PERSONAL INFORMATION DIGEST 2014
Fifty-two (52) classes of personal information are held by this agency.

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6.1 BOARD OF SENIOR SECONDARY STUDIES (BSSS)
1. EDUCATION STRATEGY DIVISION

1.1 STUDENT ENGAGEMENT BRANCH

1.1.1 Student Engagement – Personnel and contract records

The Student Engagement Branch maintains personnel and contract management records.

Personnel

The Student Engagement Branch maintains information on section staff including records of salary, payments, leave, medical certificates, higher duty forms, records of attendance, performance appraisal documentation, emergency contact details and information relating to recruitment and selection processes.

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 plans and reports. 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.

Recruitment files typically contain personal particulars of applicants including name and address, qualifications, resumes, claims against selection criteria, referee reports, assessments for suitability (both individual and comparative) and selection committee reports and recommendation.

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

Once no longer required in the section, official Directorate files are sent to the Records Management section for archival in accordance with the Records Management Program.

Contract management records

The Student Engagement Branch maintains information relating to contract management arrangements including Memoranda of Understanding, commercial contracts, Service Level Agreements, Support Agreements and licensing arrangements.

These records typically contain financial, personal contact details and commercial in confidence information relating to the applicable goods and services and contractual obligations.

Access to this information may be granted to executive level staff associated with the requisite decision-making and management processes and operational level staff associated with managing the assessment and/or delivery of the contractual services, including Shared Services ICT technical and non-technical staff and staff of the ACT Government Solicitor’s office (in response to requests for legal advice). Access may also be granted to administrative staff such as executive assistants and legal liaison staff, in support of these actions.
Files are kept in a locked filing cabinet.

Once no longer required in the section, official Directorate files are sent to the Records Management section for archival in accordance with the Records Management Program.

Location: Student Engagement Branch, Hedley Beare Centre for Teaching and Learning, Fremantle Drive, Stirling, ACT.
1.1.2 Aboriginal and Torres Strait Islander Students 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 Scholarships.

Content may include parent or guardian names and addresses, students’ date of birth, gender, and current school and year level. It may include the student’s application, curriculum vitae (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 and assistant manager.

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

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, Student Engagement ph: 6205 7029.

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

The records may include one or more of the following:

- personal history
- health history
- completed questionnaires
- school referrals
- case notes
- attendance records

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

The personal information in these records relates to students and their families who receive support through Behaviour Support Partners, Targeted Support Teams and Aboriginal and Torres Strait Islander Student Engagement and Family Support Officers.

The following Directorate 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 Director Student Engagement 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 through the Directorate’s Information and Knowledge Services Section.

Location: Aboriginal and Torres Strait Islander Education Section, Hedley Beare Centre for Teaching and Learning Fremantle Drive, Stirling, ACT.
1.1.4 Aboriginal and Torres Strait Islander Tertiary Scholarships

The purpose of these records is to enable accurate processing of applications for monetary grants to assist undertaking tertiary study in approved courses at a Canberra university campus.

Content may include parent or guardian 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 students.

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

The records are stored on official Directorate files with restricted access in a secured filing cabinet at the Hedley Beare Centre for Teaching and Learning. The records are archived according to the Territory Records Act 2002 (ACT).

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, Student Engagement, ph: 6205 7029, or the Scheme Administrative Officer, ph: 6205 9300.

Location: Aboriginal and Torres Strait Islander Education Section, Student Engagement, Hedley Beare Centre for Teaching and Learning, Fremantle Drive, Stirling, ACT.
1.1.5 School Psychologists’ 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 school psychologists’ contact with clients, enable records for special education resourcing and to support placement programming.

They also enable school psychologists 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 records are considered to be Health Records.

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

The following agency staff have access to this personal information: senior psychologists, senior school psychologists and manager with psychology registration. School Network Leaders and principals can access this information through a school psychologist or senior school psychologist or 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 with permission from the parents and/or student. 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, Student Engagement or the Senior Manager, Student Wellbeing or the Senior Manager, Disability Education.

Location: Records are either kept at the school that the student attends, or archived through the Directorate’s Information and Knowledge Services Section.
1.1.6 ACT Secondary 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 parent or guardian 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 Directorate staff may have access to this personal information: officers of the Student Wellbeing Section as designated by the section manager.

