



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
