Invitation to be a team member and participate in the Queensland Representative School Sport program

Dear Parent/Carer/Independent student

I wish to confirm that your child is invited to be a member of the to participate at the

This is a great opportunity for your child to be involved in their chosen sport within the school sport pathway. Queensland Representative School Sport (**QRSS**) enables safe, affordable and equitable representative school sport pathways with an unrelenting focus on excellence, engagement and wellbeing for students and staff. This experience provides opportunities for students and staff to develop the capabilities of leadership, resilience, teamwork, sense of fair play and sportsmanship on and off the field.

Note: Important information about the QRSS program, including terms applicable to participation and dealings with personal information, are attached to this form.

You should carefully read the following documents and ensure that you understand them before accepting this invitation:

- **Attachment 1: Student Participation Information and Conditions**; and
- **Attachment 2: Privacy Collection Notice for Student and Parent/Carer Personal Information**.

Instructions

1. Please read Attachment 1: **Student Participation Information and Conditions**.
2. Please read Attachment 2: **Privacy Collection Notice for Student and Parent/Carer Personal Information**
3. Please complete **Section A: Student details**.
4. If you accept this invitation, please complete **Sections B to H**.
5. If you wish to decline this invitation, please complete **Sections B and C**.
6. Return the completed form to
   via by

Acceptance of Invitation to be a team member of

Privacy information

The Department of Education (the **department**), through Queensland Representative School Sport (QRSS), is collecting the information on this form in accordance with the *Education (General Provisions) Act 2006* and the *Information Privacy Act 2009* including for the purposes of:

- recording whether the student listed in Section A (below) accepts participation as a member of Queensland Representative School Sport at the district/regional trial, State/National Championships or Interstate exchange;
- supporting the health needs of the student listed in Section A during representative school sport activities, including medication administration where required; and
- for students involved in Australian football league, Rugby league, Rugby union, Hockey and Water polo, ensuring consent has been provided for mouthguard use in order to minimise the risk of mouth injuries during representative school sport activities.

The department collects, records, uses and discloses personal information for the facilitation, organisation and administration of events.

The department may, if it requests and you provide your consent, also record, use and disclose personal information for:

- promotion of the department, QRSS and events; and
- event merchandising and memorabilia.

The way the department collects and manages personal and sensitive information is explained in Attachment 2: **Privacy Collection Notice for Student and Parent/Carer Personal Information**.

As part of completing this form, you will be requested to confirm that you have read and understand the **Privacy Collection Notice for Student and Parent/Carer Personal Information**, and provide certain consents.

In accordance with section 426 of the *Education (General Provisions) Act 2006* (regarding student's personal information) and the *Information Privacy Act 2009* (parent/carer's personal information), this information will not be disclosed to any other person or body unless the department has been given permission or is required or authorised by law to disclose the information.

Section A: Student details

Surname	Middle name	Given name
Date of birth	Gender	School name
Indigenous Status	English as an additional language or dialect	Dietary requirements

If the event is a team sport, please indicate the preferred playing position below	
First preferred playing position	Second preferred playing position
Note: Attach any certification or proof of competency, such as golf link number, tennis ID, high jump flop certificate or other evidence if required.	

Section B: Response to invitation

☐YES, I accept the invitation for my child/myself (if an independent student) named above to be a team member of the QRSS program under the conditions outlined by the sport offices and in Attachment 1: Student Participation Information and Conditions.
and
☐I consent for my child/myself (if an independent student) named above to participate in any activity arranged by the representative school sport team as listed by the sport offices.
Complete Sections C, D and E and return form to the Team Manager.

OR

☐NO, I decline the invitation for my child/myself (if an independent student) to be a member of the team named above.
Complete Section C and return form to the Team Manager.

