



Privacy notice

The Department of Education (the department) is committed to the protection of personal information and must comply with the Australian Privacy Principles contained in Schedule 1 of the *Privacy Act 1988* (Cth) (the Privacy Act) when handling any personal information. Personal information is information or an opinion about an identified individual or an individual who is reasonably identifiable.

Purpose of collecting your information

Your personal information, including your Tax File Number (TFN), is being collected by the department under the *Higher Education Support Act 2003* (Cth) (HESA) for the purpose of assessing your application for waiver of indexation on an accumulated HELP debt or reduction of an accumulated HELP debt, including verifying your eligibility for the indexation waiver or debt reduction.

The department may also use your personal information for the purpose of program evaluation, research, statistics, and policy development and as described in the department's Privacy Policy.

The department also seeks consent to use certain personal information collected as part of the application process to:

- find other information held by the department about you relating to your study and loan, which has previously been provided to the department; and
- use that other information to:
 - check that the information provided in connection with the application is accurate, up to date and complete
 - assess and confirm your eligibility for indexation waiver or debt reduction.

It is not an offence to refuse to provide the department with the information required by this application process (including your TFN), however, if you do not provide it, the department may not be able to process your application.

Further information on the protection of TFN information can be found at [The Privacy \(Tax File Number\) Rule 2015 and the protection of tax file number information | Office of the Australian Information Commissioner \(OAIC\)](#).

Disclosure of your personal information

If you are assessed as eligible for the indexation waiver or debt reduction, a subset of your information including your TFN will be disclosed to the Australian Taxation Office (ATO) to apply the indexation waiver or debt reduction to your HELP debt.

Your personal information may also be disclosed to other parties where you have agreed, or where it is otherwise permitted under the Privacy Act.

Privacy policy

You can get more information about the way in which the department will manage your personal information, including information on accessing or correcting your information, and how to make a privacy complaint, in the department's privacy policy (www.education.gov.au/privacy). If you have any questions/complaints about privacy or confidentiality, please contact the department via email privacy@education.gov.au.

