

## COLLECTION NOTICE

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### The Education Justice Initiative and what we do

I work for the Education Justice Initiative in the Department of Education and Training. I want to help you undertake education or training that suits your needs and interests.

I will work with you, your family or support person and caseworker (if you have one), to link you with the most appropriate school or education provider.

### Reasons why we collect your personal and health information

We collect personal and health information for many reasons, these include:

- Helping us identify those that we can provide help to
- Helping us to find the best school, program, setting or education pathway that suits you
- Understanding what issues are affecting your education and provide you with support
- Helping your current or potential future school or education provider to have the rights supports in place so you do well in your education
- Giving advice to the Children's Court (for example, the Magistrate) and other people in the court setting. This advice may include the education and training options which are available to you, and how you are progressing. This may include Lawyers, Youth Justice or other caseworkers.

### Why you should provide us with your information

Having access to your information will mean that I can support you.

If I am unable to get the information needed, it may make it difficult to help you.

### Information we might collect

Examples of the information that we might collect about you includes:

- your contact details, including where you live
- your educational background, including your enrolment history, attendance and progress
- reasons why you left school
- your legal status where it is necessary to assist you in your legal proceedings. Legal status includes current orders, offences, conditions, pending appearances or breaches
- the contact details of other people who have worked with you
- outcomes of any assessments that relate to your education. Examples include results of health, psychological or disability assessments.
- planned interventions that may affect your future education pathways, for example drug rehabilitation
- serious incidents or behaviours that may put you or others in danger
- any other issues that may affect your capacity to engage in education.

### How will we collect information and who we shared it with

We protect the personal and health information that we collect, use and disclose.

The department's Privacy Policy outlines the department's need to collect information. The policy also outlines the right of the individual to privacy. For more information visit the department's [Privacy Policy](#).

Before meeting you, we will collect information from:

- the court list, which includes your name, major charge, court and custodial status
- schools to understand your school year level, days absent and Aboriginal and Torres Strait Islander status
- the Victorian Curriculum and Assessment Authority to get your date of birth, and any current or previous enrolments.

We may also collect information about you through referrals.

We will talk to you and any supports such as family, carers or Youth Justice in person at the court. Sometimes, these conversations occur at another location or by phone.

Also, we may collect and share information with:

- past and potential future schools or training providers
- other Department of Education and Training staff
- your legal representative
- Youth Justice, Child Protection, Court Services Victoria, and other government agencies supporting you
- Other support services supporting you. This includes youth workers, drug and alcohol services, housing services and health professionals.

The use and sharing of personal and health information will otherwise only occur if allowed by law.

We limit the information shared with potential future education providers. This means that we only share the information needed to prepare for your enrolment. For example, we may discuss reasonable adjustments with a potential school. Sharing this information will provide you with the appropriate and necessary supports.

At times, de-identified information is used for other purposes such as conducting quality or program reviews.

In some instances, by law, we may need to disclose information held about you to the police, court or tribunal. For example, this could happen if there is a risk of harm to either yourself or others.

## How your information is stored

Information is stored by Deloitte Australia on the EJI Web Portal. The Portal is secure and only authorised personnel have access to this information.

Deloitte Australia has implemented a security policy that addresses:

- purpose and scope
- roles and responsibilities
- management commitment
- coordination among organisational entities; and
- compliance.

These policies provide staff and contractors with clear information about security policies. These policies provide direction for the appropriate protection of firm and client information.

The EJI Web Portal meets with DET password policies. The portal includes multi-factor authentication to ensure there is a high level of security.

Deloitte Australia is bound by the Victorian Government eServices Register Contract and the Confidentiality and Privacy requirements set out in Section 32. Visit [Buying for Victoria](#) to read the [standard eServices Contract](#).

## How you can access your information and/or update your information

You have the right to access your information.

Steps are taken to have updated and accurate information about you. If your circumstances change or you have any questions, please contact us (your EJI worker).