



# Access request – NSSAB Portal

## Non-State Schools Accreditation Board

### Privacy information

This form collects information to enable the Non-State Schools Accreditation Board to add or delete users to the 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.

Information may be disclosed to the governing body or school included in this access request, in order to authenticate certain details. The details provided may be used as contact information for further correspondence from the Board to the governing body or school, in relation to the NSSAB Online Services. 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 access request.

Name of governing body \_\_\_\_\_

### Update details

Access for

governing body user

non-State school user

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

### 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

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

I, \_\_\_\_\_ (enter full name here), declare that the information provided in this form is, to the best of my knowledge, true and correct.

Date \_\_\_\_\_

Street address \_\_\_\_\_ Phone number \_\_\_\_\_

Email address \_\_\_\_\_

Position in relation to school/governing body \_\_\_\_\_

The completed form should be submitted via the [NSSAB Online Services](#) or

emailed to [admin@nssab.qld.edu.au](mailto:admin@nssab.qld.edu.au).