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
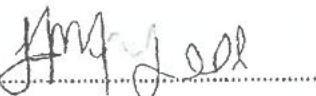
Date 12 / 2 / 18

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	
Section 9(2)(a) Manager Reporting – Insights MSD Phone: Section 9(2)(a) Mobile. Email: Section 9(2)(a) @msd.govt.nz	Robert Hodgson General Manager – Insights MSD Phone: Section 9(2)(a) Mobile: 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 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 last as high as the current New Zealand Information Security Manual.
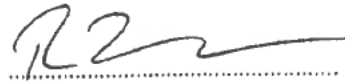
5. If the alternative method of transmission of the MSD-approved device is used (as specified in the Appendix to this Schedule):

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
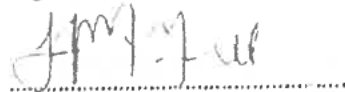
Date 11 / 2 / 20

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	To comply with the Ministry and Stats NZ standards. 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. 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.
Delivery media	To comply with the Ministry and Stats NZ standards. sFTP – The delivery method of sFTP will be as agreed by MSD and Stats NZ. Alternative Method - If the MSD-approved device is used as an alternative method then the device to be hand delivered by nominated personnel.
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: 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: Email: Section 9(2)(a) @stats.govt.nz	Name: Anna McDowell Position: Senior Manager – Integrated Data Phone: Section 9(2)(a) Mobile: Email: Section 9(2)(a) @stats.govt.nz

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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
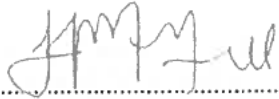
Date ....8.../....5..../..20

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

APPENDIX 7 WAGE SUBSIDY DATA

Terminology

In this Appendix, "ESS" is the current name for the system developed and run by MSD that receives, processes and stores wage subsidy information.

Any changes to the name of this system in future will not in themselves affect the application of this appendix.

For the avoidance of doubt, the ESS data tables to be sent to the IDI is MSD information. Inland Revenue datasets that are used to validate or make decisions on applications are held separately, and will not be sent.

List of tables to be supplied

Number	Table Name	Description
1	COVD_IDI_EMPLOYER	Combined application and payments dataset for both Employers and Sole Traders (declined and auto-closed applications are excluded)
2	COVD_IDI_EMPLOYEE	Listing of impacted employees (for Employers only, Sole Traders without employees are excluded)

File format and delivery of data

File and delivery specifications	
Data Encryption	To comply with the Ministry and Stats NZ standards. 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. 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.
Delivery media	To comply with the Ministry and Stats NZ standards. sFTP – The delivery method of sFTP will be as agreed by MSD and Stats NZ.

	Alternative Method - If the MSD-approved device is used as an alternative method then the device to be hand delivered by nominated personnel.
Delivery date	8-May-2020 or prior
Frequency of data supply	Weekly
Period of data required	Full, with each weekly file being a full replace
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

COVD_IDI_EMPLOYER

Only 'pending', 'approved and not paid', or 'paid' applications are included. Applications that were declined or auto-closed are excluded from this dataset.

Payments data is currently limited to data paid to applicants by MSD. Some of the subsidies have been partially or full repaid by the applicants. Refund data will be included in later iterations of this data set.

Variable	Data Type	Length	Format	Description
APPLICATION_ID	Char	100		Application ID from ESS system prefixed by 'E –' for Employer form or 'S – ' for Sole Trader form
IRD_NUMBER	Char	255	$255.	IRD number as entered into ESS, either the Sole Trader or Employer IRD Number depending on the form used
SOLE_TRADER_IRD_NUMBER	Char	255		IRD number entered into ESS Sole Trader form
EMPLOYER_IRD_NUMBER	Char	255		IRD number entered into ESS Employer form
SOLE_TRADER_NAME	Char	255		Name entered onto Sole Trader form (Sole Traders only)
EMPLOYER_NAME	Char	255		Name entered onto Employer form (Employers only)
EMPLOYEE_COUNT	Num	8		Number of employees included on application. Note – not all were paid.
APPLICATION_TYPE	Char	11		Derived Field: Application form filled in: Employer or Sole Trader

