|  |  |
| --- | --- |
|  | Questions are followed by answer fields. Use the ‘Tab’ key to navigate through. Replace Y/N or Yes/No fields with your answer. |
| Purpose | |
| The NT *Information Act 2002*, Schedule 2 Information Privacy Principles, (IPPs) defines how government agencies should collect, hold, and use personal information. An individual’s consent is required for how an organisation can use or disclose their personal information.  The following checklist has been designed to assist staff in the assessment of developing a consent form that covers the requirements under the IPPs. | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| IPP | Assessment Questions | Yes | No | N/A |
| 1.3(a) | Provides details of the school, department or vendor and their contacts |  |  |  |
| 1.3(b) 6.1 | Provides details of how an individual can access, review, or update their information |  |  |  |
| 1.3(c) | Provides details for the purpose the personal information is being collected |  |  |  |
| 1.3(d) | Provides details of whom the organisation usually discloses information of the same kind |  |  |  |
| 1.3 (e) | Provides details of any legislation or law that particular information is required to be collected |  |  |  |
| 1.3(f) | Provides details of any consequences for the individual if consent is not provided.  For example, where no consent has been provided for a student to access a digital application, there will be no impact to their learning outcomes |  |  |  |
| 2.1  2.1(c) | Provide a statement advising that the information collected may be used for a secondary purpose or disclosed to a third party. Go to the [Collection notice – information for staff creating forms](https://elearn.ntschools.net/pal/writing-and-publishing-operational-policy#resources11655) on the Policy and advisory library[[1]](#footnote-1)  or  Where information is sensitive the secondary purpose is related to the primary purpose |  |  |  |
| 5.1 | A link or copy of the department’s Privacy statement.  A link or copy of the vendor’s privacy policy. |  |  |  |

|  |
| --- |
| Further advice **NOTE:** Any ‘no’ responses indicate gaps in the consent.  Contact the Quality Assurance Services Senior Privacy Manager for further advice.  Email: [rfi.doe@education.nt.gov.au](mailto:rfi.doe@education.nt.gov.au)  Phone: 899 95960 |
| End of form |

1. <https://elearn.ntschools.net/pal/writing-and-publishing-operational-policy#resources11655> [↑](#footnote-ref-1)