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

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, Student Engagement, ph: 6205 7029, or the Scheme Administrative Officer, ph: 6205 9300.

Location: Student Engagement, Hedley Beare Centre for Teaching and Learning, Fremantle Drive, Stirling, ACT.
1.1.7 Behaviour Support and Targeted Support Records

The records may include one or more of the following:

- personal history
- health history
- completed questionnaires
- case management history.

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 Behaviour Support Partners.

The following Directorate 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 Wellbeing, 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 through the Directorate’s Information and Knowledge Services Section.

Location: Student Wellbeing, Student Engagement Branch, Hedley Beare Centre for Teaching and Learning Fremantle Drive, Stirling, ACT.
1.1.8 Services for Students with a Disability

The records may include one or more of the following:

- personal history
- health history
- completed questionnaires
- case management history.

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 Directorate 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 Wellbeing, 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 through the Directorate’s Information and Knowledge Services Section. 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, Student Engagement Branch, Hedley Beare Centre for Teaching and Learning, Fremantle Drive, Stirling, ACT.
1.2 LEARNING AND TEACHING BRANCH

1.2.1 English as an Additional Language or Dialect (EALD) 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 EALD support, country of birth and language background.

The following agency staff have access to this information: Director Learning and Teaching, Teaching and School Leadership Section, Manager and Senior Manager, EALD Executive Officer 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, EALD teachers, principals and school counsellors.

Individuals can obtain information regarding access to personal information in this class of records by contacting: EALD Executive Officer, Teaching and School Leadership Section, ph: 6205 9346.

The records relate to approximately 5420 individuals in 2014.

Location: Teaching and School Leadership Section, Learning and Teaching Branch, Hedley Beare Centre for Teaching and Learning Fremantle Drive, Stirling, ACT.
1.2.2 Researching With Scientists Program

The Researching with Scientists Program is no longer an active program. All files associated with this program have now been archived.

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

- personal history
- photographic record
- financial records.

The purpose of these records were 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 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).

The records relate to approximately eight individuals per annum.
1.2.3 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, University of Canberra High School Kaleen, Baldwin Drive, Kaleen, ACT.
1.2.4 Early Intervention Programs and Koori Preschool Program

As part of *Towards 2020*, all records relating to individuals are located within the primary school responsible for the Early Intervention Program and the 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: Staff at program management sites and data entry officers.

The records are kept permanently on the 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.

Early Intervention Units were previously supported by Disability Education. Any records prior to 2012 would have been sent to Records Management for archiving.

Koori Preschool Programs were managed by Early Childhood Education prior to 2012. All records will be stored in the section filing cabinet or sent to Records Management for archiving.

Individuals can obtain information regarding access to their personal information in this class of records by contacting the Principal at the program site.

Location: Early Intervention Units, and Koori Preschool Program locations.
1.2.5 Early Entry Programs

The records may include one or more of the following:

- personal history
- psychological assessment
- birth certificate and/or passport
- tenure of employment in the ACT
- supporting statements from early childhood education and care educators
- applications

The purpose of these records is to enable eligible children early entry to preschool or kindergarten in ACT Public schools through Early Entry Gifted and Talented or Early Entry Mobility procedures.

Content may include name, address, date of birth, gender of child, and parents/guardian information and reason for applying for early entry.

Sensitive content may include special needs of the child, psychological assessments, supporting statements from education and care sector educators, employment tenure of parents.

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, Senior Psychologist, and data entry officers.

The records are kept permanently as paper copies in a locked filing cabinet. 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 Childhood Education.
1.2.6 U-Can-Read

The records may include one or more of the following:

- applications
- referrals
- reports
- psychologist’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 reports, psychologist reports, Child Health and Development Service (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, Senior Manager, Teaching and School Leadership section, U-CAN-READ coordinator and tutors.

The records are kept indefinitely and 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 U-CAN READ, Teaching and School Leadership on 62057088.

The records relate to approximately 2,500 individuals.

Location: Learning and Teaching, Hedley Beare Centre for Teaching and Learning.
1.2.7 Teacher Scholarships Program

ACT Teacher Scholarships Program.