APPLICATION_REASON_NAME	Char	100		Derived Field: From application reason: 'Wage Subsidy' or 'Isolating Caring or Sick' (Leave Subsidy)
NUMBER_OF_ FULLTIME_EMPLOYEES	Num	8		Number of full time employees
NUMBER_OF_ PARTTIME_EMPLOYEES	Num	8		Number of part time employees
TOTAL_AMOUNT_PAID	Num	8		Total amount paid
CREATEDATE	Num	8	DATE9.	Date application was created. All payment duration start from this date. Sometimes additional application for the same employer are created later, but related to the period of the initial application (payment corrections)
DATE_PAID	Num	8	DATE9.	Date payment file was submitted to Westpac
STATUS_FINAL	Char	50		Derived status field: • If application is paid, regardless of ESS status then 'Paid' • If application status is 'Approved' but not paid then 'Approved not paid' • If application status is 'Declined' or 'Closed' then 'Declined/Closed' • If application status is 'Exception' or 'Suspended' then 'Pending'
STATUS	Char	255	$255.	Status of application in ESS at time of data extraction
STATUS_TIME	Num	8	DATETIME27.6	Time application was created
APPLICATION_REASON	Char	134		Reason for application
APPLICATION_DURATION	Char	2		Number of days payment covers
SUBSIDY_TYPE	Char	48		Subsidy type
NZBN	Char	20	$20.	New Zealand Business Number (Employers only) as entered into ESS

Variable	Data Type	Length	Format	Description
BUSINESS_ADDRESS	Char	200		Address entered into ESS application form (for Employers and Sole Traders)

COVD_IDI_EMPLOYEE

Note: sole traders are excluded from this table

Variable	Data Type	Length	Format	Description
APPLICATION_ID	Char	100		Application ID from ESS system prefixed by 'E –' for Employer form
EMPLOYER_IRD_NUMBER	Char	255	$255.	Business IRD number (employers only) as entered into ESS
EMPLOYEE_IRD_NUMBER	Char	255	$255.	IRD number of employees claimed for by employers. In early versions of ESS this was not a mandatory field
EMPLOYEE_TYPE	Char	8		Employee type: full time or part time
FIRST_NAME	Char	255	$255.	Employee first name
LAST_NAME	Char	255	$255.	Employee last name
EMPLOYEE_DOB	Num	8	DATE9.	Employee date of birth
EXCLUDED_FROM_PAYMENT	Char	3		Indicator to show if employee was included in payment to employer

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 Email: Section 9(2)(a) @msd.govt.nz	Name: Rob Hodgson Position: General Manager – Insights MSD Phone: Section 9(2)(a) Mobile: 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: Email Section 9(2)(a) @stats.govt.nz	Name: Anna McDowell Position: Senior Manager – Integrated Data Phone: Section 9(2)(a) Mobile: Email: Section 9(2)(a) @stats.govt.nz

<u>Note – Data Charts added to Schedule 7 via Variation dated July 2020</u>

(Variation contained later in this document under Variation Section)

Variations to the

Memorandum of Understanding

To enable the supply of Ministry of Social Development

Information to the Integrated Data Infrastructure

VARIATION TO MEMORANDUM OF UNDERSTANDING BETWEEN STATS NZ AND MINISTRY OF SOCIAL DEVELOPMENT

December 2019

For the Purpose of

Adding new data fields to the Employment Assistance Data into the Integrated Data Infrastructure

New Data Fields to the Employment Assistance Table- Letter of Variation

This letter is a variation to the Agreement for the supply of Ministry of Social Development (MSD) information to the Integrated Data Infrastructure (IDI).

Parties

1. The parties to the Memorandum of Understanding ('the Memorandum') are Stats NZ and Ministry of Social Development (MSD).

Purpose of this Variation

2. This Variation varies the Schedule 1 and its appendix *Memorandum of Understanding between Statistics New Zealand and Ministry of Social Development* dated on May 2018.

3. Clause 36 of the MoU states that where a Schedule from the Memorandum is to be modified, the parties must be notified in writing to operate the intended change.

Variation

4. The parties agree to vary Schedule 1 and its Appendix of the Memorandum as set out in the Annexure of this Variation with effect on and from the date this Variation is signed by all parties.

5. Subject to the variation contained in the Annexure to this Variation, all other terms contained in the Memorandum continue and remain in full force and effect.

Annexure

The table 7 ('employment_assistance') from the Schedule 1 – Appendix 1 of *Memorandum of Understanding between Statistics New Zealand and Ministry of Social Development* is amended as set out below. All other tables listed Schedule – Appendix 1 remain unchanged.

