



Capacity to Contribute (CTC) Score Reviews Process - Privacy Statement

A capacity to contribute (CTC) score is a measure of the capacity of a non-government school's community to contribute to the recurrent costs of the school. A school's CTC score affects the amount of base recurrent funding the school attracts from the Commonwealth Government under the *Australian Education Act 2013*. An approved authority may seek a review of a school's CTC score, on application, if it believes the score does not accurately reflect the community's financial circumstances.

More information, including Guidelines for the CTC score review process, can be found on the [Capacity to Contribute \(CTC\) score reviews](#) page.

Your personal information is protected by law, including under the *Privacy Act 1988* (Privacy Act).

Personal information

Personal information is information or an opinion about an identified or reasonably identifiable individual. Personal information includes an individual's name, position, contact details and signature.

Collection of your information

Your personal information is collected by the department.

As part of the application process for a CTC score review, the department will collect information from you as the approved contact person for the approved authority for a school applying. This is to ensure the department's Review Officer can provide the approved authority with updates on the progress of its application and can seek additional information, if required.

Collection of personal information about others

We need consent to collect personal information from someone other than the individual concerned, unless certain exceptions apply. If you provide personal information about another individual, you need to check with them first that they consent to the information being provided and being handled by the department in accordance with this privacy statement.

The department requests that you do not provide any personal information as part of the business case or supporting evidence for an application for a CTC score review, if possible, unless the business case reasonably requires the provision of personal information and consent has been obtained from the relevant individual(s) in question.

Purpose of collecting your information

Your personal information is collected by the department for the purposes of assessing an application for a CTC score review made by an approved authority on behalf of a school, including ensuring that you are an approved contact person for the relevant approved authority making the application and contacting you in relation to the application.

Your personal information may also be used for other purposes where you have agreed, or where it is otherwise permitted under the Privacy Act.

If you do not provide some or all of the personal information requested the department may not be able to assess the application.

Disclosure of your personal information

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

Privacy policy

The department's [Privacy Policy](#) contains more information about how the department will manage your personal information, including information about how to make a complaint and seek access to and correction of your personal information.

To contact the department about your personal information, email privacy@education.gov.au.

To contact the department about the CTC score reviews process, email:
CTCReviews@education.gov.au.