The records may include one or more of the following:

- application form
- academic transcripts
- financial reimbursement details
- personal history
- curriculum vitae (CV)
- manager or principal endorsement.

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

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

Sensitive content may include manager or principal endorsement comments, university academic results and personal banking details for financial reimbursement.

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

The following people have access to this information: ACT Teacher Scholarships Committee members, Senior Manager and Manager Strategy, Research and Innovation, Teacher Scholarships Project Officer and the Finance Officer.

The records relate to teachers enrolled to study through the ACT Teacher Scholarships Program. The records are kept for seven years after the completion of the scholarship.

Individuals can obtain information regarding access to their personal information by contacting the Manager, Strategy, Research and Innovation Section on 6205 0335.

Location: Strategy, Research and Innovation Section, Education Strategy Branch, Hedley Beare Centre for Teaching and Learning, 51 Fremantle Drive, STIRLING ACT 2611.
1.3 TRANSITIONS AND CAREERS

1.3.1 Work Placements Databases

The records may include one or more of the following:

- placement contracts referred to as 4-Way Agreements. These agreements are signed by the student, the parent/guardian, the school representative and the host employer and are held at the relevant school/college.
- placement support records
- statistical records
- emails relating to placements
- insurance documentation
- list of host employers and details
- records of students and hosts from interstate

The purpose of these records is to:

- facilitate placement of students in work experience and structured work placements, and
- record participation of students in centrally managed excursions.

Content may include:

- student’s name, address, telephone numbers, e-mail address, date of birth, gender, student id and school
- parent/guardian’s name and telephone number
- host employer’s name, address, telephone/facsimile numbers, e-mail address, as well as the name/position of a contact person.

The personal information on these records relates to:

- students in ACT public secondary schools
- host employers, and
- students from interstate.

The following agency staff have access to this personal information: work experience coordinators in schools, the work experience and structured workplace learning staff in the Directorate, and the Information Management Branch, Shared Services Business Integration Manager.

The records are stored on computer and paper media. The records are kept until the student reaches 25 years of age or seven years after the last action, whichever is the later. This information may be disclosed to:

- host organisations with whom students are to be placed
- the ACT Insurance Authority
- Unions ACT
- ACT WorkSafe.
Location:

- ACT high schools and secondary colleges
- Transitions and Careers, Hedley Beare Centre for Teaching and Learning, Fremantle Dr, Stirling ACT 2611.
2. GOVERNANCE AND ASSURANCE DIVISION

2.1 GOVERNANCE AND ASSURANCE BRANCH

2.2 LIAISON UNIT

The records may include any one of the following:

- Enquiries about a range of matters relating to ACT Public Schools
- Correspondence about a range of matters relating to:
  - ACT Public Schools
  - ACT Non-government Schools
- Applications for:
  - Home Education Registration
  - Distance Education approval
  - In-principle Approval for Non-government schools
  - Non-government School Registration
- Reports relating to:
  - Home Education including Home Education visits
  - Distance Education applications
  - Non-government School registration procedures
- Complaints relating to ACT Public Schools and the Directorate.

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

Content may include name, address, date of birth, citizenship status, occupation, gender, details of incidents, issues of complaints, educational records, counselling records 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, ACT Non-government Schools, and home educators registered in the ACT.

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

The records are kept in accordance with the Directorate’s Records Disposal Schedules and are stored on paper. Records may also be stored on electronic media.

The personal information provided in Distance Education applications is disclosed to NSW Distance Education Centres in Queanbeyan and Karabar.

Individuals can obtain information regarding access to personal information in this class of records by contacting Liaison Unit on ph: 6205 5429.

Location: Liaison Unit, Level 6, 220 Northbourne Avenue, Braddon, ACT.
2.3  MINISTERIAL AND COMMONWEALTH RELATIONS

2.3.1  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
2.3.2 Advisory Councils

Government Schools Education Council (GSEC)

Non-Government Schools Education Council

The purpose of these records is to document applications, selection procedures and recommendations for appointment to the Government School Educational Council (GSEC) and Non-government Schools Education Council (NGSEC).

