

## EDUCATION AND TRAINING DIRECTORATE

**Locations:** 220 Northbourne Avenue, BRADDON, ACT 2612 and  
Hedley Beare Centre for Teaching and Learning, Fremantle Drive,  
STIRLING

**Address:** GPO Box 158, CANBERRA, ACT 2601

Fifty-five (55) classes of personal information are held by this agency

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# **1. SCHOOL IMPROVEMENT DIVISION**

## **1.1 SCHOOLS NETWORK**

### **1.1.1 Student Suspensions**

The records may include one or more of the following:

- Personal history
- Health records
- Attendance records.

The purpose of these records is to maintain a database on suspensions. These records contain details of students who have been suspended from school to ensure that there is necessary follow-up.

Content may include name, address, date of birth, gender and contact telephone numbers.

Sensitive content may include physical or mental health, disabilities, racial or ethnic origin, investigations by the School Network Leader and unlisted telephone number. The personal information on these records relates to identified students at early childhood schools, primary schools, specialist schools, high schools or colleges who have been suspended from the school. The record might also refer to school or office employees.

The following agency staff have access to this personal information: school network leaders, executive assistants and other teaching and administrative staff as required.

Records are kept until the student leaves the school and then kept permanently as archives. The records are created on the school database and are kept centrally in the Directorate (on MAZE). The records are stored on paper and electronic media.

Some of the personal information contained in these records may be disclosed to departmental officers on a need to know basis. Individuals can obtain information regarding access to their personal information by contacting Legal Support ph: 6205 8510.

Location: Schools Network Branch: Hedley Beare Centre for Teaching and Learning, Fremantle Drive, Stirling, ACT.

### **1.1.2 College Placements**

The records may include one or more of the following:

- Personal history.

The purpose of these records is to maintain details on placement requests for year 10 students entering secondary colleges.

Content may include student ID, name, address, date of birth, gender, parents' or carers' details, home telephone number, email address, education information and course enrolment requests.

Sensitive content may include unlisted phone numbers and personal email addresses.

The personal information on these records relates to students enrolled in an ACT public school and seeking placement in an ACT college, and their parents or carers.

The following staff have access to this information: senior executive and school network leaders, executive assistants and other teaching and administrative staff as required. Some of the personal information contained in these documents may be disclosed to other departmental officers and other relevant agencies on a need to know basis.

The records are created on a database and are kept centrally in the Directorate (on MAZE). The records are stored on paper and electronic media.

Individuals can obtain information regarding access to their personal information by contacting the principal of their school.

Location: Schools Network Branch: Hedley Beare Centre for Teaching and Learning, Fremantle Drive, Stirling, ACT.

### **1.1.3 Parent Contributions and Levies**

The records may include one or more of the following:

- Financial records
- Personal history.

The purpose of these records is to maintain details on monies received by schools from parents and students in relation to voluntary contributions, subject levies, excursions, and any other such monies. This function is included in the school administration system MAZE.

Content may include name, address, date of birth, gender, parents' or carers' details, home telephone number and payments made and due.

Sensitive content may include exemptions granted to specific students.

The personal information on these records relates to students enrolled in ACT public schools and their parents or carers.

The following staff have access to this information: school-based executive personnel.

The records are kept for seven years.

This information is not disclosed to other persons or organisations.

Individuals can obtain information regarding access to their personal information by contacting the principal of their school.

Location: Schools Network Branch: Hedley Beare Centre for Teaching and Learning, Fremantle Drive, Stirling, ACT.

## **1.2 ABORIGINAL AND TORRES STRAIT ISLANDER AND STUDENT SUPPORT**

### **1.2.1 Aboriginal and Torres Strait Islander Student Scholarship Program**

The purpose of these records is to enable accurate processing of monetary grants to recipients of the Aboriginal and Torres Strait Islander Student Scholarship.

Content may include parents' or guardians' names and addresses, student's date of birth, gender, and current school and year level. It may include the student's application, CV, written references and details regarding the scholarship application process.

Sensitive content may include telephone numbers, financial information including banking details.

The personal information on these records relates to the student applicant and parents/caregivers.

The following agency staff may have access to this personal information: Student Aspirations Coordinators, Aboriginal and Torres Strait Islander Education section manager, assistant manager.

The records are archived according to the *Territory Records Act 2002* (ACT). The records are stored in hard copy in a secured filing cabinet. Student records are currently kept indefinitely.

This information is not usually disclosed to other persons or organisations.

Individuals can obtain information regarding access to their personal information by contacting the Director, Aboriginal and Torres Strait Islander Education and Student Support, ph: 6205 7029.

Location: Aboriginal and Torres Strait Islander Education and Student Support , Hedley Beare Centre for Teaching and Learning, Fremantle Drive, Stirling, ACT.

### 1.2.2 School Counsellors' Files

The records may include one or more of the following:

- Personal history
- Health history
- Test results

The purpose of these records is to maintain records of counsellors' contact with clients, enable records for special education resourcing and to support placement programming. They also enable counsellors to provide guidance on psycho/social and educational needs of students in public schools.

Content may include name, address, date of birth, gender, grade placement, siblings and medical information, measurements of general ability, educational attainment, learning style, and general adjustments.

Sensitive content may include physical or mental health, disabilities, racial or ethnic origin, relationship details, results of intellectual, psychological and educational assessments, responses to issues raised by parents and teachers, emotional, behavioural and attitudinal factors and significant background factors affecting school placement and performance.

The personal information on these records relates to students in public schools.

The following agency staff have access to this personal information: senior counsellors and assistant manager with psychology registration, directors of schools, principals, disability education and student support officers through a senior counsellor or assistant manager with psychology registration.

The records are kept until students leave the education system permanently or are old enough to have completed Year 12 and are then retained permanently as archives. Records are kept on secure computer and paper media. Student records are kept until the person reaches 25 years of age or seven years after the last action whichever is later.

Some of this information may be disclosed to parents and teachers of students and medical and welfare personnel. Information can be transferred to other agencies through the use of the Release of Information form. Otherwise, information is not usually disclosed to other persons or organisations.

Individuals can obtain information regarding access to their personal information by telephoning the counsellors ph: 6205 7619. Information is also available from the Director, Aboriginal and Torres Strait Islander Education and Student Support or the Manager, Student Wellbeing and Behaviour Support or the Manager, Disability Education.

Location: Records are either kept at the school that the student attends, or archived at the Records Management Unit, Unit 17, 1 Pirie Street, Fyshwick ACT.

### **1.2.3 ACT Junior Bursary Scheme**

The purpose of these records is to enable accurate processing of applications for monetary grants to assist low-income families to support students in years 7-10 in continuing full-time education.

Content may include parents' or guardians' names and addresses, student's date of birth, gender, and current school and year level.

Sensitive content may include personal history, telephone numbers, financial information and copy of pension and/or health care card.

The personal information on these records relates to parents/carers and to their dependents.

The following agency staff may have access to this personal information: officers of the Student Wellbeing and Behaviour Support Section as designated by the section manager.

The records are archived according to the *Territory Records Act 2002 (ACT)*. The records are stored on computer in a Microsoft Access database with restricted access, and on original application forms in a secured filing cabinet.

This information is not usually disclosed to other persons or organisations.

Individuals can obtain information regarding access to their personal information by contacting the Director, Aboriginal and Torres Strait Islander Education and Student Support, ph: 6205 7029, or the Scheme Administrative Officer, ph: 6205 9300.

Location: Aboriginal and Torres Strait Islander Education and Student Support, , Hedley Beare Centre for Teaching and Learning, Fremantle Drive, Stirling, ACT.

#### **1.2.4 Behaviour Support Records**

The records may include one or more of the following:

- Personal history
- Health history
- Completed questionnaires

The purpose of these records is to maintain student records for production of reports, and standard forms for statistical and tracking purposes. Where appropriate, they also provide for the needs of students by arranging for their enrolment in student management support programs.

Content may include name, address, date of birth, gender, ethnic background, first language, school enrolment history, performance assessment results, special needs, and nature and level of special education programs.

Sensitive content may include racial or ethnic origins, physical or mental health details, disabilities, medical/paramedical services used, performance assessment results, and other information relating to developmental progress and special education needs.

The personal information in these records relates to students who receive support through student management consultants or the complex needs team.

The following departmental staff have access to this personal information: counsellor or student support officers as designated by the director.

Some of this information may be disclosed to the Australian Federal Police, courts under subpoena.

Individuals can obtain advice about accessing their personal information by contacting the principal of the relevant school, in the first instance. The request may then be sent to: Student Support, ph: 6205 6925.

Records are stored electronically or in hard copy. Files are maintained in accordance with the *Territory Records Act 2002 (ACT)* and are archived or destroyed in accordance with TaRDIS.

Location: Student Wellbeing and Behaviour Support, Aboriginal and Torres Strait Islander Education and Student Support Branch, Hedley Beare Centre for Teaching and Learning Fremantle Drive, Stirling, ACT.

### 1.2.5 Services for Students with a Disability

The records may include one or more of the following:

- Personal history
- Health history
- Completed questionnaires.

The purpose of these records is to maintain student records for production of reports, class lists, staffing and standard forms for statistical and tracking purposes. Where appropriate, they also provide for the needs of children by arranging for their placement in special schools, classes or other programs, for the provision of special needs transport and to assist in the development of programs in these placements.

