Australian Government
Department of Education

2024 Non-government schools census collection notice

The Australian Government Department of Education (the department) would like to advise all staff, parents and guardians that it will collect certain information about your school, its staff and student body as part of the 2024 Non-government schools census collection (the census).

How and what information is collected for the census?

Census information is provided to the department by your school legal entity (the approved authority) via the SchoolsHUB website.

The census provides information about your school and the number and characteristics of the school's staff and student body during a specific reference period. Characteristics collected through the census include:

- teaching and non-teaching staff
- students' year level and workload
- students' gender and age (as on 1 July 2024)
- Aboriginal and Torres Strait Islander staff and students
- students with disability
- students receiving distance education
- boarding and overseas students.

The names of students and staff are not collected, apart from the name, position and contact details of the staff member nominated as the primary contact for the census.

Census special circumstances applications

Census special circumstances applications may also be made by schools to include a student(s) who did not attend during the census reference period but otherwise meets census eligibility requirements. Schools will provide the department with information and documents about the student demonstrating their eligibility. The department does not require personal information about a student and asks schools to de-identify any documents before providing them.

Purpose of the census collection

The information provided during the census is collected by the department in accordance with the *Australian Education Act 2013* (the Act) and the Australian Education Regulations 2023 (the Regulations). The Act and Regulations require the legal entity responsible for the administration of the school (the approved authority) to provide this information to the department to:

- ensure the provision of Australian Government funding to schools is properly calculated and appropriately managed
- conduct research, statistical analysis and develop school education policy for the Australian Government
- meet national and international reporting obligations on school students in Australia
- publish and provide information about schools to the public.

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 identified individual or an individual who is reasonably identifiable.

Any use or disclosure of your personal information must occur in accordance with the Privacy Act and the Act and Regulations, and any other applicable laws.

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

- used or disclosed by the department as outlined above under the heading 'Purpose of the census collection'
- disclosed to the Australian Curriculum Assessment and Reporting Authority (ACARA) to publish on the My School website and included as high-level data for ACARA's National Report on Schooling in Australia
- disclosed to state and territory government departments and authorities in accordance with the Act and Regulations
- disclosed to Australian Government departments and authorities in accordance with the Act and Regulations
- disclosed to non-government school representative bodies in accordance with the Act and Regulations
- disclosed to a contracted auditor where the department decides to audit or verify the information provided by an approved authority about a school. The contracted auditor may use previously collected information or request access to individual student records for comparison purposes. The contractors may pass this information onto officers within the department, if there is a discrepancy in the data provided by the school and the school's records and further investigation is required. The contracted auditor must handle personal information in accordance with the Privacy Act
- disclosed to the department's service providers so they can provide information and communications technology support services to the department.
- used to validate data from other collections undertaken by the department
- used or disclosed where it is otherwise required or authorised by law including under the Act or Regulations, or otherwise permitted under the Privacy Act.

Other than in exceptional circumstances (for example, investigation of fraud relating to overseas students), the department does not disclose any of the personal information collected to overseas recipients.

You can download the Department of Education's privacy policy or request a copy at privacy@education.gov.au. The privacy policy includes information about:

- how to access or correct personal information held about you or your child
- how to make a complaint about a breach of the Australian Privacy Principles

- how the department will deal with such a complaint.

What do you need to do?

You are not required to do anything. The approved authority of the school is responsible for providing the information to the department.

Contacts for further information

Your school can provide more information about the data it provides for you or your child as part of the census.

To find out more about the census collection and reporting, visit SchoolsHUB.