Section C: Signature block

Name of Parent / Carer / Independent student			
Signature of Parent / Carer/ Independent student		**Date:**	

Section D: Parent / Carer / Independent student details		
Surname	Given name	
Relationship to the student	Primary Residential Suburb	Postcode

Mobile phone	Work phone	Home phone
Contact email		

Section E: Emergency Contact Person (must be over 18yrs of age)	
The emergency contact person is:	Parent/Carer ☐
If the emergency contact is not either of the persons above, please complete the below details.	
Surname	Given name
Mobile phone number	Email address

Section F - Student health information		
Suspected concussion/Concussion		
1. Has the student sustained a concussion in the last three months?	☐No	☐Yes
2. Does the student have any current or previous sprains, strains or other injuries (e.g. to the knee, hip, shoulder, ankle or back) which may affect their participation?	☐No	☐Yes
3. Does the student have any health conditions that affect their participation in sport?	☐No	☐Yes
Note: Attach any medical documents such as Action Plans, Gradual Return to Play, or Medical Clearances from your medical practitioner. Please contact the Team Official as soon as possible to discuss any support required to manage the student's health condition, especially if the student requires medication / an emergency response and/or if they require additional support to manage their condition.		

Medication requirements		
4. Will the student require routine medication (at a set time) during this activity?	☐ No	☐ Yes
5. Could the student require medication as an emergency response, e.g. for asthma, anaphylaxis?	☐ No	☐ Yes
6. Does the student require staff to administer their medication?	☐ No	☐ Yes
7. Does the student have parent approval to self-administer their medication?	☐ No	☐ Yes
If **YES** to any of these questions: • complete the Consent to administer medication form (available in the Administration of medications in schools procedure at https://ppr.qed.qld.gov.au/pp/administration-of-medications-in-schools-procedure) • attach the completed Consent to administer medication form and any additional advice from the health practitioner e.g. action plan, letter, medication order, to this acceptance form • contact the student's Team Manager as soon as possible to ensure that the student's medication needs can be supported.		

Disability information	
9. What is the student disability status?	☐No identified disability ☐Physical Disability ☐Cognitive ☐Sensory ☐Social Emotional
10. Please specify the student's classification category, if applicable (i.e. if the student has a disability).	
11. Please specify the classification ID number, if applicable.	
Note: Attach any classification ID card or letter. If you are not able to attach the document now, please email it to the team manager before the event date.	

Section G: Mouthguard consent **– for Australian football, Rugby league, Rugby union, Hockey and Water polo**				
Student name:		**Date of birth:**		
Sport in which the above student is participating:				
☐ Australian football	☐ Rugby league	☐ Rugby union	☐ Hockey	☐ Water polo
OR ☐ other sport. *Go to Section H*				

It is a Department of Education requirement for students wishing to participate in Australian football, Rugby league, Rugby union, Hockey and Water polo to wear mouthguards. The Department of Education strongly recommends that students wear custom-fitted mouthguards.

Please refer to the Sport Medicine Australia—Preventing Dental Injuries in Sport and the Australian Dental Association Sports Mouthguards recommendations in order to make an informed decision about which mouthguard is most suitable for your child.

If your child is unable to wear a mouthguard for medical reasons, then a **medical certificate or letter signed** by the student's treating doctor is required **prior** to your child participating in this representative school sport event.

If you have any issues regarding purchasing a mouthguard, please contact the Team Manager and/or your school's principal.

To address student safety, if this mouthguard consent form is not completed, signed and returned, your child will be unable to participate in the specific representative school sport event.

Section G.1: Acknowledgement and signature block	
☐ I understand that mouth protection is mandatory in this sport. I have read the information provided to me about mouth protection and accept responsibility for the type of mouth protection the student listed in Section A will wear whilst playing this sport. ☐ I confirm that the student listed in Section A has NO identified medical condition/s that may impact on their safety by wearing a mouthguard during participation in this sport. **OR** ☐ I confirm that the student listed above **has an identified medical condition** that may impact on their safety during participation in this sport and therefore **cannot wear a mouthguard**. The required **medical certificate/letter from their treating doctor** is attached.	
Name of parent/carer/independent student:	
Signature of parent /carer/independent student:	
Date:	

Section H: Consents

Name of representative sporting event	
Name of student	

By signing this form, I agree to all the following statements (please tick where relevant):

