



**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](http://www.nssab.qld.edu.au)) under Open data ([data.qld.gov.au](http://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.

*Fields marked with \* are mandatory.*

**Notification to change or update the following\*:**

Office details                  Chairperson details                  Director details

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

<b>Name of governing body*</b>			
<b>Office details</b>	<i>Provide office details of the governing body if this section requires updating. All future correspondence and enquiries will be directed to this address.</i>		
Given name*		Family name*	
Salutation*			
Position*			
Postal address*			
Email address*			
Telephone number 1*		Telephone number 2	

<b>Chairperson details</b>	<i>Provide details of the Chairperson of the governing body.</i>		
Title*		Salutation*	
Full name (as on card)*			
Blue card or exemption card number*		Expiry date*	
Postal address*			
Email address*			
Telephone number 1*		Telephone number 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). **Fields marked with \* are mandatory.**

Title*	Full name (including middle names)*	Type of card*	Card number*	Blue card expiry date	Appointment or cessation*	Appointment or cessation date*

## Declaration

For **Governing body user access**, the person authorised by the governing body to act for, and on its behalf, for example the Chairperson or Office Contact for the governing body, is to complete the declaration section below.

For **School user access**, the Principal or person authorised to act on behalf of the school, e.g. Business Manager, Executive Assistant or the Chairperson or director of the governing body is to complete the declaration section below.

Please ensure all details are provided below\*.

<b>Declaration</b>	I declare that the information in this form is, to the best of my knowledge, true and correct.
Full name	
Position	
Email address	
Telephone number	
Date	