed researcher names please contact the [Public Health Act Team](#) directly ([PHA@health.qld.gov.au](mailto:PHA@health.qld.gov.au)). In this circumstance, you do not need a signature from the Data Custodian(s).