|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Data access protocol | | | | |
| Requesting officer | | | | |
| Name |  | | | |
| Position |  | | | |
| I am an authorised officer under the *Care and Protection of Children Act 2007* (the Act) | | | | Y/N |
| Data request | | | | |
| In accordance with the Act, I request the following information in relation to | <Section of Act> | | | |
| Student name |  | | | |
| Date of birth |  | | | |
| I confirm that the information will be used for the following purposes |  | | | |
| Information required, for example, current enrolment records |  | | | |
| I understand that the Department of Education may seek further clarification in relation to my request | | | | Y/N |
| Requesting officers signature | | | | |
| Signature |  | Date |  | |
| Managers name |  | | | |
| Managers signature |  | Date |  | |
| Official use only | | | | |
| Request actioned by |  | Date |  | |
| Bug ID # |  | | | |

# Collection notice

The personal information collected by the department is used for direct service provision and such information may also be used for statistical, research, planning and reporting purposes aligned with the functions of the department.

This information will only be disclosed for another purpose if that purpose is related to the primary purpose for collection and the person would reasonably expect the information to be used or disclosed or the individual has consented to the use or disclosure.

# How to submit

Email your completed form to [analysis.doe@education.nt.gov.au](mailto:analysis.doe@education.nt.gov.au)