Content may include name, address, date of birth, gender, ethnic background, first language, school enrolment history, performance assessment results, special needs, and nature and level of disability education programs.

Sensitive content may include racial or ethnic origins, physical or mental health details, disabilities, medical/paramedical services used, performance assessment results, and other information relating to developmental progress and disability education needs.

The personal information in these records relates to students with a disability who access disability education services and programs in ACT public schools.

The following departmental staff have access to this personal information: counsellor, classroom teacher, disability education or student support officers as designated by the director.

Some of this information may be disclosed to the Australian Federal Police, courts under subpoena.

Individuals can obtain advice about accessing their personal information by contacting the principal of the relevant school, in the first instance. The request may then be sent to: Student Support, ph: 6205 6925.

Records are stored electronically or in hard copy. Files are maintained in accordance with the *Territory Records Act 2002* (ACT) and are archived or destroyed in accordance with TaRDIS. Student records are kept until the person reaches 25 years of age or seven years after the last action whichever is later.

Location: Disability Education Section, Aboriginal and Torres Strait Islander Education and Student Support Branch, Hedley Beare Centre for Teaching and Learning, Fremantle Drive, Stirling, ACT.

## **1.3 LEARNING AND TEACHING**

### **1.3.1 English as a Second Language (ESL) Program**

The records may include any one or more of the following:

- Family lingual records
- New arrivals
- Special Cases

The purpose of these records is to fund schools and Introductory English Centres and provide data to the Directorate.

Content may include name, address, date of birth, gender, country of birth languages spoken and visa category.

Sensitive content may include physical and emotional health and information relating to language development.

The personal information on these records relates to identifying students for ESL support, country of birth and language background.

The following agency staff have access to this information: Director Learning and Teaching, Literacy and Numeracy section manager and ESL executive officers, ESL administration support personnel and MAZE personnel.

The records are kept indefinitely (since early 1980s). The records are kept as paper files and electronically.

The personal information contained in these records may be disclosed to classroom teachers, ESL teachers, principals and school counsellors.

Individuals can obtain information regarding access to personal information in this class of records by contacting: ESL executive officer, Literacy and Numeracy Team, ph: 6205 9182.

The records relate to approximately 4200 individuals in 2010.

Location: Literacy and Numeracy Section, Learning and Teaching Branch, Hedley Beare Centre for Teaching and Learning Fremantle Drive, Stirling, ACT.

### 1.3.2 Researching With Scientists Program

The records may include one or more of the following:

- Personal history
- Photographic record
- Financial records

The purpose of these records is to document the enrolment history of students whose parent is an overseas scientist participating in the *Researching with Scientists* program.

Content may include name, photograph, address, phone numbers, date of birth, passport number, emergency contact name and phone number, parents' names and phone numbers, and details of International Private Students (IPS) fee exemption.

Sensitive content may include photograph, passport number, emergency contact name and phone number, parents' names and phone numbers.

The personal information on these records relates to students' parents' participation in the Researching with Scientists program and school contribution arrangements.

The following agency staff have access to this information: Director Learning Teaching, section manager and *Researching with Scientists* officer, International Education Unit staff.

The records are kept while the child is enrolled in an ACT public school and his or her parent is a participant in the Researching with Scientists program. The records are kept on paper media in a locked filing cabinet in the International Education Unit and retained permanently

The personal information contained in these records may be disclosed to the principal of the public school at which the student is enrolled, and an authorised person (government).

Individuals can obtain information regarding access to personal information in this class of records by contacting the Manager, Curriculum Support P-12 Section, ph: 6205 9382.

The records relate to approximately eight individuals per annum.

Location: Curriculum Support P-12 Section, Learning and Teaching, Hedley Beare Centre for Teaching and Learning, Fremantle Drive, Stirling, ACT.

### **1.3.3 Instrumental Music Program**

The records may include one or more of the following:

- Financial records
- Personal information
- Testing/audition records

The purpose of these records is to maintain details on monies received by schools from parents and students in relation to membership, tours, excursions, and any other such monies. This function is included in the school administration system MAZE.

The purpose of personal records relate to afterhours bands - rehearsals, tours and excursions.

Content may include name, address, date of birth, gender, parents' or carers' details, home telephone number, passport number, emergency medical notes, emergency contact numbers and payments made and due.

Sensitive content may include parents' or carers' details, home telephone number, passport number, emergency medical notes, emergency contact numbers and exemptions granted to specific students.

The personal information on these records relates to students enrolled in ACT public schools participating in the Instrumental Music Program and their parents or carers.

The following staff have access to this information: Principal and Executive Staff of the Instrumental Music Program, teaching and administrative staff of the Instrumental Music Program.

The financial records are kept for seven years; the personal and testing information records are kept for the school year of participation in the Instrumental Music Program. The records are kept as paper files and electronically.

This information is not disclosed to other persons or organisations.

Individuals can obtain information regarding access to their personal information by contacting the principal of the Instrumental Music Program, ph: 6205 8265.

Location: Instrumental Music Program, Kaleen High School, Baldwin Drive Kaleen, ACT.

### **1.3.4 Early Intervention Programs and Koori Preschool Program**

The records may include one or more of the following:

- Personal History
- Applications

The purpose of these records is to enable families to enrol a student in an Early Intervention Program or Koori Preschool Program.

Content may include name, address, date of birth, gender of child, and parents/guardian information.

Sensitive content may include special needs of the child, intervention programs attended, care, and arrangements of separated families.

The personal information on these records relates to background of the family, languages spoken at home, health history or disabilities.

The following agency staff have access to this information: Manager – Early Childhood Education, Executive Officers – Early Childhood Education, staff at program sites and data entry officers.

The records are kept permanently on MAZE database and paper copies in a locked filing cabinet on each program site. Student records are kept until the person reaches 25 years of age or seven years after the last action whichever is later.

The personal information contained in these records may be disclosed to other government agencies authorised by law to receive it, and/or other sections of the Directorate in order to fulfil our responsibilities to students and provide a range of support services.

Individuals can obtain information regarding access to their personal information in this class of records by contacting the Manager, Early Childhood Education.

Location: Early Intervention Units, and Koori Preschool Program locations

### **1.3.5 U-Can-Read**

The records may include one or more of the following:

- Applications
- Referrals
- Reports
- Counsellor's report
- Progress reports.

The purpose of these records is to collect information of student literacy progress.

Content may include student identification number, name, gender, and background.

Sensitive content may include students referred for further help, counsellor's reports, psychologist reports, CHADS reports, and classroom teacher reports.

The personal information on these records relates to tracking individual students literacy progress.

The following agency staff have access to this information: Director Learning and Teaching, Manager Literacy and Numeracy section, U-CAN-READ coordinator and tutors.

The records are kept indefinitely. The records are kept on electronic and paper media.

The personal information contained in these records may be disclosed to parents, principal, classroom teacher, approved research students.

Individuals can obtain information regarding access to personal information in this class of records by contacting the Schools and Community Centre, University of Canberra, ph: 6201 2453.

The records relate to approximately 2 500 individuals.

Location: Schools and Community Centre, Room B20, Building 5, University of Canberra, ACT.

### **1.3.6 Professional Learning**

#### **ACT Teacher Scholarships**

The records may include one or more of the following:

- Application form
- Academic transcripts
- Personal history
- CV
- Manager or principal endorsement

The purpose of these records is to provide the above details for the selection process for an ACT Teacher Scholarship and administration during the term of the scholarship.

Content may include name, address, gender and telephone numbers, teaching area, qualifications, manager or principal names, position, employment location, CV and contact details.

Sensitive content may include manager or principal endorsement comments.

The personal information on these records relates to staff of ACT public schools and office based teaching staff.

The following agency staff have access to this information: ACT Teacher Scholarships Committee members, Professional Learning section manager, assistant manager, Teacher Scholarships project officer, office manager.

The records are kept for three years in hard copy depending on the term and completion of the scholarship.

The records relate to teachers enrolled to study through the ACT Teacher Scholarships Program.

Individuals can obtain information regarding access to their personal information by contacting the executive officer, ACT Teacher Scholarships, Professional Learning Section, on 6205 8219.

Location: Professional Learning Section, Learning and Teaching Branch,  
Hedley Beare Centre for Teaching and Learning, 51 Fremantle Drive, Stirling, ACT 2611.

## **2. STRATEGY AND COORDINATION DIVISION**

### **2.1 COMMUNICATIONS AND GOVERNANCE**

#### **2.1.1 Community Liaison Section**

##### **Formal Complaints**

The purpose of these records is to record the investigation process, including evidence in relation to formal complaints.

Content may include names of students, staff and parents, addresses, gender, date of student's birth and contact telephone numbers.

Sensitive content may include physical or mental health, disabilities, racial or ethnic origin, investigations by the directors, unlisted telephone numbers, educational progress and behaviour management. The following staff have access to this information: relevant directors and executive assistants, school network leaders and other teaching and administrative staff as required.

The records are reviewed after ten years and kept indefinitely. The records are stored on paper and electronic media.

The personal information contained in these records may be disclosed to sections of the Directorate as necessary.

Individuals can obtain information regarding access to personal information in this class of records by contacting Community Liaison Section phone 6205 5429.

Location: Community Liaison Section, Level 4, 220 Northbourne Ave, Braddon, ACT.

## **Informal Complaints and concerns**

The purpose of these records is to record the concerns and informal complaints received from the community. The records will enable data to be considered and the processes and services reviewed.

