



Application for Compensation for Detriment caused by Defective Administration (CDDA Scheme)

Please note that this form is only to be used if you are applying for compensation for detriment which has been directly caused by the *federal Department of Education's* defective administration. Please refer to our website for further information about the CDDA Scheme, including who to contact if your claim relates to the conduct of another agency, entity or person (for example, a school, child care provider or higher education provider).

Please email your completed form to cddaclaimmailbox@education.gov.au.

Alternatively, you can send it by mail to:

Department of Education
Attention: Legal
LOC: C50MA1
GPO Box 9880
CANBERRA ACT 2601 Australia

Please complete **all** sections of this form and **enter N/A** in any section that is not applicable to indicate that the question has been considered and completed.

Section 1: Personal details

Your surname (family name):

Your given name(s):

Contact details

Home phone:

Work phone:

Mobile phone:

Email address:

Postal address (optional):

State:

Postcode:

Section 2: Application details

**1. How do you consider the Department of Education's actions or advice were wrong or defective?
You should outline the events and circumstances which you consider contributed to your claim.**

Please attach any available supporting documents. If there is insufficient space, please attach a separate document.

2. What loss or detriment have you suffered? Please attach any available supporting documents.
If there is insufficient space, please attach a separate document.

3. What is the total amount of compensation you are seeking for this loss or detriment?

4. How is this amount calculated? Please attach any available supporting documents (e.g. medical bills).
If there is insufficient space, please attach a separate document.

Description of claimed item	Amount

5. How have the Department of Education's actions or advice directly caused your loss or detriment suffered? Please attach any available supporting documents. *If there is insufficient space, please attach a separate document.*

6. What action have you taken to resolve this matter (for example, review by agency, Ombudsman, Courts, Tribunals)? What is the status/outcome of these actions?

Section 3: Other details and declaration

Other details

1. Are there any other factors that you believe are important and have not yet been mentioned in this application? If so, please provide details and attach any available supporting documents.

Privacy statement

Personal information

Your personal information is protected by law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the Australian Privacy Principles (APPs). Personal information is information or an opinion about an identifiable individual. Personal information includes your name, date of birth, contact details, and details of your personal circumstances.

Any personal information you provide in this form will be handled by the Department of Education (the department) in accordance with this privacy statement.

Sensitive information

Certain information that you provide may be considered 'sensitive information'. Sensitive information is a subset of personal information. It includes information or an opinion about your racial or ethnic origin, political opinions, religious beliefs or affiliations, philosophical beliefs, membership of associations or unions, sexual orientation or practices, criminal record, or health, genetic or biometric information. We need your consent to collect your sensitive information. You do not have to consent to the collection of your sensitive information. If you do consent, you can withdraw your consent at any time.

Purpose of collecting your information

The personal information (including any sensitive information) you provide on this form is collected by the department for the purposes of processing your compensation claim. The department may also collect your personal information from third parties, including other Commonwealth agencies and Commonwealth contractors, for the purposes of processing your claim.

If you do not provide some or all of the information required, the department may not be able to assess your claim and may not be able to provide a suitable level of assistance with your claim.

Disclosure of your personal information

The department may give your personal information (including sensitive information) to other Commonwealth agencies, including the Department of Finance, the Commonwealth Ombudsman and to Commonwealth contractors. Your personal information may also be disclosed to other parties where you have agreed, or where it is otherwise permitted under the Privacy Act.

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

Privacy policy

The department's [Privacy Policy](#) 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.

Declaration and authorisation

I declare that to the best of my knowledge and belief, the information that I have supplied in or attached to this application is accurate and true, and that all relevant information has been included.

By signing below, I confirm that I have read, understood and agree that the Department of Education may collect, use, and disclose my personal information (including sensitive information) in accordance with the above privacy notification.

I understand that giving false or misleading information is a serious offence under section 137 of the *Criminal Code Act 1995* (Cth).

Full name:

Signature:

Date: