

Department Network Access – Privacy Collection Notice

This notice explains how your personal information is collected and used when you access the NSW Department of Education's (the Department) network.

Why is personal information collected?

When you use the Department's network – whether on a department-managed or personal device – some personal information is collected to help keep the department's systems safe and secure. This information may include:

- your Department username and network ID
- the Internet Protocol (IP) address of your device
- websites you visit (or try to visit) while on the Department's network.

This information helps the Department protect all users by blocking unsafe or inappropriate websites and supporting cyber security.

Do I have to give this information?

Using the Department's network is optional. However, logging in using your Department credentials means this information will be collected automatically. Some schools or education support offices may offer limited guest access without the need to login, but this may not allow full use of online learning tools or resources.

Who sees your information?

The Department will not disclose your personal information without consent, or unless the law allows or requires it. The Department uses third-party software providers that supply the monitoring software used to protect the network. These providers do not access or retain any personal information, and are contractually required to comply with strict privacy standards.

Accessing your information

Individuals have the right to access their personal information. You can request this by either:

- applying to the Department's [Right to Access](#) unit, or
- submitting an [Application for Access \(PDF 105 KB\)](#) form.

How is your information stored?

Your information is stored safely by the Department, 105 Phillip Street, Parramatta NSW 2150. The Department follows the *Privacy and Personal Information Protection Act 1998* and the *Health Records and Information Privacy Act 2002*, as well as the Department's Privacy Management Plan and Privacy Policy.

How long does the Department keep your information?

The Department will keep your information only as long as it is required. After that, it is securely deleted or destroyed in line with the *State Records Act 1998* and other applicable laws.