Application for Authorisation – Victorian Student Number

Complete this application form to apply for authorisation to use Victorian Student Number (VSN) data from the Victorian Student Register (VSR). Existing users that have been authorised before 24 May 2023 remain authorised and do not need to complete this application unless data is being requested for a new purpose that has not been previously authorised. Authorisation is necessary to access, use or disclose data in an identifiable format. If de-identified data is being requested, that does not include any VSNs and related information, you do not need to apply for authorisation, instead you need to submit a general data request by contacting the VCAA at **vsr@education.vic.gov.au****.**

The Victorian Curriculum and Assessment Authority (VCAA), as the Secretary’s delegate, may authorise a person, body, or class of persons or bodies, to access, use or disclose the VSN and related information (VSN data) for one or more of the permitted purposes set out in Part 5.3A of the *Education and Training Reform Act 2006* (the Act).

This application form should be completed with reference to the *Secretary’s Guidelines on the Victorian Student Number* (the Guidelines) and Part 5.3A of the Act.

**You may contact VCAA at** **vsr@education.vic.gov.au to seek assistance with this application process.**

Application process for authorisation

The application process for applying for authorisation includes:

* completing this application form
* providing relevant supporting documentation with your application
* submitting your application electronically to the VCAA to**vsr@education.vic.gov.au**
* providing further information to support your application if the VCAA requests it
* receiving a written outcome with a decision on whether or not your authorisation has been granted (including any conditions and the purpose/s for which authorisation has been granted) within 10 business days
* for complex requests, receiving a written outcome with a decision on whether or not your authorisation has been granted from the VCAA’s Data Requests Review Committee.

Assessment of applications

The VCAA assesses applications on a case-by-case basis with reference to the Act, the Guidelines and other relevant policies and procedures.

When making a decision to grant or refuse your application, the VCAA will consider:

* whether you or your organisation are suitable for authorisation
* whether the reason you or your organisation is seeking authorisation is a permitted purpose under the Act
* how the VSN and related information will be accessed, used, disclosed or destroyed by you or your organisation
* any privacy implications
* any human rights implications.

Application for Authorisation – Victorian Student Number

The form should be submitted electronically to vsr@education.vic.gov.au

#### Information to be provided by applicants

| Section 1 - Details of applicant |
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| **I am applying for authorisation to access, use or disclose VSN data as an:** |
| [ ]  **Organisation** |
| Organisation name |  |
| Organisation contact name |  |
| Position |  |
| ABN  |  |
| Address |  |
| Telephone |  |
| Email |  |
| [ ]  **Individual** |
| Name |  |
| Address |  |
| Telephone |  |
| Email |  |
| Section 2 – Purpose of authorisation request |
| 1. **Provide a brief background on your VSN data request and the purpose of the project/research objective it relates to.**
 |  |
| 1. **Authorised users may only be authorised to access, use or disclose the VSN and related information for a purpose specified in the Act (**[**the Guidelines**](https://www.vcaa.vic.edu.au/Documents/vsn/VSN-SecretaryGuidelines.docx)**, paragraph 24). Confirm which permitted purpose(s) for which you or your organisation is seeking to access, use or disclose VSN data.** The nominated permitted purpose should show a clear and legitimate correlation to the purpose of your VSN data request and any project/research objective described in question 1.

[ ]  Monitoring and ensuring student enrolment and attendance[ ]  Ensuring education or training providers and students receive appropriate resources[ ]  Statistical purposes relating to education or training[ ]  Research purposes relating to education or training[ ]  Ensuring student’s educational records are accurately maintained [ ]  As required or authorised by or under law  Please confirm which law - Click or tap here to enter text.  |
| 1. **Can the data sought can be obtained elsewhere?** Examples of alternative data sources include: Entity Register (ER), Data Vic, PRISM, Report on Government Services, Victorian Public Sector Commission (VPSC), Australian Bureau of Statistics (ABS), My School (ACARA), Victorian Child and Adolescent Monitoring System (VCAMS).

