



**Privacy information**

This form collects information to enable the Non-State Schools Accreditation Board to add or delete user access to NSSAB Online Services.

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 users and the person authorising the access for the purpose of processing this access request.

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; and
- authorised persons appointed under the *Education (Accreditation of Non-State Schools) Act 2017*.

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 or school 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 or school will be shared amongst other registered users of that governing body or school.

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 access request.

**Update details**

Access for:        governing body user        non-State school user

**Note:** A governing body user will have access to **all** schools under the governance of the governing body, while a non-State school user has access only to the nominated school.

**Users**

Provide current details of the person/s included in this access request.

Full name	Email address	User access	Name of school (if applicable)	Add/Remove

## Declaration

<b>Authorised person and declaration</b>	<i>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 authorised to act on behalf of the school, e.g. a personal assistant or school administrator.</i>
Declaration	I declare that the information provided in this form is, to the best of my knowledge, true and correct.
Full name	
Position in relation to governing body or school	
Telephone number	
Email address	
Date	