Terms & Conditions and participation consent

I have read, understood and agree with the information contained in this document in relation to the QRSS program (including Attachment 1: Student Participation Information and Conditions and any other attached material) and give consent for the student to participate in the event. ☐

Note: Attachment 1: Student Participation Information and Conditions contain important information concerning:

- your responsibility to ensure that health and other information you provide to the department is complete, correct and kept up to date;
- your responsibility for costs for participation and in case the department needs to obtain medical assistance or treatment;
- how the department may act if the student is medically unfit to participate, becomes unwell or is involved in an accident;
- provision of transport and accommodation; and
- your acknowledgment that the department does not have personal accident insurance cover for students.

Privacy and Media Consents

Note: The Queensland Department of Education collects, records, uses and discloses personal and sensitive information about students and their parents, carers or guardians in connection with the participation of students in events managed by QRSS. The way the department collects and manages personal information is explained in Attachment 2: **Privacy Collection Notice for Student and Parent/Carer Personal Information** and the department's **privacy policy**.

Sensitive information may be used for the purpose of de-identified reporting and statistical analysis (e.g. ATSI status).

In this section, the department asks you to provide certain acknowledgements and consents in relation to the QRSS program.

If you are a parent, carer or guardian providing consent for a student, 'personal information' includes both your information and the student's personal information.

1. I have read and understood the Privacy Collection Notice for Student and Parent/Carer Personal Information including the information concerning how and for what purposes personal and sensitive information is collected, recorded, used and disclosed, and information about the involvement of third party organisations, contractors and volunteers available at Information and privacy management. ☐

2. You may choose how you would prefer the student's name to be disclosed (e.g. in competition programs, media, display boards at the event and third-party event management programs). If no selection is made or you select 'Do not disclose name', the student will be assigned a code to identify them (select **one** option):

Full name (including middle name, where required) ☐

First name only ☐

Do not disclose name ☐

3. I consent to the Department of Education collecting, recording, using and disclosing personal information for the following purposes as described in the Privacy Collection Notice for Student and Parent/Carer/Guardian Personal Information. These purposes may include using the services of third-party providers as set out in the list for the relevant event and therefore any purpose, commercial or otherwise, required by those third-party providers as a condition of use; and may include disclosure of the personal information outside of Australia in the course of such use:	☐
Event Merchandising and Memorabilia Purposes *If not ticked, the student's name or image will not be included in event programs, team photographs, action photography and t-shirts.*	☐
Promotional Purposes *If not ticked, the student's name or image will not be included in promotion or publication of the event, including via social media, online or printed media.*	☐
Using the services of other third-party providers relevant to the event *If not ticked, the student's name or other personal information will not be disclosed to third party providers other than in case of emergency, as required or authroised by law, or as necessary for:* • *if you provide the consent above: Event Merchandising and Memorabilia Purposes; or* • *if you provide the consent above: Promotional Purposes.*	☐
I do not consent to any of the above purposes *Do not tick this box if you have ticked one or more of three boxes above.* *If you tick this box but still wish the student to participate in the event, the student's name or other personal information will not be disclosed to third party providers except as necessary for Administrative Purposes or as required or authorised by law.*	☐

Name of parent /carer/ independent student:			
Signature:		**Date:**	

Event date or location changes

The above approvals and consents will remain valid by default if an event's date or location is updated (eg due to weather conditons). When such updates occur, all existing approvals and consents from parents, independent students, staff, and principals will remain valid by default. However, users will receive an email notification of the change and you will have the opportunity to update or revoke your approval and consent if you choose.

Duration of personal information consents

Consent for Event Merchandising and Memorabilia Purposes and consent for the department to use the services of third-party providers relevant to the event apply for the calendar year (until 31 December) or until you withdraw consent. Consent for Promotional Purposes will continue until you withdraw consent. The Privacy Collection Notice for Student and Parent/Carer/Guardian Personal Information includes information about how to withdraw consent and how withdrawal may affect handling of personal information.

