



**Catholic Schools Office
Diocese of Broken Bay**

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Dear Parents and Caregivers,

Please find attached a notice from the Australian Government Department of Education and Training (DET), together with a copy of the Broken Bay Diocesan Schools System standard collection notice.

The DET notice is to inform you that your child's school will be providing to the DET the following information about each student:

- Student residential address (not student names)
- Student level of education (i.e. whether the student is a primary or secondary student)
- Student boarding school status (i.e. that the student is a day student)
- Names and residential addresses of the student's parent(s) and/or guardian(s)

The DET provides you with an email address and phone number if you have any questions.

Yours sincerely,

Peter Hamill
Director of Schools



2018 Student Residential Address and Other Information collection notice

This notice is from the Australian Government Department of Education and Training (the **department**), to advise you that the department has requested that your child's school provide a *statement of addresses*, in accordance with the *Australian Education Regulation 2013* (Cth) (the **Regulation**).

A *statement of addresses* contains the following information about each student at the school:

- Student residential address (**not student names**)
- Student level of education (i.e. whether the student is a primary or secondary student)
- Student boarding school status (i.e. whether the student is boarding or a day student)
- Names and residential addresses of the student's parent(s) and/or guardian(s)

Schools generate a record number for each student for the purposes of this collection, which is also provided to the department.

Purpose of the collection

This collection is routinely used to inform Commonwealth school education policy, and to help ensure that Commonwealth funding arrangements for non-government schools are based on need, and are fair and transparent.

The National School Resourcing Board recently completed a review of the socio-economic status (**SES**) score methodology used in the calculation of the Commonwealth's needs-based funding arrangements for non-government schools. The information collected in the *statement of addresses* will be used to progress the Board's recommendations, which have been accepted by the Government.

Further information on this review and the Government's response can be found here:
<https://www.education.gov.au/review-socio-economic-status-ses-score-methodology>.

Use and disclosure of personal information

Your personal information is protected by law, including the *Privacy Act 1988* (Cth). Any use and disclosure of your personal information relating to the *statement of addresses* will occur in accordance with the Regulation.

Your personal information may be used by the department, or disclosed to the Australian Bureau of Statistics (the **ABS**), for the purposes of SES score policy development, reviewing SES score methodology, calculating SES scores, Commonwealth school education policy development (including school funding), or where it is otherwise required or authorised by law.

For example, your personal information may be provided to the ABS for statistical and research purposes, which includes data integration projects such as the Multi-Agency Data Integration Project (MADIP). Further information on the MADIP can be found here:
<http://www.abs.gov.au/websitedbs/D3310114.nsf/home/Statistical+Data+Integration+-+MADIP>.

The department may, from time to time, carry out audits of school submissions. In the event of an audit, contracted auditors may seek to compare a school's *statement of addresses* with student enrolment information held by the school. These contractors will not use the information for any other purpose.

The department may also be required to disclose your personal information to contracted providers for the purposes of the provision of ICT support services to the department.

The department does not intend to disclose personal information to overseas recipients.

What do you need to do?

You are not required to do anything. Your school is responsible for providing the requested details to the department, however, please ensure that your school has the most up-to-date and correct details for your family.



Contacts for further information

Your school can provide additional information about the process for the *statement of addresses* collection.

If you have any further questions regarding the collection, you can contact the department by:

- Email: seshelpdesk@education.gov.au
- Phone (free call): SES helpdesk on 1800 677 027 (Option 4)

The department's privacy policy is available on the department's website at www.education.gov.au. The privacy policy contains information about:

- how individuals can access and seek correction of the personal information held by the department;
- how complaints about breaches of the *Privacy Act 1988* (Cth) can be made; and
- how the department will deal with these complaints.

If you wish to contact the department about privacy-related matters, please email the department at EducationPrivacy@education.gov.au or write to:

Privacy Contact Officer
Schools, Childcare and Corporate Legal Branch
Department of Education and Training
GPO Box 9880
Canberra ACT 2601

- 1 The school and the Diocese both independently and through its schools collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the school. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the school to provide schooling to students enrolled at the school, exercise its duty of care, and perform necessary associated administrative activities, which will enable students to take part in all the activities of the school.
- 2 Some of the information we collect is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care.
- 3 Laws governing or relating to the operation of schools require certain information to be collected and disclosed. These include education, public health and child protection laws.
- 4 Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about your child from time to time.
- 5 If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your son/daughter.
- 6 The school may disclose personal and sensitive information for educational, administrative and support purposes. This may include:
 - Other schools and teachers at those schools
 - government departments and agencies
 - the Catholic Schools Office
 - Catholic Schools NSW
 - the Diocese of Broken Bay and its parishes
 - medical practitioners
 - people providing educational, support and health services to the school, including specialist visiting teachers, sports coaches, volunteers, counsellors and providers of learning and assessment tools
 - providers of specialist advisory services and assistance to the school, including in the area of human resources, child protection and students with additional needs
 - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN)
 - people providing administrative and financial services to the school
 - recipients of school publications, such as newsletters and magazines
 - anyone you authorise the school to disclose information to
 - anyone to whom the school is required or authorised to disclose the information to by law, including child protection laws
- 7 Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, student activities and similar news is published in school newsletters, magazines and on our website. This may include photographs and videos of pupil activities such as sporting events, school camps and school excursions. The school will obtain permissions annually from the pupil's parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos (or other identifying material) in our promotional material or otherwise make this material available to the public such as on the internet.
- 8 Parents may seek access to personal information collected about them and their son/daughter by contacting the school. Older students may also seek access to personal information about themselves. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the school's duty of care to the student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons, if appropriate.

- 9 The school from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the school's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
- 10 If you provide the school with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the school and why.
- 11 The school may use online or 'cloud' service providers to store personal information and to provide services to the school that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the school's use of online or 'cloud' service providers is contained in the school's Privacy Policy.
- 12 The Diocesan Schools System Privacy Policy sets out how to make a complaint about a breach of privacy and how the school will deal with such a complaint.