



Australian Government
**Australian Institute of
Health and Welfare**

For the Australian Institute of Health and Welfare (AIHW)
Specialist Homelessness Services collection



SHIP

Specialist Homelessness
Information Platform

Powered by Infoexchange SRS

Specialist Homelessness Information Platform

CONDITIONS OF USE AGREEMENT

By logging on to the Specialist Homelessness Information Platform (SHIP) you agree to the following Conditions of Use:

Acceptable use: Access to SHIP is provided solely to authorised users (see definition below) for the purposes of:

- recording information regarding individuals and families seeking and receiving support in the homelessness services sector and/or
- generating reports to assist in managing service delivery and to provide information to the Australian Institute of Health and Welfare (AIHW).

within the permission levels authorised by an agency's SHIP Administrator and in accordance with all legal and ethical obligations. By accepting the conditions of use, you agree to use SHIP solely for these purposes.

Authorised users: States and territories have supplied AIHW with a list of agency IDs and one contact name for each agency (the SHIP Administrator). Authorisation for agency staff to access SHIP is managed by the SHIP Administrator within that agency. The SHIP Administrator assigns a unique username and initial password to each user and sets permissions to view or alter client information.

By accepting the conditions of use, you agree that:

- you have been authorised to access SHIP by your agency's SHIP Administrator
- you will use the system within the parameters of your permission level
- you will not attempt to access client information for which you have no legitimate business requirement to access
- you will protect your password and not share it with anyone else or make SHIP available to anyone else
- you will inform your SHIP Administrator immediately if you believe you have seen client information that you were not authorised to see

Virus protection: All computers used to access SHIP must have up to date virus protection software installed and active.

System monitoring: As described in the [Privacy and security of client information held in the Specialist Homelessness Information Platform \(SHIP\)](#) document, all access to the system is logged and monitored. The system host, Infoxchange Australia, also monitors intrusion attempts and periodically tests SHIP for safety from viruses and unauthorised access.

By accepting the conditions of use, you affirm that you understand and agree that your access and use of SHIP will be monitored and may be reported to YOUR AGENCY OR EXTERNALLY TO AUTHORITIES if such access and use does not comply with these conditions of use.

Consequences of non-compliance: SHIP contains personal information that may also be sensitive in nature. Legislative and civil protections apply to this type of information. Penalties for breach of these Conditions of use will depend upon the type and severity of the breach. Without limitation, penalties for misuse of SHIP information may include loss or restriction of access to SHIP, civil proceedings, reporting to external authorities and/or criminal penalties such as fines and/or imprisonment.

By logging on to the Specialist Homelessness Information Platform you accept the conditions of use and, **you affirm (as above) that you understand** that penalties (including serious civil and criminal penalties) may apply for misuse of SHIP and the information it contains.