Attachment 1: Student Participation Information and Conditions

This document sets out information and conditions that apply to participation of students in representative school sports at District, Regional, State, National and International level (**events**) managed by Queensland Representative School Sport (**QRSS**).

Students and their parents, carers or guardians (**parents or carers**) should read this document carefully and ensure that they understand and agree to its contents.

If you are a student, references in this document to 'student' are to you. If you are a parent or carer for a child participating in an event, references to 'student' mean your child.

You will be required to acknowledge that you have read, understood and agree to the following when you consent to a student participating in an event through completing a paper form or through the Queensland Representative School Sport (**QRSS**) Digital Platform:

1. **Costs**:
    - Costs associated with the event may include a player levy and the purchase of uniform items. Cost details will be made available by the relevant district, region or state sport offices.
    - You will pay the QRSS costs as outlined by the sport offices for the student's participation in the event.

2. **Student health and health information**:
    - To the best of your knowledge, the student is medically fit and able to participate in the representative school sport.
    - You will provide the team official with all relevant details of the student's medical and physical needs on registration/enrolment of the student.
    - All information you provide to the department through paper forms or QSSDP is correct and up to date, and you will promptly update any information that changes.
    - You will notify the Team Official if there is a change in any health conditions or if the student is no longer medically fit or able to participate in an event for health/injury reasons. This includes concussion that may occur during an event.
    - If the student is or becomes medically unfit to participate fully in the event for which they have been selected, they may be required to withdraw.
    - In the event of an accident or illness, school staff may obtain or administer any medical assistance or treatment the student may reasonably require, including contacting a doctor.
    - You accept liability for all reasonable costs incurred by the department in obtaining such medical assistance or treatment (including any transportation costs) and undertake to reimburse the department the full amount of those costs.

3. **Transport and accommodation**:
    - You acknowledge that transport/accommodation may be provided to attend events:
        - for district/regional trials and State Championships, group transport or accommodation may be provided in some circumstances. If relevant, this will be communicated with families upon selection in the team; and
        - for National Championships/Interstate Exchanges, QRSS does not provide group transport or accommodation without prior approval from the QRSS Board in limited circumstances.

- Where the event is away from your home location, the parent/carer/independent student is responsible for:
    - transport to and from the event;
    - accommodation for the duration of the event; and
    - supervision of the student outside of event hours.
- You acknowledge that the Team Officials have no responsibility for students during privately arranged travel to and from competition venues, or whilst in private accommodation.

4. **Activity risks and insurance**:
    - You are aware that the department does not have personal accident insurance cover for students.
    - If a child/student is injured as a result of an accident or incident while participating in the event, all costs associated with the injury, including medical costs are the responsibility of the parent/carer/independent student. Some incidental medical costs may be covered by Medicare. If the parent/carer/independent student has private health insurance, some costs may also be covered by your provider. Any other costs must be covered by the parent/carer/independent student. It is up to the parent/carer/independent student to decide the type/s and level of private insurance they wish to arrange to cover for their child/themselves (if an independent student). Please take this into consideration in deciding whether or not to allow your child/yourself (if an independent student) to participate in this activity.

5. **Compliance with QRSS program policies and Code of Conduct**:
    - You will adhere to and ensure that the student adheres to all QRSS program policies including the Department and QRSS Code of Conduct (https://queenslandschoolsport.education.qld.gov.au/official/Documents/qrss-code-of-conduct.pdf).

6. **Privacy**:
    - You must read and ensure that you understand:
        - if you are reading this document attached to a paper consent form, the privacy information on page 2 of that form and Attachment 2: Privacy Collection Notice for Student and Parent/Carer Personal Information; and
        - if you are consenting to a student participating in an event through the QRSS Digital Platform, the Privacy Collection Notice for Student and Parent/Carer/Guardian Personal Information at the link provided.

7. **Other information and conditions**:
    - The relevant district, region or state sport offices may provide details of other information and conditions applicable to events. You should also ensure that you understand and agree to those additional details.

