



For parents/guardians of students:

2019 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) (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 students' 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.

On 20 September 2018 the Government announced that it will implement a new, improved capacity to contribute methodology used in the calculation of the Commonwealth's needs-based funding arrangements for non-government schools. This follows a review of the existing socio-economic status (SES) score methodology by the National School Resourcing Board. Further information about the review and the Government's response can be found here: <https://www.education.gov.au/review-socio-economic-status-ses-score-methodology>.

The information collected in the *statement of addresses* will be used to refine the new capacity to contribute methodology and may also be used in school funding calculations from 2020.

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 (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/4a256353001af3ed4b2562bb00121564/9099c77cb979d558ca258198001b27a0/\\$FILE/MADIP%20iPIA_2018.pdf](http://www.abs.gov.au/websitedbs/D3310114.nsf/4a256353001af3ed4b2562bb00121564/9099c77cb979d558ca258198001b27a0/$FILE/MADIP%20iPIA_2018.pdf).

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 its service providers, including the Australian Government Department of Jobs and Small Business, for the purposes of the provision of information and communications technology (ICT) support services to the department.



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, you may wish to 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 of the address 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.



For parents/guardians of students:

Frequently Asked Questions – 2019 Student Residential Address and Other Information Collection

What do I need to do?

Your school will provide the Australian Government Department of Education and Training (the department) with the information that is required as part of the Student Residential Address and Other Information Collection (the address collection).

The only thing you need to do is to ensure that your school has up-to-date:

- residential address details for your child(ren)
- parent and/or guardian names and addresses.

Please do not send this information to the department.

What information is being collected?

Schools provide the following information about each student to the department:

- 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 students' parent(s) and/or guardian(s)

Why is this information being collected?

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

FAQs for parents – 2019 Student Residential Address and other Information Collection

On 20 September 2018 the Government announced that it will implement a new, improved capacity to contribute methodology used in the calculation of the Commonwealth's needs-based funding arrangements for non-government schools. This follows a review of the existing socio-economic status (SES) score methodology by the National School Resourcing Board. Further information about the review and the Government's response can be found here: <https://www.education.gov.au/review-socio-economic-status-ses-score-methodology>.

The information that is collected will be used to refine the new capacity to contribute methodology and may also be used in school funding calculations from 2020.

When is the 2019 address collection?

The collection will open on 19 February 2019 and close on 18 March 2019.

Is my personal information secure?

Yes. Your personal information is protected by law, including the *Privacy Act 1988* (Cth) (Privacy Act). Additionally, any use and disclosure of your personal information relating to the address collection will occur in accordance with the Australian Education Regulation 2013.

Your personal information gathered under the collection 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.

To support the collection, the department commissioned an independent privacy impact assessment (PIA). Among other things, the PIA assesses the flows of information under the collection, compliance with the Privacy Act and measures in-place to safeguard the personal information being collected. The report is available at <https://docs.education.gov.au/node/51436>.

The collection notice you were provided by your school also contains additional information about how the department may use and disclose your personal information.

Who should I contact if I have concerns about privacy?

If you have any concerns about privacy relating to this collection you can contact the department by:

- Email: seshelpdesk@education.gov.au
- Phone: [1800 677 027 \(select Option 4\)](tel:1800677027)