In the event of any inconsistency or contradiction between the Schedule 1 of the Memorandum and the terms set out in this Annexure, the terms set out in this Annexure shall prevail.
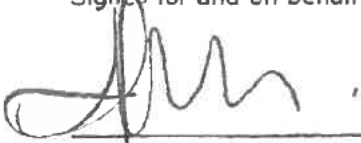
Addition of Opportunity and Contract ID columns into the Employment Assistance table

1. Stats NZ and Ministry of Social Development have agreed to add two new data fields to the employment_assistance table into the IDI.

2. The Ministry of Social Development has agreed to supply these variables on the same terms and timeframes as agreed on the Memorandum and Schedule 1.

3. To enable the use of these variables as soon as possible, they will be ad-hoc loaded into the IDI and included with all other data from the March 2020 update.

4. These variables that will be loaded into the table listed below:

Employment assistance table:
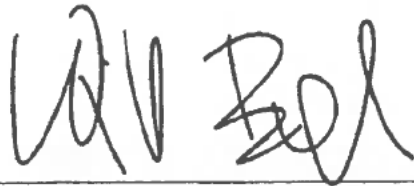
Name	Required	Data type	Length
CLIENT_ID		int	
SWN		int	8
PROGRAMME_NAME		varchar	255
AMOUNT		decimal	13,2
PROVIDER_NAME	Y	varchar	255
PARTICIPATION_ED		char	dd/mm/yyyy
PARTICIPATION_SD	Y	char	dd/mm/yyyy
REFERRAL_DATE		char	dd/mm/yyyy
PROGRAMME_CODE		char	3
TEC_CLIENT_ID		int	
OPPORTUNITY_ID		int	20
CONTRACT_ID		char	20

Signed for and on behalf of the Ministery of Social Development

Fleur McLaren
Manager, Research and Evaluation

Signed for and on behalf of Stats NZ

Will Bell
Manager, Integrated Data Service Delivery

VARIATION TO MEMORANDUM OF UNDERSTANDING BETWEEN STATS NZ AND MINISTRY OF SOCIAL DEVELOPMENT

February 2020

For the Purpose of

Modifying gender values to the Benefits Dynamic Data in the Integrated Data Infrastructure

Modifying gender columns in Benefits Dynamic Data – Letter of Variation

This letter is a variation to the Agreement for the supply of Ministry of Social Development (MSD) information to the Integrated Data Infrastructure (IDI).

Parties

1. The parties to the Memorandum of Understanding ('the Memorandum') are Stats NZ and the Ministry of Social Development (MSD).

Purpose of this Variation

2. This Variation varies Schedule 1 and 3 (and their associated appendixes) of the *Memorandum of Understanding between Statistics New Zealand and the Ministry of Social Development* dated on May 2018.

3. Clause 36 of the Memorandum states that where a Schedule from the Memorandum is to be modified, the parties must be notified in writing to operate the intended change.

Variation

4. The parties agree to vary Schedule 1 and Schedule 3 and their Appendixes of the Memorandum as set out in the Annexure of this Variation with effect on and from the date this Variation is signed by all parties.

5. Subject to the variation contained in the Annexure to this Variation, all other terms contained in the Memorandum continue and remain in full force and effect.

Annexure I: Schedule I

The tables 28 ('ucvii_customer'), 29 ('ucvii_alias') and 30 ('ucvii_child_full') from Schedule 1 – Appendix 1 of the *Memorandum of Understanding between Statistics New Zealand and the Ministry of Social Development* is amended as set out below. All other tables listed in this Schedule – Appendix 1 remain unchanged.

In the event of any inconsistency or contradiction between Schedule 1 of the Memorandum and the terms set out in this Annexure, the terms set out in this Annexure shall prevail.

Modifying length of gender_ucvii columns in Client Identity Data tables

1. Stats NZ and the Ministry of Social Development have agreed to modify the 'gender_ucvii' columns length to 10 in the 'ucvii_customer', 'ucvii_customer' and 'ucvii_chilld_full' table into the IDI to allocate the character value 'diverse'.

2. The Ministry of Social Development has agreed to supply these variables on the same terms and timeframes as agreed on the Memorandum and Schedule 1.

3. To enable the use of these variables as soon as possible, they will be ad-hoc loaded into the IDI and included with all other data from the March 2020 update.