Attachment 2: Privacy Collection Notice for Student and Parent/Carer Personal Information

Quick summary - How we handle your information

Who we are	Queensland Representative School Sport (QRSS) is part of the Queensland Department of Education.
What we collect and how	We collect student and parent/carer/guardian details needed to run Queensland Representative School Sport (for example, names, contact details, school, medical/dietary information relevant to participation, results and event media). We may collect this via forms, the Queensland Representative School Sport (**QRSS**) Digital Platform, and (for state school students) OneSchool; for non-state students, from their school.
Why we collect it	Primarily to organise and administer events (e.g. trials, draws, travel, accommodation, health and safety). We may also use information for promotion (e.g. event photos, media) and event merchandise/memorabilia only if you give consent.
What happens if you don't provide it	If we don't receive the information we need, the student may not be able to participate in Events. Your consent may also be required for the student to participate in other activities associated with Events.
Who we share it with	We only share information when reasonably required or with your consent. Information is mainly shared for Event administration - e.g. sporting organisations, team officials and authorised volunteers, photographers/videographers and printers, travel and accommodation providers, technical support, and approved software/application providers. We may also disclose information without consent if required by law or in an emergency to protect health and safety.
Overseas disclosure	If you consent to promotional uses or to using certain third-party platforms, some information may be stored or processed outside Australia by those providers. Check the provider's privacy terms on our website before consenting.
Access and correction / complaints	You can access or correct your information via the QRSS Digital Platform or by emailing queenslandschoolsport@qed.qld.gov.au. Our Information Management, Privacy and Security Policy explains access/correction and how to make a privacy complaint (https://ppr.qed.qld.gov.au/pp/information-management-privacy-and-security-policy).
Legal basis	We manage personal information under the *Information Privacy Act 2009* (Qld) including the Queensland Privacy Principles and in accordance with the *Education (General Provisions) Act 2006* (Qld).

Read the full notice (below) and the Event-specific provider list: https://queenslandschoolsport.education.qld.gov.au/sports-information/information-and-privacy-management

Privacy Collection Notice

The Queensland Department of Education (the **department**) collects **personal information** about students and their parents, carers or guardians (**parents or carers**) in connection with the participation of students in one or more representative school sports at District, Regional, State, National and International level (**Events**), managed by Queensland Representative School Sport (**QRSS**).

The department collects, records, uses and discloses personal information for the facilitation, organisation and administration of Events.

The department may, if it requests and you provide your consent, also collect, record, use and disclose personal information for:

- promotion of the department, QRSS and Events; and
- Event merchandising and memorabilia.

The way the department collects and manages personal information is explained in this Privacy Collection Notice and our Information management, privacy and security policy at https://ppr.qed.qld.gov.au/pp/information-management-privacy-and-security-policy .

The department is committed to handling your personal information in accordance with the *Information Privacy Act 2009* (Qld) and the Queensland Privacy Principles (**QPPs**) and the *Education (General Provisions) Act 2006* (Qld).

QPP 5 obliges us to advise individuals of certain matters when collecting their personal information. This Privacy Collection Notice sets out those matters, and explains how we will manage the collection, use, disclosure and storage of your personal information.

Relevant personal information can include information about students and their parents or carers.

In this Privacy Collection Notice:

- if you are a student, references to 'the student' are to you;
- if you are a parent or carer providing information or a consent for your child, references to:
  - 'the student' mean your child;
  - 'your personal information' includes personal information of both you and your child; and
  - 'your consent' includes consent in relation to both you and your child's personal information,
  - unless otherwise indicated; and
- other terms have the meanings given in the definitions section at the end of this Privacy Collection Notice.

