

NAPLAN school staff privacy notice

Notice of collection under Australian Privacy Principle 5 (*Privacy Act 1988 Cth*)

This notice is to advise you that personal information about you will be collected for the National Assessment Program – Literacy and Numeracy (**NAPLAN**) tests.

The Australian Curriculum, Assessment and Reporting Authority (**ACARA**) handles all personal information in accordance with the *Privacy Act 1988* (Cth). For a summary of data fields that ACARA collects, please see ACARA's [Privacy Policy](http://www.acara.edu.au/contact-us/privacy) at www.acara.edu.au/contact-us/privacy.

What is NAPLAN?

ACARA conducts the NAPLAN tests and creates national reports on schooling, including reporting on the [My School](http://www.myschool.edu.au) website (www.myschool.edu.au).

State and territory education authorities are responsible for administering NAPLAN tests, including managing school staff and student data and reporting results to schools and students.

NAPLAN assessments can run through a real-time internet connection or onscreen without an internet connection. Year 3 writing is undertaken on paper, and a small number of students will continue to use alternative format (paper or special print) tests. Read more about [NAPLAN](http://www.nap.edu.au/naplan) at www.nap.edu.au/naplan.

Education Services Australia Limited (**ESA**) operates the Assessment Platform used for NAPLAN. [ESA](http://www.esa.edu.au) (www.esa.edu.au) is a ministerial, not-for-profit company established by and comprised of all Australian education ministers.

ESA collects, stores, uses and discloses school staff and student personal information on behalf of state and territory education authorities and ACARA for purposes related to NAPLAN. Data stored may include assessments and data archived for inclusion in a future Longitudinal Data Store (**LDS**). For more information about privacy and the ESA [Assessment Platform](http://www.assessform.edu.au/privacy-policy) visit www.assessform.edu.au/privacy-policy.

Collection and use

Section 40(1) of the *Australian Curriculum, Assessment and Reporting Authority Act 2008* (Cth) authorises ACARA to collect personal information for specific purposes including conducting research relating to the national school curriculum, producing national reports and assisting government to formulate education policies.

A state or territory education authority will collect personal information about you in relation to the administration of the online or alternative format (paper or electronic) NAPLAN tests.

Principals, NAPLAN Coordinators and School Technical Support Officers will be invited to create an account for access to the Platform using the following information:

- name (first and last)
- email address
- NAPLAN username (if applicable)
- details of school you report to.

If you choose not to provide the above personal information, an account cannot be established and access to the Platform cannot be provided.

For schools that elect to participate in the NAP Opt-in assessment, some of the principal's personal information (email address and school) provided for NAPLAN will be used for verification purposes by the Assessment Platform when registering the school for NAP Opt-in.

Disclosure

ACARA will not disclose personal information about you unless it is authorised by law, or it is consistent with its legal obligations to do so, which includes obligations in any agreement that regulates the ways in which personal information can be used and disclosed by ACARA or its contractors.

ACARA will not disclose personal information to third parties overseas. More detailed information is contained in ACARA's [Privacy Policy](http://www.acara.edu.au/contact-us/privacy) at www.acara.edu.au/contact-us/privacy.

Access and correction

If you wish to access or correct your personal information, contact the relevant state or territory [test administration authority](http://www.nap.edu.au/contacts/privacy-contact-information) at www.nap.edu.au/contacts/privacy-contact-information.

Complaints

If you wish to make a complaint about ACARA's privacy practices, you can lodge a complaint with ACARA directly by emailing privacy@acara.edu.au. ACARA's [Privacy Policy](http://www.acara.edu.au/contact-us/privacy) (www.acara.edu.au/contact-us/privacy) provides further information on how to make a complaint.

If you have a complaint about identified NAPLAN data (data linked to a name/s) contact the relevant state or territory [test administration authority](http://www.nap.edu.au/contacts/privacy-contact-information) at www.nap.edu.au/contacts/privacy-contact-information.

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