Sensitive content may include names, addresses and phone numbers of, parents and carers, students and staff.

The personal information on these records relates to the person who made contact with the Directorate.

The Community Liaison section has access to this information.

The records are kept for six years. The records are stored on paper files.

The personal information contained in these records maybe disclosed to sections of the Directorate as necessary.

Individuals can obtain information regarding to their request by contacting Community Liaison Section phone 6205 5429.

Location: Community Liaison Section, Level 4, 220 Northbourne Ave, Braddon, ACT.

## **DET Feedback**

The purpose of these records is to record the inquiries sent to the Directorate from the community.

Sensitive content may include names, addresses and phone numbers of community members, students, staff and parents.

The personal information on these records relates to the person who made contact with the Directorate.

The Community Liaison section has access to this information.

The records are kept for two years. The records are stored on paper files.

The personal information contained in these records maybe disclosed to sections of the Directorate as necessary.

Individuals can obtain information regarding to their inquiry by contacting Community Liaison Section phone 6205 5429.

Location: Community Liaison Section, Level 4, 220 Northbourne Ave, Braddon.

## **2.1.2 Ministerial and Commonwealth Relations**

### **Personnel**

The Ministerial and Commonwealth Relations section maintains information on section staff including records of salary, payments, leave, medical certificates, higher duty forms, records of attendance and performance appraisal documentation.

The above records are maintained for staff working in the section on official Directorate files for records management purposes. The content includes name, gender, address and telephone details, date of birth, employment position information, health information and performance management reports and plans. The performance and management reports and plans are accessed by the relevant supervisor to assist in each step of the performance management process. Salary information is used by the manager in budget planning and monitoring.

Each staff member has access to their own file. The executive, manager and supervisor have access to personnel files on staff they supervise. Files are kept in a locked filing cabinet.

Official Directorate files are archived to Records Management after two years. The salary report information is kept for one financial year.

Location: Ministerial and Commonwealth Relations, Level 6, 220 Northbourne Avenue, Braddon, ACT

### **2.1.3 Advisory Councils**

#### **Government Schools Education Council (GSEC)**

The purpose of these records is to document applications, selection procedures and recommendations for appointment to the Government School Educational Council.

Content may include personal details of persons applying to or who have been nominated by stakeholder bodies for appointment to the Council. Details would include a resume and/or CV.

The personal information on these records relates to applicants and successful appointees for membership of the Council.

The following staff have access to this personal information: Director-General, Deputy Director-General, Executive Director, Directors and staff in Ministerial and Commonwealth Relations. The information is also provided to the Minister and Cabinet.

The records are kept permanently. The records are kept on official Directorate files in Ministerial and Commonwealth Relations and are archived to Records Management after two years.

Some information on specific applicants is not disclosed to persons, bodies or agencies outside the Directorate. Details of recommended applicants may be disclosed to the Chief Minister's Directorate (Cabinet Office). Members' names are listed in the Directorate's Annual Report and on the GSEC website.

Individuals can obtain information regarding access to their personal information by contacting the Manager, Ministerial and Commonwealth Relations, ph: 6205 9401.

Location: Ministerial and Commonwealth Relations Unit  
Level 6, 220 Northbourne Avenue, Braddon, ACT.

#### **2.1.4 Media and Communications**

DET Media enquiries to email address

These records may include one or more of the following:

- Names
- Titles
- Organisations
- Email addresses
- Phone numbers

The purpose of these records is to answer media, marketing, publications and community partnership enquiries

No sensitive information is held on these records.

The personal information on these records relates to contact details only.

The following agency staff have access to this information: Director, Information Services, Manager Media and Communications and staff of Media and Communications.

The records are stored electronically.

The records are kept for one year, archived for one year and then deleted.

Personal information contained in these records may be disclosed to staff of Media and Communications on a need to know basis.

Individuals can obtain information regarding access to personal information in this class of records by contacting the Manager, Media and Communications, or phoning 62054196.

The records relate to approximately 100 individuals.

Location: Media and Communications, Level 5, 220 Northbourne Ave, Braddon, ACT.

## **2.1.5 Learning Technologies**

### **Personnel**

The Learning Technologies section maintains information on section staff including records of salary, payments, leave, medical certificates, higher duty forms, records of attendance and performance appraisal documentation.

The above records are maintained for staff working in the section on official Directorate files for records management purposes. The content includes name, gender, address and telephone details, date of birth, employment position information, health information and performance management reports and plans. The performance and management reports and plans are accessed by the relevant supervisor to assist in each step of the performance management process. Salary information is used by the manager in budget planning and monitoring.

Each staff member has access to their own file. The executive, manager and supervisor have access to personnel files on staff they supervise. Files are kept in a locked filing cabinet.

Official Directorate files are archived to Records Management after two years. The salary report information is kept for one financial year.

Location: Ministerial and Commonwealth Relations, Level 6, 220 Northbourne Avenue, Braddon, ACT

### 2.1.6 Legal, Liaison and Regulation

The records may include any one of the following:

- Correspondence and legal advice about a range of matters
- Claims against the Directorate for personal injury and other matters
- Applications under the:
  - *Administrative Decisions (Judicial Review) Act 1989* (ACT)
  - *Administrative Appeals Tribunal Act 1989* (ACT)
  - *Education Act 2004* (ACT)
  - *Freedom of Information Act 1989* (ACT)
  - *Health Records (Privacy and Access) Act 1997* (ACT)
- Complaints under the:
  - *Discrimination Act 1991* (ACT)
  - *Human Rights Act 2004* (ACT)
  - *Human Rights Commission Act 2005* (ACT)
  - *Ombudsman Act 1989* (ACT)
  - *Privacy Act 1988* (Cwlth)
  - *Disability Discrimination Act 1992* (Cwlth)
  - *Human Rights and Equal Opportunity Commission Act 1986* (Cwlth)
- Disclosures under the *Public Interest Disclosure Act 1994* (ACT)
- Court applications and court orders
- Complaints about a range of matters
- Exemption Certificate applications (under the participation amendments of the *Education Act 2004*)
- Information and compliance notices (request for proof that a child is meeting attendance and participation requirements under the *Education Act 2004*).

The purpose of these records is to fulfil administrative and legal requirements of the Directorate.

Content may include name, address, date of birth, citizenship status, occupation, gender, student accident details, details of incidents, issues of complaints, educational records, counselling records, reasons for exemption from formal schooling and court orders.

Sensitive content may include health, disabilities and relationship details, racial or ethnic origin, and financial information.

The personal information on these records relates to past and present Directorate employees, students and parents/carers from the ACT public school system and others.

The following agency staff have access to this information: executive and senior officers of the Directorate and Legal, Liaison and Regulation staff on a need-to-know basis.

The records are kept in accordance with the Directorate's Records Disposal Schedules.

The records are stored on paper and may also be stored on electronic media.

The personal information contained in these records may be disclosed to:

- the ACT Civil and Administrative Tribunal
- solicitors representing the person in question
- solicitors and courts under subpoena, notice for non-party production or as part of a legal process
- the ACT Government Solicitor's Office
- the ACT Insurance Authority
- ACT WorkSafe
- the ACT Ombudsman's Office
- the ACT Human Rights Commission
- the ACT Discrimination Tribunal
- the Australian Human Rights Commission
- the Office of the Federal Privacy Commissioner
- the Australian Federal Police
- Disability, Housing and Community Services Directorate
- the Office of the Director of Public Prosecutions, and
- other agencies as required or authorised by law.

Individuals can obtain information regarding access to personal information in this class of records by contacting, Legal Support on ph: 6205 8510.

Location: Legal, Liaison and Regulation, Governance Branch, Level 6, 220 Northbourne Avenue, Braddon, ACT.

## **2.1.7 Non Government Education**

### **Home Education Files**

The purpose of these records is to record details of applications for children to be home educated and assessment of the quality of education provided by one or both of the parents.

Content may include name, address, date of birth of parents and children, occupation of parents, gender, marital status of parents, names and status of partners or relatives/carers and any other type of information dependent on the individual case.

Sensitive content may include: information of suitability of parent educator, assessment details of the child, health issues of the child and the parent dependant on the individual case.

The personal information on these records relates to parents and children.

The following staff have access to this personal information: senior executives, manager, section staff and records manager.

The records are kept as long as child is being home educated. At the conclusion of home education, student files are either transferred to the ACT public school of enrolment or retained permanently as archives. The records are kept on hard copy in confidential files. Student records are kept until the person turns 25 years of age or seven years after the last action, whichever is the later.

This information is not usually disclosed to other persons or organisations. However, in some cases the information may be disclosed on request to other government agencies such as courts of law, Centrelink and the Department of Family and Community Services.

Individuals can obtain access to their personal information by contacting the Manager, Non-government Education on (02) 6205 9301 or by writing to Manager, Non-government Education, Education and Training Directorate, GPO Box 158, Canberra ACT 2601.

The records relate to approximately 460 individuals.

Location: Non-government Education, Governance Branch,  
Level 6, 220 Northbourne Avenue, Braddon, ACT.

### **2.1.8 Non Government Schools Education Council (NGSEC)**

The purpose of these records is to document applications, selection procedures and recommendations for appointment to the Non-Government Schools Educational Council.