Content may include personal details of persons applying to or who have been nominated by stakeholder bodies for appointment to the Councils. Details would include a resume and/or curricula vitae (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 and documents are stored in the electronic document management system and are maintained by Records Management according to the Records Management Disposal Schedule. The names and curricula vitae of applicants are provided to the Standing Committee on Education, Training and Youth Affairs and to the Office for Women. Appointments are also notified on the ACT Legislation register at www.legislation.act.gov.au.

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 Treasury and Economic Development Directorate (Cabinet Office). Members’ names are listed in the Directorate’s Annual Report and on their websites.

Individuals can obtain information regarding access to their personal information by contacting the Manager, Ministerial and Commonwealth Relations, ph: 6207 1317.

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

Copies of all correspondence to the Minister, Director-General and Deputy Director-General 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 birth, 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 officers.

These records are stored on an electronic database 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 the Manager, Ministerial and Commonwealth Relations.

Phone: 6207 1317.

Location: Ministerial and Commonwealth Relations Unit, Level 6, 220 Northbourne Avenue, Braddon, ACT.
2.4 GOVERNANCE AND LEGAL LIAISON

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)
  - ACT Civil and Administrative Tribunal Act 2008
  - 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)
- Disclosures under the Public Interest Disclosure Act 1994 (ACT)
- Court applications and court orders
- School Boards
- Student Accident and Incident Reports
- Exemption Certificates, and
- Delegations.

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 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 the Governance and Legal Liaison 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
• the ACT Insurance Authority
• WorkSafe ACT
• the Australian Capital Territory Ombudsman
• the ACT Human Rights Commission
• the Australian Human Rights Commission
• the Office of the Australian Information Commissioner
• the Australian Federal Police
• State Police investigators
• the ACT Community Services Directorate
• 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 Governance and Legal Liaison on ph: 6205 8510.

Location: Governance and Legal Liaison, Level 6, 220 Northbourne Avenue, Braddon, ACT.
2.5  AUDIT AND ASSURANCE

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
- Risk management assessment and planning documentation
- Personal information on staff associated with emergency management and response planning
- Personal information on staff associated with maintaining security clearances.
- School Compliance Report correspondence and reports

The purpose of these records is to fulfil administrative and legal requirements of the Directorate and whole of government emergency management and security protocols.

Content of Audit and Assurance documentation may include audit findings, audit recommendations, management comments and implementation reports.

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

Emergency Management Planning documentation may include name, address, occupation, business and private contact numbers and email addresses for Directorate staff.

Security clearance documentation on Directorate staff that hold, or may be required to obtain a nationally recognised security clearance.

Sensitive content of insurance or security documentation may include information on details of a personal nature.

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 Directorate staff have access to this information: executive, Chief Internal Auditor, senior officers and the staff of Audit and Assurance 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 or seven years after the last action, whichever is later. The records are stored on paper and/or electronic media in accordance with Directorate 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
• Justice and Community Services Directorate (Security & Emergency Management branch)
• Australian Government Security Vetting Agency
• other agencies as required by law.

Individuals can obtain information regarding access to personal information by contacting Audit and Assurance at ETDRMA@act.gov.au.

Location: Audit and Assurance Section, Level 6, 220 Northbourne Avenue, Braddon, ACT.
2.6 MEDIA AND COMMUNICATIONS

DET Media enquiries to email address DET.Media@act.gov.au.

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: Manager, Information and Knowledge 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 6205 4196.

The records relate to approximately 100 individuals.

Location: Media and Communications, Level 6, 220 Northbourne Ave, Braddon, ACT.
3. OFFICE FOR SCHOOLS DIVISION

3.1 OFFICE FOR SCHOOLS BRANCH

3.1.1 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 Directorate officers on a need to know basis. Individuals can obtain information regarding access to their personal information by contacting Legal Liaison at det.legal.liaison@act.gov.au.