How is your personal information collected and used?	We collect and use your personal information including sensitive information when you engage with the department in relation to QRSS administration. This can include information you provide by completing paper forms, or through your use of the Queensland Representative School Sport (**QRSS**) Digital Platform. When you use the QRSS Digital Platform, we also collect and use information: • where the student is a Queensland state school student, from OneSchool, the department's administrative software system; and • where the student is not a Queensland state school student, from the student's school. This information may include: - full name - role/position - contact details: email address, phone number, home address, emergency contact details - school/organisation - consents given - student ID - student date of birth - student gender - parent/carer relationship type - dietary information - disability status - indigenous status - English as an additional language - health conditions - Independent Student Indicator We may also collect your personal information when students participate in or are otherwise involved with Events. In addition to the above, this may include: • image/photograph • **sporting organisation personal identification number** • recording (voices and/or video) • copyright materials (artistic works or performances) • achievement or performance results • audio-visual recordings of the individual/team, image and voice during associated sporting events • photographic recordings of the individual/team during sporting events • written materials and reports recording information about the individual/team, including written summaries • annotated samples of the individual/team sporting performance, (including video or image) • materials representing Indigenous knowledge or culture.
Authority for collection	We collect your personal information under or in accordance with the *Education (General Provisions) Act 2006* (Qld) and the *Information Privacy Act 2009* (Qld), where relevant.

Purposes for collection, recording, use and disclosure of personal information	We collect, record, use and disclose your personal and sensitive information for **Administrative Purposes**. We may also record, use and disclose your personal information for **Promotional Purposes** and **Event Merchandising and Memorabilia Purposes**, but only if you provide your **consent** by completing a consent form or through the QRSS Digital Platform. Further information about the scope of **Administrative Purposes**, **Promotional Purposes** and **Event Merchandising and Memorabilia Purposes** is set out below. We may collect, record, use and disclose your personal information in different ways and with different third parties according to the specific Event, and subject to any necessary **consents**. Lists for specific Events are available at https://queenslandschoolsport.education.qld.gov.au/sports-information/information-and-privacy-management. Where these purposes include using the services of third-party providers as set out in the list for the relevant Event, they may include any purpose, commercial or otherwise, required by those third parties as a condition of use in line with those third-party providers' terms of use and privacy policies. Contact details, emergency contact details, parent/carer relationship, health conditions, dietary information, disability status, indigenous status, English as an additional language, independent student status or consents given are collected, used and disclosed only for **Administrative Purposes**. This information is accessed only by authorised departmental employees and persons authorised by QRSS, including appointed team officials. **Purposes**: • **Administrative Purposes**: facilitation, organisation and administration of Events (often with assistance from the relevant sporting organisation or other relevant third party). Administrative Purposes may include talent identification, grading, competition draws and timetables, recording and publication of results, arranging travel and accommodation associated with Event participation, supporting the health needs of the student, including medication administration when needed, and in a de-identified form for statistical and service improvement purposes. • **Promotional Purposes**: promotion of the department, QRSS and Events. Promotional Purposes may include: - any activities engaged in during the course of the Events for purposes of public relations, promotion, advertising, presentations, publications, displays, media, promotional, marketing and communication materials and commercial activities; and - recording, publishing and promotion of Events via social media, online or in printed or other forms of media as set out at in the **list for the relevant Events** at https://queenslandschoolsport.education.qld.gov.au/sports-information/information-and-privacy-management. This may include any

	purpose, commercial or otherwise, required by operators of the listed websites as a condition of uploading the personal information or materials (the department may need to accept contractual obligations that are perpetual and irrevocable in uploading material to such websites); and transfer of the personal information outside of Australia in the course of the operation of the website. • **Event Merchandising and Memorabilia Purposes**: Products may be complimentary (e.g. Event programs) or available for purchase by participants of Events (e.g. team photographs, action photography, videography, t-shirts). We may also collect, use or disclose personal information **without consent** where this is **required or authorised by law**, including **to lessen or prevent a serious threat to a person's life, health or safety**, including in an emergency.
Who may we disclose your personal information to?	We may disclose your personal information to the following third parties, as required for the relevant purpose referred to above, and subject to any necessary **consents**: • **commercial photographers and videographers** • **commercial printers and merchandise providers** • sporting organisations as authorised by the department • **technical support providers** • **third-party software and application providers** • travel agents, airlines and accommodation providers • non-employee volunteers as authorised by the department to assist with facilitation, organisation and administration of representative school sport events, in roles including but not limited to coaches, managers, convenors and team marshals Lists for specific Events are available at https://queenslandschoolsport.education.qld.gov.au/sports-information/information-and-privacy-management.
What would happen if we do not collect your personal information?	If you do not provide your personal information, the student will not be able to participate in Events as a member of QRSS.
Access to and correction of your personal information	If you wish to access or correct any of the personal information on the consent form, or discuss how the information is managed, please contact QRSS in writing at queenslandschoolsport@qed.qld.gov.au. You may also access and amend certain information by: • updating your profile via the QRSS Digital Platform; or

