

Notification of Collection of Personal Information

As a capital assistance authority acting for the Australian and State Governments, Queensland Independent Schools Block Grant Authority Limited ACN 130 964 671 (**QIS BGA**) will collect personal information necessary for its business purposes under the:

- Corporations Act 2001 (Cth)
- Australian Education Act 2013 (Cth)
- Australian Education Regulation 2013
- Education (Capital Assistance) Act 1993 (Qld)
- Education (Capital Assistance) Regulation 2015

Personal information is collected from you when you contact QIS BGA directly (such as over the phone, in writing or in person), in written forms and hard copy documents and in any electronic records. All information is maintained in Australia.

QIS BGA will usually collect personal information from individuals directly. However, QIS BGA may collect personal information from a third party, such as an applicant school as part of the capital assistance application process or as emergency contact details for committee members.

QIS BGA collects personal information for the primary purposes of:

- discharging its obligations and functions of receiving and distributing capital funds;
- keeping company records and complying with reporting obligations, such as, to ASIC;
- providing services to those performing work for QIS BGS, such as travel and accommodation;
- running our website;
- reporting to Governments.

If QIS BGA cannot collect all or some relevant personal information, it may not be able to properly fulfil its purposes, functions and obligations. For example, QIS BGA may not be able to:

- appropriately assess an application for capital assistance;
- contact you regarding an application;
- organise services for you related to your work, such as travel and accommodation
- contact your next of kin in an emergency situation;
- accurately report to the Australian and/or State Governments; or
- properly investigate or resolve a complaint.

QIS BGA will not use or disclose personal information for any other purpose unless:

- consent has been given by the individual; or
- the individual would reasonably expect QIS BGA to disclose the information for another purpose which is directly related/related to QIS BGA's primary purpose of providing our services; or
- QIS BGA is required or authorised by law.

Information regarding your rights to enquire, to access and correct your personal information held by QIS BGA and your rights of complaint, if you are concerned about your privacy, is contained in our *APP Privacy Policy*, as amended from time to time. A copy of the policy can be located on our website at www.bga.qld.edu.au or by contacting:

QIS BGA General Manager, Ph: (07) 3839 2142,
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