[ ]  Yes – The VCAA will still consider your application based on privacy considerations and any other matters that it deems relevant ([the Guidelines](https://www.vcaa.vic.edu.au/Documents/vsn/VSN-SecretaryGuidelines.docx), paragraphs 31d and 32i.)[ ]  No |
| Section 3 - Details of VSN data sought |
| 1. **Confirm what type of VSN data is being requested:**

[ ]  Individual identifiable data [ ]  VSN as a data linkage key |
| 1. **Confirm the VSN data fields being requested:**

[ ]  Specific date ranges – please provide details Click or tap here to enter text.[ ]  Victorian Student Number (VSN) [ ]  First name[ ]  Last name[ ]  Gender[ ]  Date of birth[ ]  Enrolment records[ ]  Other[ ]  Specific geographical areas/regions[ ]  Cross-sectoral data (information containing student records from the different Victorian education sectors). Please note that the VCAA may impose a condition on your authorisation that you seek permission from leaders in those sectors to access this data. Please provide details: Click or tap here to enter text. |
| 1. **Confirm how this VSN data will specifically meet the requirements of your project/research objective (e.g., explain why the data is requested in an identifiable format or will be used to link data).**
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| 1. **Is the VSN data required for a particular date?**

[ ]  Yes – date required - Click or tap to enter a date.[ ]  No |
|  Section 4 – Information management, data security and privacy |
| 1. **What security and other arrangements will be in place to protect the VSN data from destruction, loss, unauthorised use, access and disclosure?** (Such evidence might include: firewalls, authentication and authorisation, data encryption, data masking, hardware-based security, data backup and resilience and/or data erasure).
 |  |
| 1. **Confirm if you or your organisation have any of the following information and security management processes, or similar in place and provide details for all relevant processes:**
 |
| **Information and security management processes**  | **Details for all relevant processes** |
| [ ]  an information security risk management framework |  |
| [ ]  incident management processes (including disaster recovery processes and plans) |  |
| [ ]  personnel, ICT and physical security controls |  |
| [ ]  how the proposed user manages information security with any third parties that it provides information to |  |
| [ ]  details of compliance with any standards applicable to information security management. |  |
| [ ]  other – please provide details (\*Details may include compliance with any standards applicable to information security management (i.e.: ISO/IEC 27001:2022, information security, cybersecurity and privacy protection, information security management systems – Requirements; the Victorian Protective Data Security Standards and Framework; the cyber security guidelines within the Information Security Manual by the Australian Cyber Security Centre (ACSC) within the Australian Signals Directorate (ASD)). |  |
| 1. **Will more than one person have access to the VSN data?**

[ ]  Yes **–** go to question 11[ ]  No – go to question 14 |
| 1. **Confirm which person(s) or role(s) will require access to the VSN data, why they require this access and how they will use the data.**
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| **Details of person or role requiring access to the VSN data** | **Why the person or role requires access to the VSN data** | **How the person or role will use the VSN data** |
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| 1. **How will you or your organisation ensure that only the person(s) or role(s) listed in question 11 will have access to the VSN data?** This should include details of how access will be limited through, for example, the use of strong password policy, 2 factor authentication (2FA) and multifactor authentication, physical security practices, monitoring user activity and/or endpoint security.
 |  |
| 1. **How will you or your organisation utilise secure systems for the transfer of data?** Such evidence might include: email encryption, Pretty Good Privacy (PGP), File Transfer Protocol (FTP), Off the Record Messaging (OTR), Dropbox, Cloud File Sharing Services, Employing Peer to Peer (P2P) and/or Near Field Communication (NFC).
 |  |
| 1. **Will contractors be used and require access as part of the purpose you are requesting VSN data?** (e.g., an ICT provider)