Content may include personal details that are kept for persons applying or whom stakeholder bodies have nominated for appointment to the Council. Details would include a resume and/or curriculum vitae.

The personal information on these records relates to applicants and past and present successful appointees for membership of the Non-Government Schools Education Council.

The following staff have access to this personal information: Director-General, Deputy Director General, Executive Director, Directors and staff in Non-government Education. The information is also provided to the Minister and Cabinet.

The records are kept permanently. The records are kept on directorate paper files in Non-government Education or the Registry.

Some information may relate to the information on specific applicants is not disclosed to persons, bodies or agencies outside the Directorate. Details of recommended applicants may be disclosed to the Chief Minister's Department (Cabinet Office). Members' names are listed in the Education and Training Directorate's Annual Report and on the NGSEC website.

Individuals can obtain information regarding access to their personal information by contacting the Manager, Non-government Education, ph 6205 9301.

The records relate to approximately 53 individuals.

Location: Non-government Education, Level 6, 220 Northbourne Avenue, Braddon, ACT.

### **2.1.9 Risk Management and Audit**

The records may include any one of the following:

- Directorate and school audit correspondence and reports
- Insurance records, reports, requests, queries, incidents and claims against the Directorate.

The purpose of these records is to fulfil administrative and legal requirements of the Directorate.

Content of Risk Management and Audit documentation may include audit findings and recommendations.

Insurance content may include name, address, occupation, gender, and accident and incident details.

Sensitive content may include information on details of a personal nature.

The personal information on these records relates to past and present departmental employees, students and parents/carers from the ACT public school system and others.

The following directorate staff have access to this information: executive, Chief Internal Auditor, senior officers and the staff of Risk Management and Audit on a need-to-know basis.

All records are kept for a minimum of seven years following the last activity or, in the case of student records until the student reaches at least 25 years of age. The records are stored on paper and/or electronic media in accordance with departmental and Territory Records Office policy.

The personal information contained in these records may be disclosed to:

- solicitors representing the person in question
- solicitors and courts under subpoena, notice for non-party production or as part of a legal process
- ACT Government Solicitor's Office
- ACT Insurance Authority
- ACT Work Safe
- ACT Auditor General's Office
- other agencies as required by law.

Individuals can obtain information regarding access to personal information by contacting Legal Support ph: 6205 8510.

Location: Risk Management and Audit Section, Governance, Level 6, 220 Northbourne Avenue, Braddon, ACT.

### 2.1.10 Records Management-Student Records

The records may include one or more of the following:

- Personal history
- Academic history
- Attendance records
- Certification records
- Health records.

The purpose of these records is to document the enrolment history, attendance and academic progress of students, produce census data for the Directorate and to expedite the transfer of students' personal records between ACT public schools. These documents are also used to maintain student data for the production of timetables, group lists, curriculum, production of Year 10 and Year 12 certificates, maintenance of archived copies of student's academic results at year 10 and 12 and for maintenance of a student record as required by the *Education Act 2004* and the *Board of Senior Secondary Studies Act 1997*.

Content may include name, address, date of birth, gender, parents' or carers' names, addresses and contact telephone numbers, siblings' details, name of doctor, date of enrolment and departure at each school in the student's enrolment history, records of absences and admissions, academic results, allergies, teacher annual comments, curriculum and timetabling details, medical notes, emergency contacts, learning and other disabilities, English as a second language data, literacy and numeracy and academic results.

Sensitive content may include disabilities and racial or ethnic origins, relationship details, religious affiliations, physical or mental health, academic progress and or counselling notes.

The personal information in these records relates to past and present students in ACT public schools.

The following directorate staff have access to this personal information: administrative staff in schools and preschools (teachers and/or public servants) designated by the principal; staff of the directorate including Finance Section and Records Management Section, Employee Relations, Legal, Liaison and Regulation, Education ICT InTACT, Special Education, Student Services, Curriculum and Support, International Education (in relation to International Private Students only), Network Administration and Data Analysis and Corporate Reporting Section holding student records used for Census and analysis.

The Student Record is kept until the person reaches 25 years of age or 7 years after last action whichever is later. Class rolls are permanent records kept by the Directorate. Records are kept on computer files, paper and microfiche data. In schools, paper media is kept in student record folders in locked cabinets.

Some of this information in these records may be disclosed to the Australian Federal Police, Centrelink, Office of Children Youth and Family Support and courts under subpoena.

Individuals can obtain information regarding access to personal information in this class of records by contacting the principal of the relevant school, in the first instance. The request may then be sent to, Legal Support ph: 6205 8510.

The Board of Senior Secondary Studies (BSSS) retains indefinitely on microfiche and on paper copies of all assessment information on Year 12 Certificates and Tertiary Entrance Statements and VET qualifications for 30 years. Assessment and Reporting Section retains on microfiche copies of all Year 10 Certificates.

Location: Student records are held at the relevant school for two years after the student has left the school system. After this period the student record is archived and stored at offsite storage with Grace Records Management.

Location: Unit 17, 1 Pirie Street, Fyshwick, ACT.

## **2.2 PERFORMANCE AND PLANNING**

### **2.2.1 Literacy and Numeracy Assessment for years 3, 5, 7 and 9 Students**

The records may include any one or more of the following:

- Student personal data
- Assessment data

The purpose of these records is to administer and report on ACT students' achievement in literacy and numeracy assessment programs through the National Assessment Program - Literacy and Numeracy (NAPLAN).

Content may include student ID, school, student name, academic year, ESL status, roll group, date of birth, sex, country of birth and languages spoken, Indigenous status, residential status, school enrolment date, date first enrolled in an Australian School, previous school, Language Performance Rating, test scores.

Sensitive content may include attendance data for special schools, student disability classification, special needs requirements for assessment, parent's background information, (educational qualification(s), and occupation).

The personal information on these records relates to managing NAPLAN, identifying students eligible for exemption, identifying language background other than English status, and determining socio-economic status classification for the purposes of measuring students' educational attainment and national reporting.

The following agency staff have access to this information: Director and all staff of the Measurement Monitoring and Reporting Branch of the Directorate.

These records are collected annually. They were first collected in 2008.

The records are kept indefinitely electronically, stored in electronic media in databases. Schools maintain paper records on student files which are kept until the student reaches 25 years of age or seven years after the last action whichever is later.

The personal information contained in these records may be disclosed to principals, classroom teachers, and other areas within the Directorate.

Individuals can obtain information regarding access to personal information in this class of records by contacting the school at which the student was assessed.

The records relate to approximately 18 000 individuals per calendar year.

Location: Measurement, Monitoring and Reporting Branch, Level 1, 220 Northbourne Avenue, Braddon, ACT.

### **2.2.2 ACT Assessment Program (ACTAP)**

The records may include any one or more of the following:

- Student personal data
- Assessment data

The purpose of these records was to implement and administer the ACT literacy and numeracy assessment program (ACTAP).

Content may include student ID, school, student name, academic year, ESL status, roll group, date of birth, sex, country of birth and languages spoken, Indigenous status, residential status, school enrolment date, date first enrolled in an Australian school, previous school, Language Performance Rating, ACTAP test scores.

Sensitive content may include attendance data for special schools, student disability classification, special needs requirements for assessment, parent's background information, (educational qualification(s) and occupation.)

The personal information on these records relates to managing ACTAP, identifying students eligible for exemption, identifying language background other than English status, determining socio-economic status classification for the purposes of measuring students' educational attainment and national reporting.

The following agency staff members have access to this information: Director and all staff of Measurement, Monitoring and Reporting.

These records are no longer collected. They were first collected in 1997 and collection ceased in 2007.

The records are kept indefinitely. The records are stored in electronic media in databases and paper records in schools.

The personal information contained in these records may be disclosed to principals, classroom teachers, and other areas within the Directorate.

Individuals can obtain information regarding access to personal information in this class of records by contacting the school at which the student was assessed.

The records relate to approximately 18000 individuals per calendar year.

Location: Measurement, Monitoring and Reporting Branch, Level 1, 220 Northbourne Avenue, Braddon, ACT.

### **2.2.3 Year 10 Certification**

The records may include any one or more of the following:

- Student personal data
- Assessment data

The purpose of these records is to manage the Year 10 certification process in schools.

Content may include student ID, school, student name, academic year, date of birth, sex, attendance status, Indigenous status, residential status, school enrolment date, finish date, previous school, certificate flag, subject area assessment data.

Sensitive content may include attendance data for special schools.

The personal information on these records relates to the Year 10 certification process.

The following agency staff members have access to this information: Director and all staff of the Measurement, Monitoring and Reporting Branch of the Directorate.

These records are collected annually. They were first collected in 1986.

The records are kept indefinitely. The records are stored in electronic media in databases, microfiche and on CD. A copy of the certificate is placed on the individual student file. Student records are kept until the person reaches 25 years of age or seven years after the last action whichever is later.

The personal information contained in these records may be disclosed to principals, classroom teachers, and other areas within the Directorate.

Individuals can obtain information regarding access to personal information in this class of records by contacting the school at which the student was assessed.

The records relate to approximately 5000 individuals per calendar year.

Location: Measurement, Monitoring and Reporting Branch, Level 1, 220 Northbourne Avenue, Braddon, ACT.

#### **2.2.4 ICT Competencies Certification**

The records may include any one or more of the following:

- Student personal data
- Assessment data
- Teacher names

The purpose of these records is to manage the ICT Competencies Certification process.