4. These variables will be loaded into the table listed below:

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	10

	Required	Data type	Length
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	10
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	10
latest_filedate		datetime	ddmmmyyyy: hh:mm:ss
role_id		int	8
role_type		char	4
chswn	Y	int	8
current_unique_identity_id		char	32

Annexure I: Schedule 3

Table 3 ('msd_youthserviceclients') from Schedule 3 – Appendix 1 of the *Memorandum of Understanding between Statistics New Zealand and the Ministry of Social Development* is amended as set out below. All other tables listed in this Schedule – Appendix 1 remain unchanged.

In the event of any inconsistency or contradiction between Schedule 3 of the Memorandum and the terms set out in this Annexure, the terms set out in this Annexure shall prevail.

Modifying length of the Gender column in the MSD Youth Service Clients table

1. Stats NZ and the Ministry of Social Development have agreed to modify the 'Gender' columns length to 20 in the 'msd_youthserviceclients' table in the IDI to allocate the character value 'gender diverse'.

2. The Ministry of Social Development has agreed to supply these variables on the same terms and timeframes as agreed on the Memorandum and Schedule 3.

3. To enable the use of these variables as soon as possible, they will be ad-hoc loaded into the IDI and included with all other data from the March 2020 update.

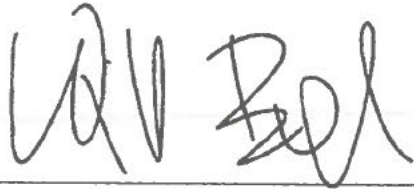4. These variables will be loaded into the table listed below:

Column	Required	Data type	Length/Format
Client_id		Character	30
Client_id_type		Character	4
DoB		Date	dd/mm/yyyy
Gender		Character	20
first_name		Character	200
middle_names		Character	200
family_name		Character	200
Extract_date		Date	dd/mm/yyyy

Signed for and on behalf of the Ministry of Social Development

Rob Hodgson
General Manager, Insights MSD

Signed for and on behalf of Stats NZ

Will Bell
Manager, Integrated Data Service Delivery
26/02/2020

VARIATION TO MEMORANDUM OF UNDERSTANDING BETWEEN STATS NZ AND MINISTRY OF SOCIAL DEVELOPMENT

May 2020

For the purpose of

Adding wage subsidy information to the Integrated Data Infrastructure (Schedule 7)

Adding wage subsidy information to the Integrated Data Infrastructure (Schedule 7) – Letter of Variation

This letter is a variation to the Agreement for the supply of Ministry of Social Development information to the Integrated Data Infrastructure ("IDI").

Parties

1. The Parties to the Memorandum of Understanding ("the Memorandum") dated May 2018 are Stats NZ and the Ministry of Social Development ("MSD").

Purposes of this Variation

2. This Variation adds a new schedule (Schedule 7) to the Memorandum to define the process for wage subsidy information to be sent to the IDI.

3. Clause 33 of the Memorandum requires that new information to be exchanged under the Memorandum must be set out in a schedule and added to the Memorandum by way of a variation.

4. This Variation also adds a definition of "MSD Information" to the Memorandum itself, to make it clear that any MSD records may be sent to the IDI.

Variation

5. The parties agree to add Schedule 7 to the Memorandum (as annexed to this Variation), to define the process for MSD to send wage subsidy information to the IDI, for the purposes specified in the Schedule.

6. The parties also agree to add the following definition of "MSD Information" to clause 3 of the Memorandum:

   MSD Information   Means records and data that are in the custody and control of MSD

7. All other current terms of the Memorandum and its Schedules continue and remain in full force and effect.

Signed for and on behalf of the
Ministry of Social Development

Rob Hodgson
Group General Manager – Insights
Date: 8/5/20

Signed for and on behalf of Stats NZ

Anna McDowell
Senior Manager, Integrated Data
Date: 8 May 2020

Adding wage subsidy information to the Integrated Data Infrastructure (Schedule 7) – Letter of Variation

This letter is a variation to the Agreement for the supply of Ministry of Social Development information to the Integrated Data Infrastructure ("IDI").

Parties

1. The Parties to the Memorandum of Understanding ("the Memorandum") dated May 2018 are Stats NZ and the Ministry of Social Development ("MSD").

Purposes of this Variation

2. This Variation adds a new schedule (Schedule 7) to the Memorandum to define the process for wage subsidy information to be sent to the IDI.

3. Clause 33 of the Memorandum requires that new information to be exchanged under the Memorandum must be set out in a schedule and added to the Memorandum by way of a variation.

4. This Variation also adds a definition of "MSD Information" to the Memorandum itself, to make it clear that any MSD records may be sent to the IDI.