Location: Office for Schools Branch: Hedley Beare Centre for Teaching and Learning, Fremantle Drive, Stirling, ACT.
4. TERTIARY EDUCATION AND PERFORMANCE DIVISION

4.1 PLANNING AND PERFORMANCE

4.1.1 National and International Assessments

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 national and international assessments delivered through the National Assessment Program (NAP). These include: NAP – Literacy and Numeracy (NAPLAN – years 3, 5, 7, and 9 students), NAP- Civics and Citizenship NAP-CC – years 6 and 10 students), NAP- Science Literacy (NAP-SL – year 6 students), NAP- Information and Communication Technology Literacy (NAP-ICT Literacy years 6 and 10 students), Programme for International Student Assessment (PISA – 15 year old students), Trends in International Mathematics and Science Study (TIMSS – years 4 and 8 students), Progress in International Reading Literacy Study (PIRLS – year 4 students) and The International Computer and Information Literacy study (ICILS – year 8 students).

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 enrolment 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 national and international assessments, 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 Planning and Performance Branch of the Directorate. Staff in the Educational Measurement and School Accountability Directorate of the NSW Department of Education and Communities (DEC) have access to the NAPLAN records as ACT ETD have a service level agreement with NSW DEC for the delivery of NAPLAN in the ACT. The Australian Curriculum Assessment and Reporting Authority (ACARA) and their appointed contractors have access to the records as ACARA is responsible for collecting, managing, analysing, evaluating and reporting statistical and related information about educational outcomes relating to all National assessments. Australian Council for Education Research (ACER) is and their appointed contractors coordinate the PISA assessment and have access to associated PISA records.

These records are collected annually for NAPLAN, and on a rolling three year cycle for all sample assessments. TIMSS records are collected every four years, PIRLS every five years and PISA every three years. They were first collected in 2008 for NAPLAN, 2003 for NAP-SL, 2004 for
NAP-CC and 2005 for NAP-ICT Literacy. Records were first collected in 2000 for PISA, 2004 for TIMSS and 2010 for PIRLS.

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 20 000 individuals per calendar year.

Location: Planning and Performance Branch, 220 Northbourne Avenue, Braddon, ACT.
4.1.2 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 enrolment 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 Planning and Performance Branch.

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

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 or the Planning and Performance Branch.

The records relate to approximately 18000 individuals per calendar year.

Location: Planning and Performance Branch, 220 Northbourne Avenue, Braddon, ACT.
4.1.3 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 enrolment 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 Planning and Performance 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: Planning and Performance Branch, 220 Northbourne Avenue, Braddon, ACT.
4.1.4 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 was to manage the ICT Competencies Certification process.

Content included 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 included attendance data for special schools.

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

The following agency staff members had access to this information: Director and all staff of the Planning and Performance 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 certificate is placed on the individual student file 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 Planning and Performance Branch.

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

Location: Planning and Performance Branch, 220 Northbourne Avenue, Braddon, ACT.
4.1.5 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 Planning and Performance Branch of the Directorate.

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

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 3000 individuals per calendar year.

Location: Planning and Performance Branch, 220 Northbourne Avenue, Braddon, ACT.
4.1.6 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
- assist with other Directorate tasks, and
- provide populations to draw samples for the conduct of surveys.

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 Planning and Performance 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, 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, Australian Government Department of Education, Australian Government Department of Social Services, Courts of Law and Law Enforcement agencies.

To adhere to legislative requirements in relation to recording student transfers between schools, a subset of student records is contained within the Student Transfer Register. The register contains a point-in-time details of student when students enrol or exit ACT schools, with the objective of ensuring school aged children remain engaged in education.

Individuals can obtain information regarding access to their personal information by contacting the Planning and Performance Branch.

The records relate to approximately 40 000 students on each database per year prior to 2008. Since 2008 data has been collected each February school census on approximately 60 000 students.

Location: Planning and Performance Branch, 220 Northbourne Avenue, Braddon, ACT.
4.2 TRAINING AND TERTIARY EDUCATION BRANCH

4.2.1 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
- records of variations to training contracts
- complaints.

Staff of the Education and Training Directorate operate under delegation from the Director-General under the **Training and Tertiary Education Act 2003**. The Directorate retains employment and training 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 **Training and Tertiary Education 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, but is not limited to 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, financial information, or records of complaints.

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

The records are kept for operational use for as long as they are active. 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 Branch, 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. Officers in the Planning and Performance Branch also have access to student and RTO information, mainly for the purposes of statistical collation and submission as part of national reporting requirements.