Content may include student ID, school, student name, academic year, date of birth, sex, attendance status, roll group, Indigenous status, residential status, school enrolment date, finish date, previous school, assessment data for ICT competencies and teacher names.

Sensitive content may include attendance data for special schools.

The personal information on these records relates to managing the ICT competencies certification process, to identify students eligible for exemption.

The following agency staff members have access to this information: Director and all staff of the Measurement, Monitoring and Reporting Branch of the Directorate.

These records were collected annually. They were first collected in 2000 and the collection ceased in 2009.

The records are kept indefinitely. The records are stored in electronic media in databases. A copy of the certificates is placed on the individual student files which is kept until the person turns 25 years of age or seven years after the last action whichever is later.

The personal information contained in these records may be disclosed to principals, classroom teachers, and other areas within the Directorate.

Individuals can obtain information regarding access to personal information in this class of records by contacting the school at which the student was assessed or the Educational Performance and Reporting Section.

The records relate to approximately 2500 public school students per calendar year.

Location: Measurement, Monitoring and Reporting Branch, Level 1, 220 Northbourne Avenue, Braddon, ACT.

### **2.2.5 Performance Indicators in Primary Schools (PIPS)**

The records may include any one or more of the following:

- Student personal data
- Assessment data

The purpose of these records is to manage the Performance Indicators in Primary Schools (PIPS) assessment process.

Content may include student ID, school, student name, academic year, ESL status, date of birth, sex, attendance status, language, country of birth, roll group, Indigenous status, previous school, special needs status, PIPS assessment data.

The personal information on these records relates to managing PIPS assessment.

The following agency staff have access to this information: Director and all staff of the Measurement, Monitoring and Reporting Branch of the Directorate.

The records are collected twice yearly. They were first collected in 2001.

The records are kept indefinitely. The records are stored in electronic media. Paper records are kept in schools.

The personal information contained in these records may be disclosed to principals, classroom teachers, and other areas within the Directorate.

Individuals can obtain information regarding access to personal information in this class of records by contacting the school at which the student was assessed.

The records relate to approximately 3000 individuals per calendar year.

Location: Measurement, Monitoring and Reporting Branch, Level 1, 220 Northbourne Avenue, Braddon, ACT.

## **2.2.6 Student Records (Demographic)**

The purpose of these records is to enable the Directorate to:

- Calculate resources and staff entitlements
- Determine enrolment trends, retention and participation
- Plan for new services
- Report nationally to other organisations including the Australian Bureau of Statistics and the Department of Education, Employment and Workplace Relations. This forms the basis of Australian Government funding to the ACT for public education and
- Assist with other directorate tasks.

Content may include student name, student ID number, gender, year level, date of birth, date of enrolment, school of enrolment, parents' or guardians' names and addresses, languages spoken at home, country of birth for students and parents, indigenous status, residential status, students accessing special programs.

Sensitive content may include all of the above.

The personal information on these records relates to all ACT public and non-government school students.

The following agency staff have access to this information: Director and all staff of the Measurement Monitoring and Reporting Branch of the Directorate and nominated staff members of the Aboriginal and Torres Strait Islander Education, Disability Education and Early Childhood Education Sections.

Records are kept indefinitely. Records are stored electronically in Access and SQL Server databases and Excel spreadsheets and some paper files. Confidential paper files are located in cabinets within the section and have limited student information.

Some of this information may be disclosed to other areas within the Directorate, the Australian Bureau of Statistics, Department of Education, Employment and Workplace Relations, Department of Families, Community Services and Indigenous Affairs, Courts of Law and Law Enforcement agencies.

Individuals can obtain information regarding access to their personal information by contacting the Manager, Educational Performance and Reporting Section.

The records relate to approximately 40 000 students on each database per year prior to 2008. From 2008 data is collected on approximately 60 000 students at the time of the February school census.

Location: Measurement, Monitoring and Reporting Branch, Level 1, 220 Northbourne Avenue, Braddon, ACT.

### **3. CORPORATE SERVICES DIVISION**

#### **3.1 FINANCE AND CORPORATE SUPPORT**

##### **3.1.1 Branch Staffing Matters**

The records may include any of the following:  
Staffing matters for example attendance records, leave forms and staff selection documentation.

The purpose of these records is to maintain accurate Branch staffing records in accordance with the ACT Public Sector Management ACT.

Content may include staff names, addresses, personal phone numbers, AGS numbers and medical certificates.

Sensitive content may include as above.

The personal information on these records relates to staff in the Financial Services and Corporate Support Sections.

The records are kept for varying periods of time in accordance with the Directorate's Disposal Schedule.

The records are stored on computer and paper.

The personal information contained in these records may be disclosed to Corporate Services Division, Human Resources Branch and Shared Services.

This information is not normally disclosed to other persons or organisations. Access to individual staff selection documentation is normally provided to an applicant on request.

Individuals can obtain information regarding access to personal information in this class of records by contacting Manager Financial Services (6205 5452), Manager, Corporate Support (6205 3599) or Director, Human Resources or Shared Services Centre.

The records relate to approximately 26 employees of the Directorate.

Location: Finance and Corporate Support, Level 1, 220 Northbourne Avenue, Braddon, ACT.

Corporate Support Section, Ground Floor, 220 Northbourne Avenue, Braddon, ACT.

### **3.1.2 Confidential Information on ACT Public School Cleaning Contractors**

The records may include telephone numbers and e-mail addresses of cleaning contractors.

The purpose of the records is to provide access to school cleaning contractor information if cleaning issues arise at schools.

The records are stored on computer and paper.

The records relate to cleaning contractors in ACT public schools.

The information contained in these records may be disclosed to staff within the Corporate Services Division on a need-to-know basis.

Location: Corporate Support Section, Ground Floor, 220 Northbourne Avenue, Braddon, ACT.

### **3.1.3 Executive Motor Vehicle Leasing**

The records may include any of the following:

Fleet and executive motor vehicle leasing matters for eg drivers' licence and insurance details, applications and approvals for the use of private and fleet vehicles for official business.

The purpose of these records is to comply with government regulations, policy and guidelines and to maintain accurate and up to date records.

Content may include staff names, addresses, personal phone numbers, insurance and licence details.

The personal information on these records relates to employees of the Directorate.

The personal information contained in these records may be disclosed to staff within the Corporate Services Division and Supergroup (SG) Fleet (fleet Manager).

The records are kept for seven years after a vehicle lease expires in accordance with the Directorate's Disposal Schedule.

The records are stored on computer and paper.

Individuals can obtain information regarding access to personal information in this class of records by contacting Manager, Corporate Support (6205 3599).

The records relate to employees of the Directorate.

Location: Corporate Support Section, Ground Floor, 220 Northbourne Avenue, Braddon, ACT.

### **3.1.4 After Hours and Emergency Contacts**

The records may include any of the following:

- after hours and emergency contact details of Directorate school and office staff for example, home, silent and mobile phone numbers.

The purpose of these records is to provide after-hours access to staff contact details in the event of an emergency or incident which could impact on staff, students or directorate resources (i.e. school sites).

Sensitive content may include staff names, home, silent and mobile phone numbers.

The personal information on these records relates to employees of the Directorate.

The following agency staff have access to this information: Corporate Support Section, Schools Capital Works and Senior Executive.

The personal information contained in these records is not normally disclosed to other persons or organisations.

The records are kept in accordance with the Directorate's Disposal Schedule.

The records are stored electronically and on paper.

The records relate to approximately 350 individuals.

Individuals can obtain information regarding access to personal information in this class of records by contacting Manager, Corporate Support (6205 3599).

Location: Corporate Support Section, Ground Floor, 220 Northbourne Avenue, Braddon, ACT. Schools Capital Works, Level 1, 220 Northbourne Avenue, Braddon, ACT.

## **3.2 HUMAN RESOURCES**

### **3.2.1 Personnel**

The purpose of these records is to maintain information on all staff, including their current employment status within the Directorate. The records detail and facilitate salary, payments, leave and higher duties allowances for each fortnight, superannuation and salary deductions. The records also assist with the administration and management of personnel, according to the requirements of the *Public Sector Management Act 1994*, and formerly the *Public Service Act 1922* (Cwlth) and the *Teaching Service Act 1972* (Cwlth).

Content may include name, gender, address, date of birth, copy of birth certificate, marital status, names of partners or relatives, occupation - employment categories and position, date of appointment, completed consent form for Criminal History Records Check, EEO information, medical fitness approval, references, union membership forms, marriage certificate, Australian Government Service number, permanent or temporary officer, qualifications, employment history, salary and pay details, superannuation details and history, work location, higher duties allowance records, leave records, benefit documents, reasons for sick leave and accrual date for leave, funding type, teacher category and subject area for casuals, and medical notes where applicable. Content may also include performance assessment and employment contracts. For casual teachers, information about teaching preferences and availability for employment are also recorded.

Sensitive content may include financial information, pay categories, tax file numbers, physical or mental health, disabilities, relationship details, contact telephone number, superannuation entitlement and reason for sick leave.

Records in relation to criminal convictions are not stored on Personal files. These are kept on a separate secure file which is retained within the HR branch. Access is restricted to staff approved by CRIMTRAC through the service agreement.

The personal information on these records relates to past and present directorate employees. These records are kept until 75 years after date of birth of employee or seven years after last action, whichever is longest. The records are stored on computer and paper media. Records are maintained in paper format unless otherwise specified.