Variation

5. The parties agree to add Schedule 7 to the Memorandum (as annexed to this Variation), to define the process for MSD to send wage subsidy information to the IDI, for the purposes specified in the Schedule.

6. The parties also agree to add the following definition of "MSD Information" to clause 3 of the Memorandum:

   MSD Information   Means records and data that are in the custody and control of MSD

7. All other current terms of the Memorandum and its Schedules continue and remain in full force and effect.

Signed for and on behalf of the
Ministry of Social Development

Rob Hodgson
Group General Manager – Insights
Date: 8/5/20

Signed for and on behalf of Stats NZ

Anna McDowell
Senior Manager, Integrated Data
Date: 8 May 2020

VARIATION TO MEMORANDUM OF UNDERSTANDING BETWEEN STATS NZ AND MINISTRY OF SOCIAL DEVELOPMENT

July 2020

For the Purpose of

Adding Covid Income Relief Payment data

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

Addition of CIRP tables to Schedule 7

As agreed at July 2020

Parties

1. The parties to the Memorandum of Understanding (the Memorandum) are Stats NZ and Ministry of Social Development (MSD).

Purpose of this variation

2. This variation varies the **Memorandum of Understanding – Data Sharing between Stats NZ and the Ministry of Social Development.**
3. It modifies **Schedule 7** to the Memorandum and its appendix, detailing the addition of four tables containing **Covid Income Relief Payment** (CIRP) data.

Variation

4. The parties agree to vary Schedule 7 and its appendix of the Memorandum as set out in the Annexure of this Variation, with effect on and from the date this Variation is signed by all parties.
5. Subject to the variation contained in the Annexure to this variation, all other terms contained in the Memorandum continue and remain in full force and effect.

Signatories

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

.... Date .....13./.....8..../...20....

Rob Hodgson

Group General Manager, Insights MSD

Signed for and on behalf of Stats NZ / Tatauranga Aotearoa

.... Date ..../............./............

Will Bell

Manager, Integrated Data Service Delivery

Annexure

The **CIRP tables** will be included into the Schedule 7 of the Memorandum of Understanding – Data Sharing between Stats NZ and the Ministry of Social Development. All other tables listed in the Schedule 7 of the Memorandum and its appendixes remain unchanged.

In the event of any inconsistency or contradiction between the Schedule 7 of the Memorandum and the terms set out in this Annexure, the terms set out in this Annexure shall prevail.

Addition of CIRP tables

Purpose

1. This Appendix provides detailed specifications regarding the new tables to be provided by the Ministry of Social Development under Schedule 7.

2. Tables already supplied as per the original schedule remain unchanged.

File and delivery specifications

3. The file and delivery specifications for the data are outlined in the table below.

File and delivery specifications	
Data Encryption	Data files will be encrypted in transit through SFTP and automatically decrypted once within Stats NZ's secure servers.
Delivery media	Secure data delivery will place through SFTP
Delivery date	From June 2020
Frequency of data supply	Weekly
Period of data required	N/A
File naming conventions	*wddmmyy*_tablename_cirp
Data file format	SAS files

Data to be provided

4. The Covid Income Relief Payment data to be provided by the Ministry of Social Development is outlined in the description below:

wddmmyy_bddptnr_cirp

Column	Label	Data type	Length
PNSWN	partners social welfare number	Num	8
PTNRFROM	date partner included IN benefit from	Date	dd/mm/yyyy
PTNRTO	date partner included IN benefit up to	Date	dd/mm/yyyy
SWN	social welfare number	Num	8
SPELL	spell number	Num	8

wddmmyy_swnirdid_cirp

Column	Label	Data type	Length
SWN	SWN	Num	8
IRDNO	IRDNBR	Num	8

wddmmyy_bddspel_cirp

Column	Label	Data type	Length
SWN	social welfare number	Num	8
COMDT	payment commencement date	Date	dd/mm/yyyy
RSNCD	reason for change of status	Char	3
SERVF	benefit type	Char	3
SRVST	status at end of study	Char	1
OLDCOMDT	old payment commencement date	Date	dd/mm/yyyy

