

Privacy Information Sheet for Parents/Carers

Enrolment Form for Queensland State Schools - 2006

The school is part of Education Queensland in the Department of Education and the Arts. It is subject to *Information Standard 42 – Information Privacy (IS42)* which controls how it must collect, store, use and disclose personal information.

Why does Education Queensland collect personal information at enrolment?

Education Queensland collects personal information on the attached enrolment form so it can:

- meet its legal obligations under the *Education (General Provisions) Act 1989*;
- meet its duty of care to all students and staff members; and
- administer and plan for providing appropriate education and support services to students.

Also, the State of Queensland has agreed to collect information about students' gender, indigenous status, socio-economic background and language background and provide it to the Commonwealth. Commonwealth law requires Education Queensland to collect and provide the information to the Commonwealth Department of Education, Science and Training (DEST) in order for the Commonwealth to provide funding for education to the State.

Do you have to provide all of the information requested on the enrolment form?

NO, you do **NOT** have to provide **ALL** of the information requested on the enrolment form. However, Education Queensland requires certain information by law to ensure that those seeking enrolment are eligible. Education Queensland also requires personal information to ensure that the school can meet its legal 'duty of care' obligations and to provide appropriate education and support services to students. If you choose not to provide the information requested on the enrolment form, the school may be unable to enrol the person as a student, or properly care for the student or provide appropriate education and support services to the student.

Do you have to provide the information requested by the Commonwealth?

NO, it is voluntary. You do **NOT** have to provide the information requested by the Commonwealth. The State of Queensland is required by law to collect and pass on the information, that you choose to give, to the Commonwealth **BUT** you decide whether to give that information to Education Queensland.

What will happen to the information collected by Education Queensland and provided to the Commonwealth?

Queensland State schools normally collect information on students' sex, indigenous status and language background and use it to provide appropriate education and support services to students. The school will continue to collect and hold this information. The two questions on the enrolment form about the student's socio-economic background are about you, the student's parent/caregiver. Education Queensland will not retain this information. The questions are:

- *What is the highest year of primary or secondary school the parents/caregivers have completed?*
- *What is the level of the highest qualification the parents/caregivers have completed?*

The information regarding gender, indigenous status, socio-economic background and language background is given to:

- the Queensland Studies Authority so that it can be linked with students' numeracy and literacy test results; and
- the Commonwealth Department of Education, Science and Training.

Information provided to the Commonwealth government is aggregated and does not identify individuals. Your socio-economic background information is entered into a database using only the student's numerical identifier. The name of the student and your name(s) are not part of the States' reporting requirements. The school will destroy the forms used to collect your socio-economic background information and will have no future access to the data.

Uncontrolled copy. Refer to the Department of Education, Training and Employment

Policy and Procedure Register at <http://ppr.det.qld.gov.au> to ensure you have the most current version of this document.

Are a student's records transferred when the student moves from a Queensland State school to another school within Queensland?

YES, a student's records are transferred when the student moves from a Queensland State school to another school within Queensland. Education Queensland is permitted by law to transfer information about a student from a State school to another State school or from a State school to a non-State school within Queensland. This helps the new school to understand the student's needs and assists with continuing appropriate educational support programs. It also provides an opportunity for parents/carers to review and discuss the information being transferred to make sure that it is up to date, accurate and complete.

In what other circumstances can the school or Education Queensland disclose personal information?

Education Queensland can only use and/or disclose your personal information in accordance with IS42. Further, under IS42, Education Queensland can disclose your personal information that is relevant to other organisations if:

- you consent;
- you are likely to be aware that the disclosure is usual practice;
- it is required or authorised by law;
- it is necessary for law enforcement; or
- it is believed to be necessary to prevent or lessen an imminent threat to a person's health or life.

Listed below are Queensland government agencies to which Education Queensland regularly discloses relevant personal information under IS42.

- Queensland Transport;
- Queensland Studies Authority;
- Queensland Police Service;
- Department of Education, Training and Employment;
- Department of Child Safety;
- Department of Communities;
- Disability Services Queensland.

Education Queensland is also regularly required by Commonwealth law to give personal information to the following Commonwealth government agencies for data matching for the payment of welfare benefits:

- Centrelink; and
- Australian Taxation Office.

How can you access the information about your child enrolled at a Queensland State school?

You may request access to personal information about you or your child held by Education Queensland or a school by making a request in writing to the principal of the school. The principal will assess your request in accordance with Education Queensland policy. You may also apply in writing to Education Queensland for access under the *Freedom of Information Act 1992*.

What are your responsibilities as a parent/carer regarding personal information?

It is the responsibility of parents/carers to continue to provide to the school up-to-date and accurate information when circumstances change so that the school can meet its obligations to the student. This will include, for example, maintaining current contact information and advising the school of any relevant changes to custody or care arrangements.

Further information

If you have any questions about information privacy practices of Education Queensland, please first contact the school principal or consult the Department of Education, Training and Employment website. See Information Standard 42 for further information.