Staff from the Shared Services Centre and authorised staff in the Human Resources Branch have access to this information. The Financial Services Section has access to financial information. Line area managers and principals have access to employment information, fortnightly pay records and leave records of staff under their supervision. Staff of ACT Teacher Quality Institute have access to employment information and qualifications, as required by the ACT Teacher Quality Institute Bill 2010, for the registration

Some of the information is disclosed to the Australian Taxation Office, Health Services Australia, CITEC (for payment purposes), ACT Government Solicitor and other solicitors under subpoena or with officer's approval, Comcare and Comsuper. Individuals

can obtain information about access to their personal information by contacting the Director, Human Resources ph: 62059202.

Location: ACT Server Facility, Macarthur House, Lyneham and Callum Offices, Phillip; Human Resources Branch, Education and Training Directorate, 220 Northbourne Avenue, Braddon, ACT; Archive Section, Unit 17/1 Pirie Street, Fyshwick, ACT and Shared Services Centre, Eclipse House, Canberra City.

### **3.2.2 Confidential Medical Reports**

The records may include one or more of the following:

- Personal medical information.

The purpose of these records is to provide the Directorate with details of an officer's medical condition for employment and compensation purposes.

Content may include name, address, occupation, gender, employment details, location and medical details.

Sensitive content may include details of an officer's physical or mental health.

The personal information on these records relates to an employee of the Directorate.

The following agency staff have access to this personal information authorised staff of the Human Resources Branch and the Director Human Resources.

The records are kept until 75 years after date of birth of employee or seven years after last action, whichever is longest. The records are stored on computer and paper media. Records are maintained in paper format unless otherwise specified.

Some of this information may be disclosed to Medibank Solutions, Preventative Medicine and Rehabilitation Centre, Comcare, Comsuper and the ACT Government Solicitor.

Individuals can obtain information regarding access to their personal information by contacting the Manager, HR Planning. ph: 6205 9242

Location: Human Resources Branch, Education and Training Directorate, Level 4, 220 Northbourne Avenue, Braddon, ACT and Shared Services Centre, Eclipse House, Canberra City.

### **3.2.3 Classroom Teacher Recruitment Rounds**

The records may include one or more of the following:

- Applications
- Academic transcripts
- Personal history

The purpose of these records is to enable the Directorate to efficiently conduct its annual recruitment of teachers.

Content may include name, address, gender and telephone numbers, teaching area, employment record, qualifications, referee names, position, employment location and contact details.

Sensitive content may include referee comments.

The personal information on these records relates to staff and potential staff of ACT public schools.

The following agency staff have access to this information: staff from HR Planning.

The records are kept in hard copy for one year after recruitment is finalised.

The personal information contained in these records may be disclosed to school principals and school executive staff to consider applicants for employment or transfer.

Individuals can obtain information regarding access to their personal information by contacting the Manager, HR Planning. ph: 6205 9242

Location: Human Resources Branch Level 4, 220 Northbourne Avenue, Braddon, ACT and School Staffing Unit at Higgins Primary School Annex, Fullagar Crescent, Higgins.

### **3.2.4 Promotion Position Files**

The records are held at Shared Services and may include one or more of the following:

- Applications
- Curricula Vitae
- Referee reports
- Recommendations

The purpose of these records is to maintain a chronological record of occupancies for each promotion position in the Directorate.

Content may include name, address, date of birth, qualifications/education occupation and gender.

Sensitive content may include selection reports, interview reports and referees' reports.

The personal information on these records relates to applicants for and permanent occupants of promotion positions in the Directorate. Authorised staff in the Human Resources Branch and Shared Services have access to this personal information.

The records are kept for one year after action is completed. The records are stored as hard copy.

This information is not usually disclosed to other persons or organisations.

Individuals can obtain information regarding access to their personal information by contacting the Manager, HR Planning. ph: 6205 9242

Location: Human Resources Branch, ACT Department of Education and Training, Level 4, 220 Northbourne Avenue, Braddon, ACT and Shared Services Centre, Eclipse House, Canberra City.

### **3.2.5 Casual Relief System / SiMS**

The records may include one or more of the following:

- Personal history
- Casual employment history

The purpose of these records is to enable payment of casual teachers and school assistants and to produce weekly staff returns.

Content may include name, address, date of birth, occupation, gender, subject areas and pay rates.

Sensitive content may include financial information - pay rates and telephone numbers.

The personal information on these records relates to casual teachers and school assistants.

The following agency staff have access to this personal information: Education ICT, InTACT staff, Human Resources staff, staffing officers of the Directorate, principals and designated officers in schools.

The records are kept for seven years after engagement ceases. The records are stored as hard copy.

This information is not usually disclosed to other persons or organisations.

Individuals can obtain information regarding access to their personal information by contacting the Manager, HR Planning. ph: 6205 9242

Location: Human Resources Branch, Education and Training Directorate, Level 4, 220 Northbourne Avenue, Braddon, ACT and Shared Services Centre, Eclipse House, Canberra City.

### 3.2.6 Performance Appraisal Agreements and Reports

The records include

- Personal learning goals
- Career planning records

Specific documents for principals are:

- Principal's Performance and Development Agreement
- Mid-cycle Review and Summative Review.

Specific documents for teachers (including school leader Cs and school leader Bs) are:

- Professional Pathways Agreement
- Mid-cycle Review and Summative Review
- Pathways to Improvement Plan and associated documents, if relevant

Specific documents for administrative and school support staff are:

- Performance Development Plan
- Mid-cycle Review and Summative Review

Specific document for office-based executive staff is:

- Performance Agreement

The purpose of these records is to document the professional learning goals of both school-based and office-based staff in schools and to inform professional feedback discussions with supervisors/mentors. They are prepared annually as part of a cycle of professional reflection and continuous improvement.

Sensitive content may include specific areas for improvement of professional practice.

The following agency staff have access to this personal information: authorised staff from the Human Resources Branch. School Network Leaders and principals keep copies of Principal's Performance and Development Agreement. Staff and principals/managers keep copies of individual staff records. The direct supervisor also has access. The relevant staff member and the principal/manager keep Pathways to Improvement records and these are also provided to the Director, Human Resources (or approved delegate).

The records are kept for two years after the document is superseded. The principal keeps Pathways and Pathways to Improvement documents for two years.

Individuals can obtain information regarding access to personal information by contacting their supervisor. Individuals keep their own copy of documents and may obtain copies from their principal/manager. Principals can obtain copies from their Supervising School Network Leader.

Location: with principals/managers and individual staff at their work site, School Network Leaders and Human Resources Branch, Level 4, 220 Northbourne Avenue, Braddon, ACT.



### 3.2.7 Compensation Case Files

The records may include one or more of the following:

- Personal records
- Health records
- Financial records

The purpose of these records is to detail accidents and injuries to staff and compensation and payment information as required by the *Safety Rehabilitation and Compensation Act 1988*.

Content may include name, address, date of birth, occupation, gender, marital status, type of injury, place where injury occurred, date injury occurred and medical costs associated with compensable injury.

Sensitive content may include physical or mental health, disabilities, racial or ethnic origin, financial information (only where incapacity requirements apply) medical reports and relationship details.

The personal information on these records relates to employees.

The following agency staff have access to this personal information: authorised officers from Human Resources, and Shared Services Centre – Compensation Payroll.

The records are kept in accordance with the Territories Administrative Records Disposal Schedule (TARDiS) under which is stated:

Disposal Action – Destroy 75 years after date of birth of employee or seven years after last action, whichever is longest. The records are stored on computer and paper media,

and, the superannuation disposal freeze in accordance with the *Archives Act 1983* section 24(2)(b) until 31 December 2010. A reciprocal arrangement has been applied to similar records in the custody of the ACT Government.

Some of this information is disclosed to Comcare, the ACT Government Solicitor and private solicitors with the clients' authorisation.

Individuals can obtain information regarding access to their personal information by contacting the Manager, HR Planning. Ph: 6207 1589.

Location: Human Resources Branch, 220 Northbourne Avenue, Braddon, ACT.

### **3.2.8 Rehabilitation Case Files**

The purpose of these records is to maintain data as required under the *Safety Rehabilitation and Compensation Act 1988* (Cwlth), and to allow ready reference to case file data.

Content may include name, address, date of birth, occupation, gender, nature of injury or illness, date injury or illness occurred, place where injury or illness occurred, relevant work history, medical reports and ongoing details of rehabilitation program.

Sensitive content may include physical or mental health, disabilities, workers' compensation and rehabilitation details.

The personal information on these records relates to ill or injured ACT Public Service staff who require rehabilitation programs.

The following agency staff have access to this personal information: officers of the Injury Management team.

The records are kept in accordance with the Territories Administrative Records Disposal Schedule (TARDiS) under which is stated:

Disposal Action – Destroy 75 years after date of birth of employee or seven years after last action, whichever is longest. The records are stored on computer and paper media.

Some of this information may be disclosed to Comcare, the ACT Government Solicitor and private solicitors with authorisation of the client.

Individuals can obtain information regarding access to their personal information by contacting the Manager, HR Planning. ph: 6205 9242

Location: Human Resources Branch, Level 4, 220 Northbourne Avenue, Braddon, ACT.