[ ]  Yes–go to question 15[ ]  No – go to question 16 |
| 1. **Confirm why contractors will require this access and how they will use the data?** Please be aware that you may be required to provide evidence of a contract confirming appropriate privacy conditions.
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| **Details of the contractor requiring access to the VSN data** | **Why the contractor requires access to the VSN data** | **How the contractor will use the VSN data** |
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| 1. **All authorised users are required to handle VSN data in accordance with the relevant privacy legislation, this respective legislation and guidance can be found at the following links:** [***Privacy and Data Protection Act 2014***](https://ovic.vic.gov.au)**(Vic) or the** [***Privacy Act 1988***](https://www.oaic.gov.au/)**(Cth). How will you or your organisation meet your privacy obligations as stated in the ‘Privacy’ section of** [**the Guidelines**](https://www.vcaa.vic.edu.au/Documents/vsn/VSN-SecretaryGuidelines.docx)**, paragraphs 52-57?**
2. **If you are applying on behalf of an organisation, please provide the link to your privacy policy:** Click or tap here to enter text.
3. **If you are applying as an individual, please provide evidence of privacy knowledge and capability e.g., a privacy statement:** Click or tap here to enter text.
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| **In assessing this application, the VCAA will consider what preparation you or your organisation has conducted in advance for handling the requested VSN data (**[**the Guidelines**](https://www.vcaa.vic.edu.au/Documents/vsn/VSN-SecretaryGuidelines.docx)**, paragraph 32(e)).*** **Requests for individual (identifiable data)** - a Privacy Impact Statement must be attached to your application
* **Requests for data linkage** – evidence must be given that the data will be adequately protected in the matching process. (Relevant factors for consideration include: i) security of process; is a secure data matching process in place with robust systems support? ii) sensitivity of data; when the data is linked to other data sets, will strategies be implemented to protect against reidentification?)
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| 1. **Confirm which of the following privacy or security assessments or audits is attached to support the application.**

[ ]  Privacy Impact Assessment – required for all individual (identifiable data) requests and some individual applications[ ]  Data Security Assessment [ ]  Security Audit  |
| 1. **Do you intend for the VSN data to be drawn upon for publication or marketing purposes (including market research)?** (This includes the publication of raw data, or using the data for data analysis from which insights are drawn and explained in connection with the source data in a publication.)

[ ]  Yes – please provide details Click or tap here to enter text.[ ]  No |
| Section 5 - Authorisation suitability |
| **If you misuse the requested VSN data this may lead to the revocation of your authorisation. Additionally, an authorised user may commit an offence if they access, use or disclose the VSN or related information other than in accordance with Division 3 of Part 5.3A of the Act.****Please answer either Question 19a or 19b for requests on behalf of an organisation or individual respectively.** |
| **19a. Organisation applications**How will you ensure that only fit and proper individuals within the organisation will have access to the VSN and related information? Note: Relevant to whether a person is fit and proper is whether they have a criminal record, a history of misusing information, or have been the subject of any misconduct proceedings or adverse findings, including under the Worker Screening Act 2020. |  |
| **19b. Individual applications**Do you have a criminal record, a history of misusing information, or have been the subject of any misconduct proceedings or adverse findings, including under the Worker Screening Act 2020?  | [ ]  Yes – please provide details Click or tap here to enter text.[ ]  No |
| Section 6 - Acknowledgements, declarations and signature |
| **Confirm all of the following acknowledgements and declaration.** [ ]  I acknowledge that the Secretary, or the VCAA as delegate, may revoke my authorisation at any time.[ ]  I acknowledge that authorised users are required to handle VSN data in accordance with either the *Privacy and Data Protection Act 2014* (Vic) or *the Privacy Act 1988* (Cth).[ ]  I acknowledge that authorised users are required to safeguard and protect the VSN and related information and as set out in the Guidelines and the Act. [ ]  I declare to the best of my knowledge that the information I have supplied on this application is correct and complete and is made in the belief that a person making a false declaration is liable to the penalties of perjury. |
| **Confirm personal details, signature and date** |
| **Full name of applicant** |  |
| **Signature of applicant** |  |
| **Date** | Click or tap to enter a date. |

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| **Privacy**The Victorian Curriculum and Assessment Authority (VCAA) is a statutory authority continued under the the *Education and Training Reform Act 2006* (Vic). The VCAA collects the information requested in this form, which includes personal information as defined in section 3 of the *Privacy and Data Protection Act 2014* (Vic), for the purpose of facilitating and administering an application for authorisation to use Victorian Student Number data from the Victorian Student Register. The personal information collected will be disclosed and used by relevant VCAA employees and/or contractors for and in connection with the abovementioned pupose. The personal information collected will not otherwise be used or disclosed by the VCAA, except with the prior consent of the individual, or if the VCAA is required or otherwise permitted by law to do so. When an individual’s personal information is provided to the VCAA by a third party, the VCAA requests that the individual is made aware their personal 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. If the requested personal information is not provided, this request for data will not be processed. An individual may request access to personal information the VCAA holds about them, and request its correction if inaccurate, as described in the [VCAA’s Privacy Policy](https://www.vcaa.vic.edu.au/Footer/Pages/Privacy.aspx). |