



Update of governing body details

Privacy information

This form collects information to enable the Non-State Schools Accreditation Board to update the register kept under section 126 of the Education (Accreditation of Non-State Schools) Act 2017 (the "Accreditation Act").

Certain data collected in this form is 'personal information' within the meaning of the Queensland Government Information Privacy Act 2009, which deals with the collection and handling of such information by government agencies.

This form collects personal information about the chairperson, an authorised contact person and governing body directors for the purpose of processing this update notification.

The information collected in this form may be disclosed to the following entities:

- the Queensland Minister for Education;
- the Director-General of Education;
- the Office of Non-State Education and other relevant areas of the Queensland Department of Education;
- the Commonwealth Department of Education and Training;
- the Public Safety Business Agency (Blue Card Services);
- relevant stakeholders to the Non-State Schools Accreditation Board;
- authorised persons requesting contact information for the governing body.

In the event that the person submitting the form is providing personal information on behalf of someone else, it is the responsibility of the governing body to ensure that the person has the correct information and authority to submit the information.

Any personal information provided as part of a governing body will be shared amongst other registered users of that governing body.

Certain information collected in this form may also be published on the Board's website (www.nssab.qld.edu.au) under Open data (data.qld.gov.au) if suitable for release. In other instances, the information collected in this form can be disclosed without further consent where authorised or required by law.

Governing body details

Provide the name of the governing body included in this update notification.

Name of governing body:

Update details

Notification to change or update the following:

Office details Chairperson Directors (appointment, cessation, blue card/exemption card details)

Please note, if only one section requires updating, the other ones can be left blank.

Office details

Provide details of the office of the governing body if this section requires updating. All future correspondence and enquiries will be directed to this address (fields marked with * are mandatory).

Name* _____ Position* _____

Postal address* _____

Suburb* _____ State/Territory* _____ Postcode* _____

Contact phone 1* _____ Contact phone 2 _____

Email* _____

Chairperson

Provide current details of the chairperson if this section requires updating *(fields marked with * are mandatory)*.

Title* _____ Salutation* _____

First name* _____ Middle name* _____ Last name* _____

Blue/Exemption card no.* _____ Expiry date _____

Postal address* _____

Suburb* _____ State/Territory* _____ Postcode* _____

Email* _____

Contact phone 1* _____ Contact phone 2 _____

Directors

Only provide details for directors whose status on the governing body have changed, or blue card/exemption card details require updating.

Note: All names should be written exactly as displayed on the positive notice (blue card) or positive exemption notice (exemption card).

Title	First Name	Middle Name(s)	Last Name	Type of card	Blue card / exemption card number	Blue card expiry date	Appointment/cessation	Date of appointment/cessation

Declaration

Authorised person and declaration
Declaration
Full name
Position in relation to governing body or school
Telephone number
Email address
Date

The person authorised by the governing body to act for, and on its behalf, for example the chairperson or secretary, is to complete the declaration and provide the contact details requested below. For non-State school user access only, this may also be the principal or the person authorized to act on behalf of the school, e.g. a personal assistant or school administrator.

I declare that the information provided in this form is, to the best of my knowledge, true and correct.