### **3.2.9 Employee Relations**

The records may include any of the following:

- Records relating to counselling discipline and underperformance matters. The records may include disciplinary, investigation and action files, legal action files, records of criminal convictions, and any other staff performance and establishment records as appropriate
- Complaints and grievances
- Recommendations for honours and awards.

The purpose of these records is to gather necessary information directly related to a function or activity of the collector; being an employee of Employee Relations Section, Education and Training Directorate.

Content may include name, address, date of birth, occupation, AGS number, gender, qualifications, equal employment opportunity group designation, next of kin, details of pay and allowances, leave details, work reports, security clearance details and employment history.

Sensitive content may include information such as physical and mental health, disabilities, racial or ethnic origin, disciplinary investigation and action, criminal convictions, adverse performance and security assessments, tax file numbers, relationship details and personal financial information.

The personal information on these records relates to current and former staff members and employees including contract and temporary staff.

The following agency staff have access to this information the individual to whom the record relates, Employee Relations staff and, as is appropriate, senior Directorate officers.

The records are kept from two to 75 years, depending on the type of record, as prescribed in the Directorate's Disposal Schedule.

The records are stored on paper, microfiche and electronic media.

The personal information contained in these records may be disclosed to Comcare, Commonwealth Medical Officers, ACT Government Solicitor, ComSuper and other superannuation administrators, Australian Taxation Office, and the receiving agency following movement or re-engagement of an employee.

Individuals can obtain information regarding access to personal information in this class of records by contacting the Manager, Employee Relations, ph: 6205 9152.

The records relate to personal information held by this agency.

Location: Employee Relations Section, Human Resources Branch, Level 4, 220 Northbourne Avenue, Braddon, ACT.

### **3.2.10 Branch Staffing Matter**

The records may include any of the following:

Staffing matters for example attendance records, leave forms and staff selection documentation.

The purpose of these records is to maintain accurate Branch staffing records in accordance with the ACT Public Sector Management ACT.

Content may include staff names, addresses, personal phone numbers, AGS numbers and medical certificates.

Sensitive content may include as above.

The personal information on these records relates to staff in the Financial Services and Corporate Support Sections.

The records are kept for varying periods of time in accordance with the Directorate's Disposal Schedule.

The records are stored on computer and paper.

The personal information contained in these records may be disclosed to Corporate Services Division, Human Resources Branch and Shared Services.

This information is not normally disclosed to other persons or organisations. Access to individual staff selection documentation is normally provided to an applicant on request.

Individuals can obtain information regarding access to personal information in this class of records by contacting Director, Human Resources or Shared Services Centre (6205 9202)

The records relate to approximately 40 employees of the Directorate.

Location: Human Resources Branch, Level 4, 220 Northbourne Avenue, Braddon, ACT.

### 3.3 SCHOOLS CAPITAL WORKS

The records may include any of the following:

Staffing matters for example attendance records, leave forms, staff selection documentation, performance records and counselling.

The purpose of these records is to maintain accurate section staffing records in accordance with the *ACT Public Sector Management Act 1994*.

Content may include staff names, addresses, personal phone numbers, AGS numbers, medical certificates and records of discussion.

Sensitive content may include, as listed above.

Personal information on these records relates to staff in the School Capital Works Branch.

The following agency staff have access to this information:

- Schools Capital Works Branch, and
- Workforce Management Section staff.

The records are kept for varying periods of time in accordance with TARDiS.

The records are stored electronically and on paper.

The personal information contained in these records may be disclosed to:

- Executive Director, Corporate Services, and
- Education and Training Directorate Auditors.

This information is not normally disclosed to other persons or organisations. Access to individual staff selection documentation is normally provided to an applicant on request.

Individuals can obtain information regarding access to personal information in this class of records by contacting Director, Schools Capital Works (6205 1289) or Manager, Workforce Management (6205 4386).

Location: School Capital Works Branch, Level 1, 220 Northbourne Avenue, Braddon, ACT, and  
Workforce Management Section, Human Resources Branch, Level 4, 220 Northbourne Avenue, Braddon, ACT.

## **4. TERTIARY AND INTERNATIONAL EDUCATION DIVISION**

### **4.1 INTERNATIONAL EDUCATION**

#### **4.1.1 International Student Applications**

The purpose of these records is to enable international students to enrol in ACT public schools.

Content may include name, address, telephone, email, date of birth and gender.

Sensitive content may include physical and emotional health and parental financial records.

The personal information on these records relates to the student and the student's family.

The following agency staff have access to this information: the manager and staff, International Education.

The records are kept indefinitely. The records are kept in the International Education Unit for one year after the students complete their course of study (3-4 years) and then are archived. Hard copy records are stored in locked filing cabinets in the International Education Unit.

The personal information contained in these records may be disclosed to other professionals such as the Director, School Coordinator, school principal, and other Commonwealth agencies on request and families on the Homestay Register.

The records relate to students enrolled in the International Private Students Program.

Individuals can obtain information regarding access to personal information in this class of records by contacting the Manager, International Education Unit, ph: 6205 9176.

Location: International Education Unit, Schools – Tertiary and International Education, Education and Training Directorate, Hedley Beare Centre for Teaching and Learning, Fremantle Drive, Stirling, ACT.

#### **4.1.2 Homestay Register Applications**

The records may include any one of the following:

- Applications
- Homestay Assessment Reports
- National Criminal History Records Check.

The purpose of these records is to develop a register of families available to host international students during their studies in ACT public schools.

Content may include name, address, telephone, date of birth and gender.

Sensitive content may include CrimTrac record checks for adults included in homestay applications.

The personal information on these records relates to all family members listed as residents at homestay addresses.

The following agency staff have access to this information: the manager and staff, International Education.

The records are kept for as long as the family stays on the homestay register and then archived permanently. The records are stored on paper and electronic media in the International Education Unit.

The personal information contained in these records maybe disclosed to other professionals such as the Director, School Coordinator, school principal, other Commonwealth agencies on request and families on the Homestay Register.

Individuals can obtain information regarding access to personal information in this class of records by contacting the Manager, International Education Unit, Hedley Beare Building, ph: 6205 9176.

The records relate to homestay families in the International Private Students Program.

Location: International Education Unit, Schools – Tertiary and International Education, , Hedley Beare Centre for Teaching and Learning, Fremantle Drive, Stirling, ACT.

### **4.1.3 Photographic Memorabilia**

The records may include photographic records.

The purpose of these records is to detail the identity of students enrolled in the ACT public school system for administrative and historical purposes.

Photographs of primary school-aged children are regularly placed on their school file, which accompanies them to high school. Student Welfare teachers in high schools and colleges may keep photographs of students currently in the school for purposes of identification. College and high school students may carry an identity card containing photographic identification. Subject to parental/guardian consent schools may keep photographs of class groups, and other groups such as sporting teams, drama production teams and debating teams. Such photographs may be placed on display. International Private Students are required to submit a passport photograph with their application for enrolment.

Content may include photo images of individuals, classes, groups, names, year class, and staffing position.

There is no sensitive content.

Personal information on these records relates to students and staff of ACT public schools.

The following agency staff have access to this personal information: officers from Records Management Unit, International Education (in relation to international fee paying students only) and ACT public schools from which the prints originated, if still operational.

The records are kept permanently. The records are stored on photographic media and have been stored within MAZE in some schools.

Individuals can obtain information regarding access to their personal information by contacting the principal of the school of origin. Please note: all pre-1974 records are located at the NSW Department of Education and Training.

Location: International Education Unit, Schools – Tertiary and International Education, ACT Department of Education and Training, Hedley Beare Centre for Teaching and Learning, Fremantle Drive, Stirling, ACT.

## 4.2 TRAINING AND TERTIARY EDUCATION

### Apprentices, Trainees and Employers Records

The records may include one or more of the following:

- Training contracts
- Training and employment matters arising during time spent in apprenticeship or traineeship.

Staff of the Education and Training Directorate operates under delegation from the Director-General under the *Training and Tertiary Education Act 2003*. The Directorate retains employment, training and assessment information on trainees, apprentices and their employers, involved in training programs.

The purpose of these records is to enable administration of training contracts in qualifications notified under the *Vocational Education and Training Act 2003* and statistical collation for the ACT Government, the Australian Government, the National Centre for Vocational Education Research and other such bodies.

Content includes name, address, telephone number, gender, date of birth, last year of college or school results, language spoken at home, other post-school education results, and employment record of trainees and apprentices.

Sensitive content may include racial or ethnic origin, employment history and issues, physical and intellectual disabilities, or financial information.

Content also includes legal and trading names, ABN, location, size and contact details of employers.

The records are kept for operational use for at least five years, and in inactive form indefinitely. The records are stored on computer and paper media.

The following directorate staff have access to this personal information: all officers of the Training and Tertiary Education Division, operating under delegation from the Director-General, can access the database for querying purposes. Records Management and Contract Management staff are the only staff members who have access to the component of the database to make deletions or amendments.

This information is not usually disclosed to third parties without prior approval of the parties to the training contract. It is available to the parties themselves upon request.

Individuals can obtain information regarding access to their personal information by contacting the Training and Tertiary Education Division, ph: 6205 8555.

Location: Training and Tertiary Education Division, Level 5, 220 Northbourne Avenue, Braddon, ACT.

## Work Placements Databases

The records may include one or more of the following:

- Training contracts (4 Way Agreements are also signed and held at the relevant school/college site)
- Agreement records
- Statistical records.

