



Privacy Notice

Your personal information, including sensitive information is protected by law, including under the *Privacy Act 1988* (Privacy Act). The Privacy Act contains 13 Australian Privacy Principles. These regulate the way we collect, store, provide access to, use and disclose personal information.

Personal information

Personal information is information or an opinion about an identified or reasonably identifiable individual. The personal information we collect includes an individual's name, role and contact details.

Sensitive information

Sensitive information is a subset of personal information. The sensitive information we collect may include information about an individual's religious beliefs, criminal record and bankruptcy/insolvency information.

Collection of your information

Your personal and sensitive information will be collected by the Australian Government Department of Education (the department) when you complete this application form for a new approved authority/school(s) or for changes to existing approved authorities/school(s), including structural changes to approved authorities/school(s) or changes to key personnel of approved authorities/schools.

Purpose of collecting your information

The department collects personal and sensitive information in the course of administering the *Australian Education Act 2013* and the *Australian Education Regulations 2023*.

Your personal and sensitive information is being collected by this form as you are a key individual for the approved authority.

The purpose of collecting your personal and sensitive information is to:

- assess applications seeking approval as an approved authority
- assess fit and proper person requirements
- assess whether an approval can be varied or revoked
- obtain new information to assess eligibility changes associated with school funding
- communicate with key individuals regarding approved authorities/schools.

The department may use your personal and sensitive information for related purposes such as:

- programs administered by the Minister for Education
- research into matters of relevance to the department
- statistical analysis of matters of relevance to the department
- policy development.

If you do not provide some or all of the personal and sensitive information requested by the form, the department may be unable to assess your application for a new approved authority or record you as a key individual for the approved authority.

Disclosure of your personal information

The department may disclose your personal information in the application form to the Minister for Education and staff in the Minister's Office

Your personal and sensitive information may also be disclosed to other parties where you have agreed, or where it is otherwise permitted under the Privacy Act

Your personal information is unlikely to be disclosed to overseas recipients.

Privacy policy

The department's privacy policy is available on the department's website (www.education.gov.au). The privacy policy contains information about:

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

If you would like to contact the department about a privacy related matter, send an email to privacy@education.gov.au

