



Collection notice for non-government school regulation

Purpose of collection

We, the Department of Education Western Australia (WA), collect personal information for the purpose of overseeing the registration of non-government schools in WA. This includes:

- assuring non-government schools meet the required standards as determined by the Minister for Education and Part 4 of the *School Education Act 1999*
- ensuring legislative compliance relating to the registration of schools which provide education services to international students
- assessing applications for exemption from full-time schooling for children at Catholic and independent non-government schools
- providing executive support to the Minister's [Non-Government School Planning process \(Advance determination\)](#).

The School Education Regulations 2000, the *Education Service Providers (Full Fee Overseas Students) Registration Act 1991* and the *Education Services for Overseas Students Act 2000* may also be applicable to non-government school registration.

Personal information collected

As part of the application and notification processes aligned to the legislation, you may need to provide the following personal details:

- names of persons engaged in the governance and operation of non-government schools
- authorised witness name
- complainant name
- parent or guardian name
- student name, date of birth, gender, year level, course or employment
- employer name
- residential address
- contact details.

Why this personal information is collected

Your information is used to:

- confirm student identity
- confirm governing body member and school staff identify
- assess and manage applications
- confirm student identify
- communicate with governing bodies, non-government school representatives and families
- inform educational policy, planning, strategy, and research
- provide advice related to support, services, programs and funding to meet your child's needs.

If we do not collect this personal information, it may mean we cannot assess your application, notification or concern.

How we use and share personal information

We only use and share personal information for the purposes it is collected or when the law allows or requires it.

We may share your child's personal information in appropriate circumstances with:

- a third party recorded in an exemption application
- a non-government school, governing body or both following your request for enquiries to be made regarding concerns

The personal information we collect is stored locally, within Australia, in our systems and follows our information and communication technologies policies.

Personal information is collected, managed, and disposed of following our Records Management policy and the *State Records Act 2000*.

Your rights – access and correct information

You can contact the Non-Government School Regulation directorate by email at ngsregulation@education.wa.edu.au if you:

- want to see or update information you provided
- have concerns about how your information is being used or stored.

More information

To learn more about how we protect your information, visit our website page about [Privacy](#). Visit our website to find information about [non-government school registration](#).