

Collection notice for residential colleges

Purpose

The Department of Education Western Australia (WA) collects information to manage student boarding in residential colleges. This is done under the *School Education Act 1999* and the *School Education (Student Residential Colleges) Regulations 2017*. The information supports your child's boarding experience by assisting college staff to identify student need and to provide for their day-to-day care and welfare.

Information collected for boarding in a residential college

When you apply for and accept an offer for a boarding place at a residential college for your child you will need to provide the following personal details and documents:

- full name, date of birth, and gender
- residential address and family living arrangements
- whether the child identifies as Aboriginal or Torres Strait Islander
- language background and languages spoken at home
- current immunisation status
- previous schools attended and educational history
- previous boarding schools or boarding facilities attended
- learning, behavioural or other personal needs
- medical, physical or psychological conditions (including Form 1: Student health care summary)
- Australian citizenship or visa details
- any countries outside Australia of which the student is a citizen
- Medicare number (if applicable).

Parent information collected

- name
- residential address and contact details.

Additional information collected

- name and contact details of people the residential college can contact in an emergency
- court orders, statutory provisions, care plans or parenting plans
- if the student is in care, the name and contact details of the student's case manager
- other agencies or organisations involved with your child (e.g. CAMHS, Clontarf)
- details of the educational program in which your child will be enrolled at school
- details of any government subsidy the student or parent may be receiving to pay or help pay the costs and charges of boarding
- details of any scholarship the student has been awarded to pay or help pay the costs and charges of boarding
- name of any sibling/s currently residing at a Department of Education residential college.

Why this information is collected for a boarding place

Your information is used to:

- assess and manage applications for boarding
- confirm student identity
- communicate with students and families
- support health and wellbeing, behaviour and safety
- inform policy, planning, strategy, and research
- inform support, services, programs and funding to meet your child's needs.

If we do not collect this personal information we cannot assess your child's suitability for a place at a residential college. Not having this information may put a student at risk and make it harder to provide appropriate plans and support. It may also mean we cannot meet our legal responsibilities.

How we use and share information

We only use and share your child's information for the purpose it is collected and when the law allows or requires it.

We may share information you have provided with:

- the school at which your child is enrolled
- business areas within the Department of Education
- government agencies for health, welfare and/or legal compliance, and child protection laws.

The personal information we collect is stored locally, within Australia, in our Student Information 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 correcting information

You can contact your child's residential college if you:

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

Updates to personal information provided throughout a student's boarding journey are considered part of a student's record.

More information

To learn more about how we protect your information, visit our website's page about [Privacy](#).