CHGDT	change of status date	Date	dd/mm/yy yy
SRTET	rate code at start of spell	Char	3
SPELL	spell number	Num	8
EVENT	event which led to benefit	Char	3
JOBCD	occupation code	Char	2
ERNLST	last weekly earnings	Num	8
LSTWKDT	date last worked	Date	8
PREVPART	previous partnership indicator	Char	2
SPELLFROM	Start date of spell	Date	dd/mm/yy yy
SPELLTO	End date of spell	Date	dd/mm/yy yy
REGDT	benefit registration date	Date	dd/mm/yy yy
ADDITIONAL_SERVICE_ DATA	additional service data	Char	5
PREWR3_SERVF	Pre-WR3 benefit type	Char	3

wddmmyy_second_tier_expend_cirp

Column	Label	Data type	Length
SWN	Social Welfare Number	Num	8
BENEFIT_START_DATE	Benefit Start Date	Date	ddmmmy yyy
BENEFIT_END_DATE	Benefit End Date	Date	ddmmmy yyy
SRVST_CODE	Service Status Code	Char	8

PARENT_SERV_CODE	Parent Service Status Code	Char	8
SERVF_CODE	Benefit Type (Recoded Parent_Serv_code)	Char	3
SUPPLEMENTARY_SERV_C ODE	Supplementary Serv Code	Char	8
DAILY_GROSS_RATE	Daily Gross Rate	Num	8
DAILY_NETT_RATE	Daily Nett Rate	Num	8
PERIOD_IN_DAYS	Period in days from Benefit Start Date to Benefit End Date	Num	8
AUDIT_INSERT_DATETIME	The Date and Time that the Record was inserted into this table	Datetime	ddmmmy yyy:hh:m m:ss
SUPPLEMENTARY_SOURCE	Supplementary Source Description	Char	50

VARIATION TO MEMORANDUM OF UNDERSTANDING BETWEEN STATS NZ AND MINISTRY OF SOCIAL DEVELOPMENT

September 2020

For the Purpose of

Updating the MSD Debt data supply to the Integrated Data Infrastructure

8 Gilmer Terrace, 6001, Wellington

Update MSD Debt data - Letter of Variation

This letter is a variation to the Agreement for the supply of Ministry of Social Development (MSD) information to the Integrated Data Infrastructure (IDI).

Parties

1. The parties to the Memorandum of Understanding ('the Memorandum') are Stats NZ and Ministry of Social Development (MSD).

Purpose of this Variation

2. This Variation modifies the Schedule 6 and its appendix to the *Memorandum of Understanding between Statistics New Zealand and Ministry of Social Development* dated on May 2018.

3. Clause 35 of the MoU states that new Schedules may be developed and added with approval from each party's senior management or their delegated staff.

Variation

4. The parties agree to update the Schedule 6 and its Appendix of the Memorandum as set out in the Annexure of this Variation with effect on and from the date this Variation is signed by all parties.

5. Subject to the variation contained in the Annexure to this Variation, all other terms contained in the Memorandum continue and remain in full force and effect.

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

Schedule 6 – Supply of MSD Debt Data

Purpose

1. The purpose of this Schedule is to define the process to provide the Integrated Data Infrastructure (IDI) with an updated one-off 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.

3. For the sake of clarity, all terms and provisions as set out in the February 2020 Schedule remain in effect, except for all the elements mentioned on the Appendix.
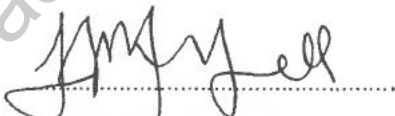
Signatories

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

Date 17 / 9 / 20

Rob Brian Hodgson

Group, General Manager, Insights MSD

Signed for and on behalf of Stats NZ / Tatauranga Aotearoa

Date 18 / 9 /20

Anna McDowell

Senior Manager, Integrated Data Infrastructure

APPENDIX 6 MSD Debt data

As at September 2020

List of tables to be supplied

	Table Name
1	msd_debt_data_2009_2020

File format and delivery of data

File and delivery specifications	
Data Encryption	To comply with the Ministry and Stats NZ standards
	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.
	Alternative method – if the MSD-approved device is used as an alternative method, any data files will be written to password-protected WINZIP library on a secure delivery device. The passwords will be supplied separately via a method accredited by MSD and Stats NZ.
Delivery media	To comply with the Ministry and Stats NZ standards
	SFTP – The delivery method of SFTP will be as agreed by MSD and Stats NZ.
	Alternative method – if the MSD-approved device is used as an alternative method then the device to be hand delivered by nominated personnel.
Delivery date	September 2020
Frequency of data supply	One-off supply.
Period of data required	Full supply of data from 2009 to 2020.
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