



Update of principal or school details

Non-State Schools Accreditation Board

Privacy information

This form collects information to enable the Non-State Schools Accreditation Board to update the register kept under section 164 of the Education (Accreditation of Non-State Schools) Act 2001 (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 principal and an authorised contact person for the purpose of processing this update notification.

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

- the Minister for Education;
- the Office of Non-State Education within the Queensland Department of Education and Training and other relevant areas of the Queensland Department of Education and Training;
- relevant stakeholders to the Non-State Schools Accreditation Board;
- persons requesting principal or school contact details.

Certain information collected in this form may also be published 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.

Update details

Notification to change or update the school's

Principal Contact details from this date _____

SCHOOL NAME _____ **Location** _____

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

Principal details

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

Title* _____ **First Name*** _____ **Last Name*** _____

Salutation* _____ **Full position*** _____

Email address _____

School contact details

Provide school contact details if this section requires updating (fields marked with * are mandatory).

Postal Address* _____

Suburb* _____ **Postcode*** _____

Phone* _____ **Fax** _____

Email _____ **Web address** _____

Declaration

The principal or the person authorised by the principal to act on its behalf, e.g. the personal assistant or school administrator, is to complete the declaration and provide the contact details below.

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** _____

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