This information is not usually disclosed to third parties, with the exception of other government agencies, 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 Branch, ph: 6205 8555.
4.2.2 Registered Training Organisations (RTOs)

The purpose of these records is to enable administration of vocational education training initiatives delivered in the ACT.

Content may include:

- records of audits, history of non-compliances and complaints
- name, address and other personal information in relation to RTOs which are approved to deliver either fee-for-service or government funded training, and
- financial institution details for RTOs in receipt of government funding
- financial statements, payments and commercial information about the business.

The following persons/agencies may have access to this information: Directorate staff and contracted audit personnel. Both Directorate staff and contracted audit personnel, sign confidentiality statements in relation to the materials accessed through an audit.

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 8555.

Location: Training and Tertiary Education Branch, Level 5, 220 Northbourne Avenue, Braddon, ACT.
4.2.4 ACT Accreditation and Registration Council (ARC)

established under the *Training and Tertiary Education Act 2003 (ACT)*

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

Prior to 1 July 2011, ARC was responsible for the registration of providers and the accreditation of courses for both the vocational education and training (VET) and higher education sectors. Directorate staff, under delegation from ARC, managed this regulatory activity in the ACT.

On 1 July 2011, Australian Skills Quality Authority (ASQA) became the national regulator for the VET Sector in the ACT. All active records were transferred to ASQA at this time.

Tertiary Education Quality and Standards Agency (TEQSA) assumed legislative responsibility for regulation of higher education providers and accreditation of their courses from 1 January 2012.

Content of archived records retained by the Directorate 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: Directorate staff and contracted audit personnel where such requests are consistent with the work of the Directorate. All persons, including Directorate staff and contracted audit personnel, sign confidentiality statements when such information is provided to them as part of Directorate work.

Records are kept for an indefinite period of time. Records are kept in confidential paper and electronic form.

Information can be obtained by contacting the Training and Tertiary Education Branch, Ph: 6205 8555.

Location: Grace Records Management, 54 Sawmill Circuit, Hume ACT 2620.
4.3 INTERNATIONAL EDUCATION

4.3.1 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 Unit.

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 Executive Director, school International Private Student 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 advice regarding access to personal information in this class of records by contacting the Manager, International Education Unit, ph: 6205 6998.

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

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 may be disclosed to other professionals such as the Executive Director, International Private Students Coordinator, school principal, and other Commonwealth agencies on request and families on the Homestay Register.

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

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

Location: International Education Unit – Tertiary Education and Performance, Hedley Beare Centre for Teaching and Learning, Fremantle Drive, Stirling, ACT.
4.3.3 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 Unit (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 the MAZE student administration system 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 Communities.

Location: International Education Unit – Tertiary Education and Performance, Hedley Beare Centre for Teaching and Learning, Fremantle Drive, Stirling, ACT.
5. ORGANISATIONAL INTEGRITY DIVISION

5.1 STRATEGIC FINANCE BRANCH

5.1.1 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 *Public Sector Management ACT 1994* (ACT).

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

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

The personal information on these records relates to staff in the Financial Services Section.

The records are kept for varying periods of time in accordance with the Records Management Disposal Schedule.

The records are stored on computer and paper.

The personal information contained in these records may be disclosed to the Audit and Assurance Section, People and Performance Branch and Shared Services.

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

Individuals can obtain advice regarding access to personal information in this class of records by contacting the Senior Manager Financial Services (6205 5452), Director, People and Performance (6205 9202) or Shared Services Centre.

The records relate to approximately 18 employees of the Directorate.

Location: Strategic Finance, Level 1 Annex, 220 Northbourne Avenue, Braddon, ACT.
5.1.2 Movement Requisitions Forms

Copies of Movement Requisition Forms are held for reference.

The records are stored on paper.

The records relate to travel undertaken by staff members and non-public sector employees (contractors and consultants) who travel for business on behalf of the Directorate.

The information contained in these documents contain names, work place sites and may contain home addresses, personal telephone numbers, driving licence and car insurance details.

Location: Financial Services Section, Level 1 Annex, 220 Northbourne Avenue, Braddon, ACT.
5.1.3 Licence Agreements

Copies of Licence Agreements and disclosure statements are held for reference.

The records are stored on computer and paper.

The records relate to tenants in ACT Education and Training Directorate assets.

