

## Privacy Notice

The Department is required to comply with the *Privacy Act 1988*.

The Department collects personal information in the AAA Form in order to:

- assess whether an applicant can be approved as an 'Approved Authority' for the purposes of the *Australian Education Act 2013* (AE Act) ; and
- so we can communicate with the appropriate person in regard to the AA.

The Department may also use the protected information in the AAA Form for:

- the purposes of the AE Act or Australian Education Regulation 2013;
- use by programs administered by the Minister for Education;
- research into matters of relevance to the Department;
- statistical analysis of matters of relevance to the Department; and
- policy development.

If you do not provide the personal information requested in the AAA Form, the Department may be unable to process this application or make contact with the Approved Authority or the school.

The Department may disclose the personal information in the AAA Form to:

- the Minister for Education and staff in the Minister's Office;
- the Australian Curriculum Assessment and Reporting Authority (ACARA) for the purposes of its function;
- the Australian Bureau of Statistics for the purposes of its functions;
- the Productivity Commission for the purposes of its functions;
- another person, body or agency where authorised or required by or under law.

The Department's privacy policy is available on the Department's website. The privacy policy contains information about:

- how individuals can access and seek correction of the personal information held by the Department;
- how complaints about breaches of the *Privacy Act 1988* can be made; and
- how the Department will deal with these complaints.

If you wish to contact the Department about a privacy related matter please email the Department at [privacy@deewr.gov.au](mailto:privacy@deewr.gov.au) or write to.

Privacy Contact Officer  
Legal and Investigations Group  
Location C12MT1  
Department of Education  
GPO Box 9980  
Canberra ACT 2601

The Department is unlikely to disclose the personal information collected on this AAA Form to any overseas recipients.