ENROLMENT PRIVACY STATEMENT
The Department of Education is collecting the information on this form for the purpose of school enrolment and student management.

Personal information collected by the Department is protected by the Queensland Government’s information Standard 42 – Information Privacy.

However, in accordance with information Sharing Protocols and Memoranda of Understanding, some of this information may be passed on to government agencies. Some of these state government agencies include Queensland Health, Queensland Transport, Queensland Police Service and Department of Families. The commonwealth government, through Centrelink, may require information for matching purposes in relation to the payment of study assistance benefits to some students.

Personal information on the enrolment form can be disclosed to other third parties without the individual’s consent where authorised or required by law.

ATTENDANCE/Achievement/Behaviour
While students are enrolled in and attend state schools, school staff will collect personal information about their academic performance, attendance and behaviour for the purpose of monitoring their educational progress and providing educational programs to suit the needs of the student.

Year 11 and 12 student details and academic profiles will be passed on to the Queensland Studies Authority for the purpose of processing Senior Certificates and Tertiary Entrance Statements. Year 3, 5 and 7 student names are passed on to the Queensland Studies Authority for the purpose of issuing individual reports in relation to the assessment of numeracy and literacy skills of students.

This personal information can be disclosed to other third parties without the individual’s consent where authorised or required by law.

Wellbeing, Protection and Safety
During a student’s attendance, the Department of Education may also collect personal information that relates to the wellbeing, protection and safety of the student. This personal information may be passed on to agencies such as Queensland Health, Queensland Police Service and Department of Families in accordance with Education Queensland’s Student Protection Policy and other policies relating to student behaviour.

This personal information can be disclosed to other third parties without the individual’s consent where authorised or required by law.

Children and Young People in the Care of the State – Data-Matching
The Department of Education and Department of Families conduct a data-matching program to improve school achievement outcomes for children and young people in care.

The data-matching program involves a comparison, through a unique identifier, of certain personal information of children and young people in care and those children of similar age in the general school student population, including those who have specific needs. This personal information may include:

- Achievement levels;
- Retention rates;
- Age;
- School year levels;
- School disciplinary absences; and
- Student movement between schools.

You may obtain further information about the Queensland Government’s privacy regime contained in information Standard 42 – information Privacy at [http://www.lle.qld.gov.au/informationstandards](http://www.lle.qld.gov.au/informationstandards). If you have any questions about privacy or access to information, you may contact Education Queensland’s Privacy Contact Officer on 3237 0546.

Your Right to Privacy

What is Education Queensland’s Role?
The Department of Education, known as Education Queensland, operates the state education system through a network of more than 1300 sites and administers grants and funding on behalf of the Government to the non-state school sector and universities. The department also provides advisory, monitoring and regulatory functions and strategic support to these areas.

Why does your privacy need protecting?
Every day, a vast amount of personal information is given to State Government departments and agencies. The Queensland Government respects your privacy and has established rules to ensure that your personal information is protected.
The Government’s privacy policy (Information Standard 42 – Information Privacy) stipulates that personal information be collected, stored, used and disclosed under very strict guidelines to prevent it from being misused or passed on without your permission.

Education Queensland is committed to protecting your privacy.

What is personal information?

Personal information is an opinion or information about a person, whether true or false, that identifies or could identify the person. This information may be recorded in a document, or form part of a database. Examples of personal information include (but are not limited to) your date and place of birth, race or ethnicity, religion, financial record, criminal record or medical record. Sometimes personal information about a person can reveal their identity even if their name is not mentioned.

How does the privacy policy work?

In all your dealings with Education Queensland, staff will make sure that your privacy is protected. Any personal information collected must be:

- Directly related to, or necessary for, a lawful purpose or function of the agency;
- Relevant, up-to-date and complete;
- Collected fairly and lawfully; and
- Stored safely and securely.

Generally, your personal information must be used only for the purpose for which it was collected or a directly related purpose, unless you have otherwise given permission.

The privacy principles do not apply to personal information contained in documents concerning covert police activity, witness protection, disciplinary actions and misconduct, whistleblowers and Cabinet and Executive Council matters. This is because the law overrides privacy principles in particular cases.

Under what other circumstances can Education Queensland disclose your personal information?

- If you consent, or if disclosure is:
  - Permitted by law;
  - Essential for law enforcement; or
  - Believed to be necessary to prevent or lessen an imminent threat to health or life.

Education Queensland may disclose limited information (for example, name, contact details, attendance, achievement etc) about you to other parties for the purpose of issuing achievement awards, processing certificates, statements or reports in relation to assessments.

Listed below are agencies Education Queensland may give relevant personal information to where needed or authorised under law. The guidelines for release of personal information are strict. Personal information may be disclosed to:

- Queensland Health or its nominated Health Providers,
- Queensland Transport,
- Queensland Police Service,
- Aboriginal and Torres Strait Islander Policy,
- Department of Employment and Training,
- Department Families,
- Disability Services Queensland,
- Department of Housing,
- Department of Justice and Attorney-General,
- Sport and Recreation Queensland,
- Centrelink and research organizations under contract to Education Queensland.

Data-matching

Education Queensland passes some personal information collected on to Centrelink for data matching purposes in relation to entitlements to Centrelink-administered payments: for example, study assistance benefits.

The Data-matching Program (Assistance and Tax) Act 1990 and the Social Security Administration Act 1999 authorises Centrelink to compare the personal information they hold to ensure that payments are being paid correctly.

Education Queensland and the Department of Families conduct a data-matching program to improve school achievement outcomes for children and young people in care.
The data-matching program involves a comparison of certain personal information of children and young people in care and those children of similar age in the general school student population, including those who have specific needs. Personal information may include achievement levels, retention rates, age, school year levels, school disciplinary absences and student movement between schools.

Can you have access to personal information held by the Government?

Yes. You can apply under the Freedom of Information Act 19992 to access, or to correct personal information held by State Government departments and agencies. This can be done by writing to the FOI Coordinator, Education Queensland, PO Box 33, Brisbane Albert Street, Q 4002 or telephone (07) 32370546.

Worried about privacy?

If you have a question about privacy, confidentiality or access to information, contact Education Queensland’s Privacy Contact Officer.

If you believe that Education Queensland has breached your privacy or confidentiality, you can make a complaint to the department’s Privacy Contact Officer. Your complaint will be taken seriously and investigated thoroughly.

How do I find out more?

For further information contact Education Queensland’s Privacy Contact Officer (07) 3237 0546 or email InformationPrivacy@qed.qld.gov.au or write to the Privacy Contact Officer, Education Queensland, PO Box 33, Brisbane Albert Street, Q 4002.

A copy of the Queensland Government’s privacy policy and principles is available by accessing the Education Queensland’s website www.education.qld.gov.au/home/privacy.htm