The purpose of these records is to facilitate placement of students in work experience and structured work placements and to record participation of students in centrally managed excursions.

Content may include student's name, date of birth and gender. Host organisation information includes name, address, telephone/facsimile numbers, e-mail address of the organisation, as well as the name/position of a contact person.

The personal information on these records relates to students in ACT public secondary schools and students in non-government secondary schools and to host organisations.

The following agency staff have access to this personal information: Work Experience organisers in schools (as designated by principals), the Work Experience and structured workplace learning staff in the Directorate, and Information Management Branch.

The records are kept for seven years after work placements are completed and then retained permanently as archives. The records are stored on computer and paper media. This information may be disclosed to:

- host organisations with whom students are to be placed
- the ACT Insurance Authority
- ACT WorkSafe

Parents and students must sign a printout of the information, and are thus made aware that student details will be subsequently sent to the host organisation in question.

Location:

ACT high schools and secondary colleges,  
Training and Tertiary Education (TATE) Division, Level 5, 220 Northbourne Avenue,  
Braddon, ACT.

Transitions, Careers and Vocational Learning Section of TATE, Hedley Beare Centre for Teaching and Learning, Fremantle Dr, Stirling ACT.

#### **4.2.1 Approval Statement applications and approvals**

The records may include one or more of the following:

- Application for Approval Statement
- Approval Statement records
- Statistical records.

The purpose of these records is to facilitate the granting of Approval Statements (as per Part 2.4 of the Education Act 2004).

Content may include student's name, date of birth and gender, personal history and reasons for the Approval statement request. In the case of employment it may include host organisation information such as name, address, telephone/facsimile numbers, e-mail address of the organisation, as well as the name/position of a contact person and a description of the employment to be undertaken. In the case of work related training it may include information such as name, address, telephone/facsimile numbers, e-mail address of the organisation, as well as the name/position of a contact person and details of the training to be undertaken.

The personal information on these records relates to students in ACT public secondary schools and students in non-government secondary schools and to host organisations.

The following agency staff have access to this personal information: Youth Attainment and Transitions staff in the Directorate, delegated persons under the ACT Education Act with delegation to approve applications and Information Management Branch.

The records are kept as long as needed for operational purposes and then retained permanently as archives. The records are stored on computer and paper media.

This information may be disclosed to host organisations with whom students are to be placed/employed.

Parents and students must sign an application for Approval Statements and are thus made aware that student details will be provided to delegated persons in the Directorate.

Location:

Training and Tertiary Education (TATE) Division, Level 5, 220 Northbourne Avenue, Braddon, ACT.

Transitions, Careers and Vocational Learning Section of TATE, Hedley Beare Centre for Teaching and Learning, Fremantle Dr, Stirling ACT.

#### **4.2.2 ACT Accreditation and Registration Council (ARC) established under the Training and Tertiary Education Act 2003 (ACT)**

The purpose of these records is to enable administration of ARC business as prescribed under the *Training and Tertiary Education Act 2003 (ACT)*.

Content may include:

- name, address, qualifications and other personal information in relation to ARC members; and
- name, address, qualifications, personnel of ARC registered education and training providers.

Sensitive content may include home contact details including email, telephone and postal addresses. The personal information on these records relates to ARC members and registered providers of education and training services.

The following persons/agencies may have access to this information: ARC members and departmental staff and contracted audit personnel where such requests are consistent with the work of the Council. All persons, including directorate staff and contracted audit personnel, sign confidentiality statements when such information is provided to them as part of Council work.

Records are kept for an indefinite period of time. Records are kept in confidential electronic and hardcopy media.

Information can be obtained by contacting the Education and Training Directorate on ph: 6205 7055.

Location: Training and Tertiary Education, Level 5, 220 Northbourne Avenue, Braddon, ACT.

### **4.3 AGENCIES**

#### **4.3.1 Board of Senior Secondary Studies (BSSS) established under the *Board of Senior Secondary Studies Act 1997 (ACT)***

The purpose of these records is the certification of Year 12 students, including the award of the ACT Year 12 Certificate, ACT Tertiary Entrance Statement and calculation of university entrance ranks, and the production of nationally recognised vocational qualifications for students in years 10-12. Historic databases are maintained to enable the longitudinal study of academic and certification trends, and the production of academic and vocational transcripts on request by past students

Content may include a student's personnel data, such as name, address, telephone, sex, date of birth, country of birth, Indigenous status, school, residential status and academic and vocational achievement.

Sensitive content may include personnel data, and academic and vocational achievement.

The personal information on these records relates to all students in ACT public and non-government schools which access the Board's services for certification.

The following persons/agencies may have access to this information: Executive Officer and staff of the Office of the Board of Senior Secondary Studies (OBSSS) on a need to know basis. Access to all current and historic student database records is limited to the Executive Officer, Technical Adviser, and Assistant Technical Adviser, OBSSS. The principal and other executive teachers have access to the student database records for their school.

The records are kept indefinitely. Current and historic databases relating to the academic and vocational achievement of students are stored on microfiche, and on digital files, and on servers under security arrangements. Individual schools and colleges administer their own student personal data. Generally, data is extracted electronically from a school's administration system into BSSS certification databases.

Information on current students may be disclosed to the ACT Electoral Commission, universities and university admission centres. Students are informed of this disclosure through a series of reports that are available in schools from the BSSS certification database.

Historic non-specific data relating to academic and vocational achievement is disclosed publicly and to government agencies on an annual basis. Government departments and agencies include the Education and Training Directorate, Department of Education, Employment and Workplace Relations (DEEWR), the Department of Defence, the Australasian Curriculum, Assessment and Certification Authorities (ACACA), the Australian Curriculum, Assessment and Reporting Authority (ACARA) and the National Centre for Vocational Education Research (NCVER).

Current students can check address details and other information by contacting the school in which they are enrolled.

Students from previous cohorts can contact: Technical Adviser, Office of Board of Senior Secondary Studies, ACT Department of Education and Training. Individual historic data is only released to that particular individual on verification of their identity.

Location: Office of the Board of Senior Secondary Studies, Lyons Education Centre, 67 Launceston Street, Lyons, ACT.

#### **4.3.2 ACT Teacher Quality Institute (TQI) established under the ACT Teacher Quality Institute Act 2010 (ACT)**

##### **Institute Board records**

These records may include personal details in Board minutes and agenda papers about teachers.

##### **Teacher registrations**

These records may include:

- Teacher registration applications
- Teachers Register

The purpose of these records is to maintain a database recording the registration of all teachers in all ACT schools with the aim of ensuring that teachers are appropriately qualified and suitable for employment in schools.

Content may include name (current and previous names), address, date of birth, gender, contact details, registration held in other jurisdictions, qualification details and employment history. Qualifications can include certified copies of qualifications.

Sensitive content may include details about aboriginality and citizenship status and unlisted telephone numbers. May also include personal information relating to past registration or accreditation rejections, suspensions and investigations.

Under the Act a teacher's employer or prospective employer must be provided with the following details on request – whether a teacher holds full registration, provisional registration or a permit to teach; any conditions that apply to the teacher's registration or permit to teach; and whether the teacher's registration or permit to teach is suspended or cancelled. TQI may also make available information in the teachers register about the registration status of a teacher to others on request, including to corresponding registering authorities in other jurisdictions.

There are also general administrative records supporting the registration process that includes names and school details of teachers.

Administrative staff of the Institute have access to this personal information.

Currently records are stored on paper and electronically in the Institute's registration business system and in TQI shared drive.

Teachers may obtain information held about themselves in the register of teachers register, supplied within 14 days of the request being made. A teacher may ask TQI to amend any incorrect information held in the teachers register relating to themselves and TQI must comply with the request if it is satisfied that the information is correct. Individuals can obtain information regarding access to their personal information by contacting the Chief Executive Officer on 6205 8867.

Location: 86 Fullagar Crescent Higgins ACT 2615

## **5 CORRESPONDENCE**

### **5.1 OFFICIAL CORRESPONDENCE**

Copies of all correspondence to the Minister, Chief Executive and Deputy Chief Executive are scanned and held on a restricted departmental storage drive. Responses prepared to these correspondents are also scanned and retained on this drive.

The information provided by correspondents is done at their discretion. Responses may include additional personal information, held by the Directorate, which is relevant to the matter raised in their in-coming correspondence.

The records may include names, addresses, gender, date of births, personal and work telephone/facsimile numbers, personal and work e-mail addresses, educational records, educational issues, educational results, educational information, parent/guardian, information occupation, position in organisation, organisational details, funding, medical issues, background information, financial details, behavioural issues, and any other information a correspondent may give the Directorate freely.

Some of this information may be of a sensitive nature.

The following agency staff have access to this information: the Ministerial and Commonwealth Relations team, executive and senior officers and their staff and other directorate officers with responsibility for preparing responses.

The personal information contained in these records is only disclosed to directorate staff who have responsibility for preparing a response, those staff in the Ministerial and Commonwealth Relations team and senior executive offices.

These records are stored on computer and retained as permanent archives. They are also kept on hard copy official files for varying periods of time in accordance with the Directorate's Disposal Schedule.

Individuals can obtain information regarding access to personal information in this class of records by contacting Manager, Ministerial and Commonwealth Relations (6205 9164)

Location: Ministerial and Commonwealth Relations Unit, Level 6,  
220 Northbourne Avenue, Braddon, ACT.