
ACARA privacy notice
National Assessment Program – Civics and Citizenship 2016
Notice of collection under Australian Privacy Principle 5 (*Privacy Act 1988*, Cth)

Summary of notice

The Australian Curriculum, Assessment and Reporting Authority (**ACARA**) is a Commonwealth statutory authority which manages national school assessments amongst its other responsibilities.

Your school has been selected to participate in a national sample assessment relating to civics and citizenship. In order to administer these assessments ACARA needs to collect information about eligible school students (e.g. name, gender). Some students will be selected to participate in the test and further information will be collected about them, including information about the background of the student such as parent education and occupation.

ACARA has legal obligations to protect personal information it collects and takes seriously its responsibilities in this regard. You can be assured that ACARA will only use or disclose this information as authorised or required by law. You have rights in relation to personal information collected and held by ACARA, including to access and correct information. This notice provides further detail.

Notice

This notice is from the Australian Curriculum, Assessment and Reporting Authority (**ACARA**) to advise you that ACARA has, or soon will be, collecting information about your child and about you (parents/guardians) as part of conducting the National Assessment Program – Civics and Citizenship (**NAP-CC**) 2016 tests

ACARA is a commonwealth statutory authority and conducts these assessments, and its other responsibilities, as directed by all Australian education ministers

(www.acara.edu.au/home)

Every three (3) years, ACARA collects personal information in relation to the NAP-CC tests to enable ACARA to perform its statutory functions and purposes (primarily to create national reports on schooling).

ACARA's collection of personal information

ACARA collects personal information under section 40 of the *Australian Curriculum, Assessment and Reporting Authority Act 2008* (Cth) for one or more of the following purposes:

- a. formulating national reports consisting of aggregated data on school performance; and
- b. assisting government to formulate policies in relation to education matters; and
- c. conducting research relating to the national school curriculum.

ACARA, through its contract with the Australian Council for Educational Research, collects information from your child's school or the relevant state/territory Test Administration Authority (**TAA**) about your child, including their name, gender and exemption categories¹, to enable ACARA to generate a random sample of students. If your child is selected to participate in testing, ACARA will also collect student background information, broadly,

¹ Students are granted exemptions for NAP-CC because of disability and/or very limited English language proficiency (less than one year of instruction in English).

information such as your child's date of birth, country of birth, background language/s, whether your child identifies as an Aboriginal or Torres Strait Islander, parental occupation and parental education.

For the first time in 2016, NAP-CC tests will be delivered online through an online national assessment platform managed by Education Services Australia Limited (**ESA**). ESA is a national, not-for-profit company owned by all Australian education ministers (www.esa.edu.au/). ESA is not collecting personal information in relation to the NAP-CC tests. If your child is selected to participate in testing, ACARA will collect information from student responses to the assessment and assessment domain survey questions. Also, ACARA will collect school level data about the device types (e.g. laptop, desktop, tablet etc.) and operating systems being used.

The NAP-CC test is one of a number of important tools used by teachers to measure student progress. If ACARA cannot collect the information described in this notice, the effectiveness of the NAP-CC test as a teaching tool will be undermined. In addition, ACARA will not be able to provide feedback about your child's skills in relation to civics and citizenship. More information on the NAP-CC tests can be found at: (www.nap.edu.au/nap-sample-assessments/civics-and-citizenship).

(<http://nap.edu.au/nap-sample-assessments/civics-and-citizenship>).

ACARA's disclosures of your personal information

ACARA discloses the names of participating students together with student performance information to participating schools as part of school level reporting.

ACARA also discloses de-identified personal information (no student names) to federal, state and territory governments, researchers and, in all cases, will only disclose as permitted by the *Privacy Act 1988* (Cth). In practice, we always provide this information under an agreement signed by both parties restricting the ways in which the data can be used and disclosed by the requesting organisation. You can find more information generally on how ACARA uses and discloses your personal information, in ACARA's privacy policy at: (www.acara.edu.au/contact-us/privacy).

Under the *Privacy Act 1988* ACARA is required to specifically advise about any overseas disclosures of personal information. ACARA will not disclose your personal information overseas.

Access and correction

In relation to these data collections, if you would like access to your personal information, or believe that any student or parent/guardian personal information is incorrect, you can contact ACARA seeking correction of the information as follows:

Telephone: 1300 895 563 (or from outside Australia +61 2 8098 3100);

Post: refer to the address on our ACARA website (www.acara.edu.au/contact-us); or

Email: info@acara.edu.au

Complaints

You can find information about how to make a complaint about a breach of privacy, and how ACARA deals with such complaints, in our privacy policy at: (www.acara.edu.au/contact-us/privacy).