



## Section B: Disclosure to other organisations

Please sign below if you authorise disclosure of the following information by the VCAA:

### 1. Release of VCE study scores to the newspapers

I grant permission for the release to the newspapers of my name and school for any study score in which I achieve a score of 40 or higher.

Student's signature

Date

Please sign below if you authorise disclosure of the following information by the VCAA:

### 2. Calculation of the Premier's VCE Awards and the Australian Students Prize

I grant permission for the release of my personal details to the relevant Government Departments for the selection of students for the Premier's VCE Awards and Australian Students Prize.

Student's signature

Date

## Section C: Copyright

I grant permission to the VCAA to use any materials produced by me in the course of assessment for the VCE in publications or productions approved by the VCAA. I understand that I will not be identified and that I retain copyright in the material.

Student's signature

Date

## VCAA PRIVACY NOTICE FOR STUDENTS

The Victorian Curriculum and Assessment Authority (VCAA) is a statutory authority established under the *Victorian Curriculum and Assessment Act 2000*. The VCAA has responsibilities relating to both curriculum and assessment across year levels Prep to 12 for all Victorian school students. The VCAA is committed to protecting student information and all personal information collected is handled in accordance with the *Information Privacy Act 2000*.

**COLLECTION OF STUDENT DATA** In order to perform its functions the VCAA collects the personal details of all students undertaking one or more VCE units of study, including performance data related to the VCE assessment program. It also collects personal details of all IB students who are to sit the General Achievement Test (GAT). All information is collected directly from students by the school.

Where additional information is required, such as in the case of applications for Special Provision, this is also collected from individual students.

The information on Aboriginal and Torres Strait Islander origins is used by the VCAA to report to the Commonwealth and State Governments to assist in the planning of support for students who fall within these categories. No individual students are identified in such reports.

All student data is submitted to the VCAA via the VCE Administrative Software System (VASS).

**USE OF STUDENT DATA** The student data collected by the VCAA, including personal details, unit results, graded assessments, VET certificate results and data on Consideration of Disadvantage, together with study scores and GAT scores, is used by the VCAA to provide individual students' final VCE and GAT results. The assessment data which is provided to the student directly is also provided to his/her home school and, if it is not the home school, to the school where the study was undertaken.

The purpose of disclosing the student VCE and GAT assessment data to the schools is to enable schools to analyse the effectiveness of their school assessment programs. In this way the VCAA ensures quality assurance of the VCE assessment program across the State of Victoria.

Personal details of all VCE and IB students are forwarded to the Victorian Tertiary Admissions Centre (VTAC) for inclusion in CourseLink, a password-protected interactive, web-based program, which enables individual students to access career and course options tailored to take into account their place of residence, interests, existing studies and future plans.

The VCAA also forwards individual students' personal information, VCE and GAT results, and, if applicable, data for Consideration of Disadvantage, to VTAC for the calculation of the Equivalent National Tertiary Entrance Rank (ENTER) and, if necessary, for the submission of student applications for tertiary course selection.

**DISCLOSURE** The VCAA will not provide identifiable student data to any other person or organisation without the consent of the individual student, unless required by law or other regulation to do so.

**NOTIFICATION, ACCESS AND SECURITY** Students will be notified of what information has been collected from them and the level of disclosure to which they have consented via a 'Student Full Details Report' which will be available from the school following lodgement of Personal Details Forms at the time of enrolment.

Student information collected by the VCAA is stored on its VCE database and access is limited to authorised staff at the VCAA and at the school.

Data collected from students and the results awarded to them are retained permanently by the VCAA. These records are held in the VCE database and backed up on microfiche. All records are held securely.

Correspondence concerning access to student records held at the VCAA including individual assessment and contact details should be addressed to the Manager, Student Records and Results, VCAA, 41 St Andrews Place East Melbourne 3002.

This privacy statement is available on [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)



