

VCAA Collection Notice for VCE and VCAL Students 2021

Collection of Student Data

In order to perform its statutory functions, the VCAA collects student personal information and assessment information (together referred to as **Student Data**) relating to students enrolled in, or intending to enrol in, the VCE and VCAL assessment programs, the International Baccalaureate (IB) or the General Achievement Test (GAT).

Personal information is defined in section 3 of the *Privacy and Data Protection Act 2014 (Vic)* (**PDP Act**) and is collected and handled by the VCAA in accordance with that Act.

Student Data is collected by the VCAA for the purposes of generating student final VCE, VCAL and GAT results (**Student Results**), assuring the quality and integrity of the VCE and VCAL assessment programs and for research purposes related to the VCAA's statutory powers and functions.

Student Data collected by the VCAA includes, but is not limited to the following:

- Name, date of birth and gender
- Contact details
- Aboriginal or Torres Strait Islander (ATSI) status
- Country of origin
- Enrolment details
- School graded assessments and results
- External assessments

In most instances, the VCAA collects Student Data directly from schools, however, it is sometimes necessary to collect Student Data from individual students and/or third parties. When a third party provides an individual's personal information, the VCAA requests that the individual is made aware that their personal and/or health information will be or has been provided to the VCAA; the purpose for which it will be or was provided; and to whom it will be or is likely to be disclosed.

Where the VCAA receives an application for Special Provision, personal and health information within the meaning of the *Health Records Act 2001 (Vic)* will also be collected for the purpose of assessing the student's eligibility to receive Special Provision. For such applications, the way in which the VCAA collects and handles the personal and/or health information will be identified at the point of collection.

Use and disclosure of Student Data (and Student Results)

Student Data is disclosed to and used by authorised VCAA employees and/or contractors for the abovementioned purposes. Additionally, the VCAA discloses Student Data and/or Student Results for the purposes below. Student personal information collected will not otherwise be used or disclosed by the VCAA, except with the prior consent of the student (or student's parent or guardian where applicable) and in accordance with the PDP Act, or if the VCAA is required or otherwise permitted by law to do so.

Government school student data is provided to the Department of Education and Training's Performance and Evaluation Division in order to comply with educational reporting requirements.

Victorian Registration and Qualifications Authority (VRQA)

Student Data and Student Results may be provided to the VRQA in relation to the VRQA's statutory functions in relation to the accreditation, delivery and maintenance of the VCE and VCAL, including the registration of schools and training organisations.

Victorian Electoral Commission (VEC)

The VCAA must comply with notices from the Victorian Electoral Commission (VEC) under section 26(4) of the *Electoral Act 2002* (Vic) requiring the VCAA to provide information so that the VEC can:

- write to students when they turn 17 years of age to invite them to provisionally enrol to vote;
- provide students with information on enrolling and voting; and
- write to students who are already 18 years of age to advise them to enrol and that failure to do so may result in the VEC commencing enrolment activities in accordance with section 23A of the *Electoral Act 2002* (Vic).

International Education Division (IED), Department of Education and Training

The IED has a legal obligation to monitor the progress of international students to ensure they are in a position to complete the course within the expected duration specified on the student's Confirmation of Enrolment (CoE). The VCAA provides IED with student unique identifying number, name, school, VCE Program, and course credits granted.

Season of Excellence (SoE)

The VCAA discloses Student Data of high-achieving VCE students who have been short-listed by VCAA employees for Top Class, Top Talks, Top Arts, Top Screen and Top Designs to SoE panel members for final selection. Panels comprise a Chief Assessor, Assessors and State Reviewers who are engaged by the VCAA, in addition to a National Gallery of Victoria representative (Top Arts only) and Victorian school teachers.

De-identified information

The VCAA provides student personal information to Victorian and Australian Government agencies and statutory authorities to assist with forward planning related to education provision and reporting in a de-identified format. This may include information relating to students of Aboriginal and/or Torres Strait Islander origin. The VCAA may also provide de-identified data to external bodies who request data for research purposes.

Consequences if information is not provided

If the personal information requested on the VCE and VCAL Student Personal Details Form is not provided, and/or Section F of this Form is not signed, the student may not be accepted for enrolment in the VCE or VCAL.

Access and correction

An individual may request access to personal information the VCAA holds about them and request its correction if inaccurate.

Further information

For further information please refer to the VCAA's Privacy Policy (www.vcaa.vic.edu.au/Footer/Pages/Privacy.aspx) or contact the VCAA on 1800 134 197.