The information contained in these documents may contain personal and business information and accounting details.

Location: Financial Services Section, Level 1 Annex, 220 Northbourne Avenue, Braddon, ACT.
5.2 PEOPLE AND PERFORMANCE BRANCH

5.2.1 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 (ACT), 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, Equal Employment Opportunity (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 Personnel files. These are kept on a separate secure file which is retained within the 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 People and Performance 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 the ACT Teacher Quality Institute have access to employment information and qualifications, as required by the ACT Teacher Quality Institute Act 2010, for the registration.

Some of the information is disclosed to the Australian Taxation Office, Health Services Australia, ACT Government Shared Services (payroll 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, People and Performance ph: 6205 9202.
Locations:

- ACT Server Facility, Macarthur House, Lyneham and Callum Offices, Phillip.
- People and Performance Branch, Level 4, 220 Northbourne Avenue, Braddon, ACT.
- Records Management Unit, Information and Knowledge Services, Hedley Beare Centre for Teaching and Learning, Fremantle Drive, Stirling, ACT.
- Records archived at Grace Records Management, Hume.
- Shared Services Centre, Eclipse House, London Circuit, Canberra City, ACT.
5.2.2 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 People and Performance Branch and the Director People and Performance.

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 People Services. ph: 6205 9242

Location: People and Performance Branch, Level 4, 220 Northbourne Avenue, Braddon, ACT and Shared Services Centre, Eclipse House, Canberra City.
5.2.3 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 People Services.

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 People Services. ph: 6205 9242.

Location: People and Performance Branch, Level 4, 220 Northbourne Avenue, Braddon, ACT.
5.2.4 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 People and Performance 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 People Services, ph: 6205 9242.

Location: People and Performance Branch, Level 4, 220 Northbourne Avenue, Braddon, ACT and Shared Services Centre, Eclipse House, Canberra City.
5.2.5 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, People and Performance Branch 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 People Services, ph: 6205 9242.

Location: People and Performance Branch, Level 4, 220 Northbourne Avenue, Braddon, ACT and Shared Services Centre, Eclipse House, Canberra City.
5.2.6 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 People and Performance 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, People and Performance (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: Stored with principals/managers and individual staff at their work site, School Network Leaders, and People and Performance Branch, Level 4, 220 Northbourne Avenue, Braddon, ACT.
5.2.7 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 the 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 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 the agency.

Location: Employee Relations Section, People and Performance Branch, Level 4, 220 Northbourne Avenue, Braddon, ACT.
5.2.8 Branch Staffing Matters

The records may include any of the following:

- staffing matters, such as attendance records, leave forms and staff selection documentation.

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

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

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

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 Organisational Integrity Division, People and Performance 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 the Director, People and Performance, Ph: 6205 9202 or Shared Services Centre.

The records relate to approximately 40 employees of the Directorate.

Location: People and Performance Branch, Level 4, 220 Northbourne Avenue, Braddon, ACT.
5.3 INFRASTRUCTURE AND CAPITAL WORKS BRANCH

The records may include any of the following:

- staffing matters such as attendance records, leave forms, staff selection documentation, performance records, training, equipment allocation (eg: mobile phones, personal protective equipment etc) and counselling.

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

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 Infrastructure and Capital Works Branch.

The following agency staff have access to this information:

- Infrastructure and Capital Works Branch, and
- HR People Services Section staff.

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

The records are stored electronically and on paper.

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

- Deputy Director-General
- Executive Director, Organisational Integrity, 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 the Director, Infrastructure and Capital Works, Ph:6205 3173 or Manager, HR People Services Ph:6205 9242.

Location:

- Infrastructure and Capital Works Branch, Level 1, 220 Northbourne Avenue, Braddon, ACT, and
- HR People Services, People and Performance Branch, Level 4, 220 Northbourne Avenue, Braddon, ACT.
5.4 INFORMATION AND KNOWLEDGE SERVICES

5.4.1 Student Records

All student records must be registered in the Directorate’s records management system, TRIM. These records are managed in accordance with the following Territory Records Disposal Schedules:

- **Student Administration Records - Approval 2013 (No 1), NI2013-380**
- **Student Services Records - Approval 2013 (No 1), NI2013-372**

Individual student records typically record their academic journey through school and are registered under the function **Student Administration** and the activity **Case Management**. Other records that are more focussed on the support of individual students may be registered under the **Student Services** function.

