



## Collection Notice for parents/guardians

### 2023 Student Residential Address and Other Information

The Australian Government Department of Education (the department) would like to notify you that we have requested for your child's school to provide residential address and other information.

Under the *Australian Education Regulation 2013*, the school is required to provide the department with the following information about each student at the school:

- Names and residential addresses of student's parent(s) and/or guardian(s)
- Student residential address (**excluding student names**)
- Whether the student is a primary or secondary student (education level)
- Whether the student is boarding or a day student (boarding status).

The school collects the above information by generating a **unique and unidentifiable** – student reference number (SRN) for each student record. The school only uses the SRN for this collection. **It is not allowed to be used for any other purpose.** The number only indicates to the department that each record provided is for one student.

#### Purpose of the collection

The Student Residential Address and Other Information Collection (the Collection) informs Australian Government school education policy and helps ensure funding for non-government schools is based on need.

The information collected will be used to inform school funding calculations. It is combined with Australian Bureau of Statistics (ABS) data to calculate a non-government school community's capacity to contribute to schooling costs.

From 2020, the department introduced a new measure of capacity to contribute: the Direct Measure of Income (DMI). The DMI is based on the median income of non-government school students' parents or guardians using the Collection data. Find more information about the DMI on the [What is the methodology for the Direct Measure of Income \(DMI\)? Department web page](#).

#### Use and disclosure of personal information

**Your personal information is protected by law** under the *Privacy Act 1988* (Cth) (Privacy Act). Personal information is information or an opinion about an identifiable individual. Personal information includes an individual's name and contact details.

Any use or disclosure of your personal information must occur in accordance with Privacy Act and the *Australian Education Act 2013* and *Australian Education Regulation 2013*.

Your personal information provided to the department through the Collection may be:

- disclosed to the ABS for the purposes of capacity to contribute calculations and analysis as a part of the Multi-Agency Data Integration Project (MADIP). Find more information about MADIP on the ABS website [MADIP page](#).
- disclosed to a contracted auditor where the department may from time to time, carry out an audit of a school's collection submission. The contracted auditor compares the school's submission with the school's student enrolment information. The contracted auditor will not use the information for any other purpose.

- disclosed to its service providers for the purposes of providing the department with information and communications technology support services.
- used or disclosed where it is otherwise required or authorised by law.

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

Find the department's privacy policy on the [Department of Education](#) website which includes information on:

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

The department commissioned an independent privacy impact assessment (PIA). 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 current version is available on the [2018 Student Residential Address Collection: Additional Required information Privacy Impact Assessment web page](#).

## What do you need to do?

You are not required to do anything. Your school is responsible for providing the department with the requested details; however, you can contact the school to update your family's details.

## Contacts for further information

Your school can provide additional information about the Collection process.

Alternatively, please visit the [SchoolsHUB Address Collection help and support page](#).

To contact the department about privacy-related matters, email [privacy@education.gov.au](mailto:privacy@education.gov.au) or write to:

Privacy Officer  
Legal Services  
Department of Education  
LOC: C50MA1  
GPO Box 9880  
Canberra ACT 2601