Public number directory publisher—

application for provisional authorisation

Telecommunications Integrated Public Number
Database Scheme 2017

**Instructions for completion**

* Complete this form if you are seeking an authorisation to use and disclose customer data to publish and maintain a public number directory (PND) under the Telecommunications Integrated Public Number Database Scheme 2017 (the IPND Scheme).
* This form must be accompanied by a privacy impact assessment form.
* You can type directly into this form and attach additional material, clearly identifying the question(s) to which it refers, if required.
* Email the completed form to IPND@acma.gov.au or post it to:

IPND Scheme

Australian Communications and Media Authority

PO Box 13112 Law Courts

Melbourne Vic 8010

**Applicant details**

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**Name of applicant**

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| Registered name Click here to enter text. |
| Trading name Click here to enter text. |
| ABN / ACN Click here to enter text. |
| Postal address Click here to enter text. |

**Name of contact person:**

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| Full name Click here to enter text. |
| Position Click here to enter text.  |
| Business phone number Click here to enter text. |
| Mobile Click here to enter text.  |
| Email Click here to enter text. |

**Application for provisional authorisation**

1. Identify the PNDs you propose to publish and maintain in the next 12 months. Provide the following details for each PND:
* title
* geographic areas (by postcode)
* all forms of the PND for example, book, electronic database
* the customer data fields you intend to use for:

(i) qualifying entities; and

(ii) person and bodies (not being qualifying entities).

**Note 1:** A ***qualifying entity*** is defined in section 285 of the *Telecommunications Act 1997* (the Act).

**Note 2:** The ACMA may impose conditions on authorisations, which will limit the supply of customer data to only those postcodes that will be used in the publication and maintenance of your PNDs. Publishers may request that the ACMA vary these conditions at any time.

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| Click here to enter text. |

1. In the event that your application is successful, you will need to provide a sample PND to the ACMA as an application for final authorisation. Describe in detail one PND you intend to publish and maintain on which you will base your application. Your explanation should include the following details:
* title
* purpose
* target audience/market
* all forms of the PND, for example, book, electronic database
* how the PND will be published
* the search capabilities of any electronic PND
* the IPND customer data fields you intend to use for:

(i) qualifying entities; and

(ii) persons and bodies (not being qualifying entities)

* the geographic areas (by postcode) you wish to use
* any other information about your sample PND that you would like the ACMA to consider when assessing this application.

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| Click here to enter text. |

1. What information do you intend to publish in your proposed PND for listings belonging to qualifying entities, in addition to customer data?

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| Click here to enter text. |

1. What information do you intend to publish in your proposed PND for listings belonging to persons and bodies who are not qualifying entities, in addition to customer data?

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| Click here to enter text. |

1. Subsection 285(2) of the Act prohibits a PND from being reverse-searchable. In the event that your application is successful, will any of your proposed PNDs be reverse-searchable? If so, explain why.

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| Click here to enter text. |

1. In the event that your application is successful, explain how you will ensure that you:
2. will not disclose information held in a provisional IPND data source of sample PND to any person other than the ACMA or your personnel, unless the disclosure is authorised by law?
3. will not use the customer data in a provisional IPND data source for any purpose other than the development of a sample PND?

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| Click here to enter text. |

1. In the event that your application is successful, what precautions will you take to ensure that customer data will not be used in a way that would breach the *Telecommunications Act 1997*, the IPND Scheme or any of the ministerial instruments?

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| Click here to enter text. |

1. Explain how your internal dispute resolution procedures comply with requirements of section 3.12 of the IPND Scheme?

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| Click here to enter text. |

1. Is there any information you would like to add that would assist the ACMA to assess your application?

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| Click here to enter text. |

**Declaration**

I declare that:

1. The contents of this application and any enclosures or annexures to this application are true and correct to the best of my knowledge and belief.
2. In the event that an authorisation is granted, the applicant will comply with all conditions of the authorisation.
3. In the event that this authorisation is granted, the applicant will not use or disclose information obtained pursuant to the IPND Scheme, except for the purpose for which authorisation is sought.
4. I have the authority to sign this application on behalf of the applicant.
5. I am aware that under section 137.1 of the *Criminal Code Act* *1995,* it is an offence to knowingly provide false or misleading information to a Commonwealth entity in connection with the performance of functions under a law of the Commonwealth.

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| Signature |  | Position in organisation (if applicable) Click here to enter text. |
| Print full name Click here to enter text. |  | Date Click here to enter a date. |

**Note:** The information provided on or with this form is being sought in accordance with section 295A of the *Telecommunications Act 1997*, which authorises the ACMA to administer the IPND Scheme. The information may also be used to report to the minister on the IPND Scheme in accordance with section 295U of the *Telecommunications Act 1997* and to enable the ACMA to perform a number of its telecommunications functions under section 8 of the *Australian Communications and Media Authority Act* *2005.* If you do not provide the information, your application will not be reviewed.

**Privacy**

The *Privacy Act 1988* (Cth) (the Privacy Act) imposes obligations on the ACMA in relation to the collection, security, quality, access, use and disclosure of personal information. These obligations are detailed in the Australian Privacy Principles.

The ACMA may only collect personal information if it is reasonably necessary for, or directly related to, one or more of the ACMA’s functions or activities.

The ACMA will not use the information for any other purpose, nor will we disclose it, unless we have your consent or we are otherwise permitted to do so under the Privacy Act.

Further information on the Privacy Act and the ACMA’s Privacy Policy is available at [www.acma.gov.au/privacypolicy](http://www.acma.gov.au/privacypolicy). The Privacy Policy contains details about how you may access personal information about you that is held by the ACMA, and seek the correction of such information. It also explains how you may complain about a breach of the Privacy Act and how we will deal with such a complaint. If you have any questions, please contact the ACMA’s privacy contact officer by email at privacy@acma.gov.au.