Records may include, but are not limited to:

- personal details
- examination and test results
- reports about student progress
- correspondence with parents/carers
- copies of accident reports
- enrolment records
- absence notes
- records of suspension
- disciplinary records
- documentation of allegations into misconduct
- documentation of formal grievances
- transfer notes
- health records
- documentation of assistance given
- administrative arrangements for the provision of special needs support services
- management of individual students with learning difficulties or physical difficulties, including student work plans and referrals.

The purpose of these records is to document full and accurate information on the enrolment history, attendance and academic progress of all ACT public school students (past and present), produce census data for the Directorate and to expedite the transfer of students’ 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, 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, behavioural and misconduct matters and associated support and/or disciplinary processes and/or teacher notes.

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, Records Management Section, Employee Relations, Legal Liaison, Special Education, Student Wellbeing and Behaviour Support, Curriculum Support, International Education (in relation to International Private Students only), network and database administration and data analysis and corporate reporting areas may hold or have access to some student records used for Census and analysis.

Individual Student Records are kept until the person reaches 25 years of age or seven years after last action, whichever is later. Class rolls are permanent records registered as separate records under the activity of Student Attendance. Class rolls are forwarded to the Directorate for archiving when no longer required. For these types of records, the following records management systems are used – MAZE (electronic student records); TRIM (paper student records and microfiche data). The Directorate’s Records Management Program requires that student records (being classified as ‘In Confidence’) are kept in registered files and stored in locked cabinets.

Some of the information in these records may be disclosed to the Australian Federal Police, Centrelink, Community Services Directorate 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. For past students the request may then be sent to the Records Management Section, ph: 6207 2387.

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. Educational Performance Section retains on microfiche copies of all Year 10 Certificates.

Student records are held at the relevant school of attendance for each student until they are no longer required, typically after the student has left the school system. The student record is then archived (via Records Management Section) and stored offsite under contract at Grace Records Management, until it is sentenced for destruction, once the retention period has elapsed.

Location: Records Management Section, Hedley Beare Centre for Teaching and Learning, 51 Fremantle Drive, Stirling, ACT; and Grace Records Management, 54 Sawmill Circuit, Hume ACT 2620
5.4.2 Information and Knowledge Services – Personnel and contract records

The Information and Knowledge Services section, which includes the Records Management section, maintains personnel and contract management records.

**Personnel**

The Information and Knowledge Services section maintains information on section staff including records of salary, payments, leave, medical certificates, higher duty forms, records of attendance, performance appraisal documentation and information relating to recruitment and selection processes.

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 plans and reports. 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.

Recruitment files typically contain personal particulars of applicants including name and address, qualifications, resumes, claims against selection criteria, referee reports, assessments for suitability (both individual and comparative) and selection committee reports and recommendation.

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

Once no longer required in the section, official Directorate files are sent the Records Management section for archival in accordance with the Records Management Program.

**Contract management records**

The Information and Knowledge Services section maintains information relating to contract management arrangements including Memorandums of Understanding, commercial contracts, Service Level Agreements, Support Agreements and licensing arrangements.

These records typically contain financial, personal contact details and commercial in confidence information relating to the applicable goods and services and contractual obligations.

Access to this information may be granted to executive level staff associated with the requisite decision-making and management processes and operational level staff associated with managing the assessment and/or delivery of the contractual services, including Shared Services ICT technical and non-technical staff and staff of the ACT Government Solicitor’s office (*in response to requests for legal advice*). Access may also be granted to administrative staff such as executive assistants and legal liaison staff, in support of these actions.

Files are kept in a locked filing cabinet.

Once no longer required in the section, official Directorate files are sent to the Records Management section for archiving in accordance with the Records Management Program.
Location: Information and Knowledge Services, Hedley Beare Centre for Teaching and Learning, Fremantle Drive, Stirling, ACT.
6. BOARD OF SENIOR SECONDARY STUDIES

6.1 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 personal 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 personal 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 ACT Education and Training Directorate, Australian Government Department of Education, 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, Education and Training Directorate.
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.