



Fact Sheet

Accessing and correcting your personal information

Your personal information is information or an opinion about you. You can ask the Australian Government Department of Education (the department) to give you a copy of your personal information or correct your personal information under the *Privacy Act 1988* (Privacy Act) or the *Freedom of Information Act 1982* (FOI Act). It is up to you to choose which way you would like to access or change your personal information.

The department does not hold school records relating to individual students. If you wish to access such records, you should contact your State or Territory education department.

Privacy Act

Under the Privacy Act, you can ask for access to your information that we hold and/or correction of your information that we hold.

You do not need to use any particular words when you ask for access to or correction of your information. There are no charges for accessing or correcting your information.

Once we get your request, we will respond within 30 calendar days. If we can't deal with your request within 30 days, we will tell you.

FOI Act

Access to documents

Under the FOI Act, you can ask for access to documents that we hold. Requests must:

- be in writing;
- say that the request is made under the FOI Act;
- give us enough information about the documents so we can find them; and
- give us your postal or email address.

There are no charges for accessing your personal information.

Once we get your request, we will acknowledge your request within 14 calendar days and give you a decision on access within 30 calendar days. We may extend this timeframe if we need to consult with another person or for other reasons. We will tell you if this happens.

Amendment or annotation of personal information

Under the FOI Act, you can ask for amendment or annotation of your record. Requests must:

- be in writing;
- tell us which document and information you want to amend or annotate;
- tell us if you think the information is incomplete, incorrect, out of date or misleading and why you think that;
- tell us what you want the information to be changed to or, if you are seeking annotation, what information would make the information complete, correct, up to date or not misleading; and
- give us your postal or email address.

Once we receive your request, we give you a decision within 30 calendar days.

Contact

You can send your requests under the Privacy Act or FOI Act to the following addresses:

Privacy Act	FOI Act
privacy@education.gov.au	FOI@education.gov.au
Privacy Officer	FOI Officer
Privacy Team	FOI Team
Department of Education	Department of Education
C50MA1	C50MA1
GPO Box 9880	GPO Box 9880
CANBERRA ACT 2601	CANBERRA ACT 2601