	• contacting the appropriate person for the level of trial the student is attending: - District Trial – District Convenor/Coach/Student's school - Regional Trial – District Coach/Manager - State Championship – Regional Manager - SSA Event/Exchange – State Manager Further information about how individuals can access and amend their personal information held by the department is available in our Information management, privacy and security policy at https://ppr.qed.qld.gov.au/pp/information-management-privacy-and-security-policy.
Privacy complaint	Information about how individuals can make a privacy complaint is available in our Information management, privacy and security policy at https://ppr.qed.qld.gov.au/pp/information-management-privacy-and-security-policy.
Overseas disclosure of your personal information	If you provide consent to Promotional Purposes or to use of the services of third parties providers, the department may disclose your personal information to **third-party software and application providers** that include private companies hosted offshore or outside of Australia. This means that data that is entered into third-party software and application provider sites may be transferred outside Australia and stored on servers based in other countries and therefore in some cases not subject to Queensland or Australian privacy laws. Lists of third-party software and application providers for specific Events and links to their websites for further information are available at https://queenslandschoolsport.education.qld.gov.au/sports-information/information-and-privacy-management.

Consents

The department will request your consent to certain collection, recording, disclosure and use of your personal information for Promotional Purposes and Event Merchandising and Memorabilia Purposes, and for using the services of third-party providers relevant to the Event. The department will request consent in connection with each Event by asking you to complete consent forms or through the QRSS Digital Platform.

Your personal information may be collected, recorded, used and disclosed in different ways and to different third parties according to the specific Event and the consents you have provided. Lists for specific Events are available at https://queenslandschoolsport.education.qld.gov.au/sports-information/information-and-privacy-management. Before you provide any consent we strongly recommend that you understand the purposes for which these third parties, including **third-party software and application providers**, collect this information, what will be done with it, who else may have access to it and where the data is stored, including by reading each third party's terms and conditions and/or privacy policy.

Consent for event merchandising and memorabilia purposes and consent for the department to use the services of third-party providers relevant to the event apply for the calendar year (until 31 December) or until you withdraw consent. Consent for promotional purposes will continue until you withdraw consent.

You may withdraw consent by contacting QRSS in writing at queenslandschoolsport@qed.qld.gov.au or, if you provided the consent form through the QRSS Digital Platform, through that system. Please

note that due to technical reasons, department systems may need up to two working days to reflect your withdrawal of consent.

If you withdraw your consent, the department will take reasonable steps to stop any further collection, recording, use or disclosure of your personal information, but only to the extent that the department relied on your consent to undertake those activities. Withdrawal of consent will not affect any collection, recording, use or disclosure (including by publication) that occurred before your consent was withdrawn, or any handling of personal information that the department is otherwise authorised or required to undertake by law. Where your personal information has already been disclosed to a third party before your withdrawal of consent takes effect, any further handling of that personal information by the third party will be subject to that third party's own terms, privacy policy and legal obligations.

During the school year there may be circumstances where the department may seek additional consent. If so, the department will provide you with information advising of the changes or updates and seek confirmation of continued consent.

What happens if you do not provide the consents?

If you do not provide the consents when requested by the department, the student will still be able to participate in Events as a member of QRSS but the student's participation in some activities may be limited. For example, if you do not consent to Promotional Purposes or Event Merchandising and Memorabilia Purposes, the student's name and image will not be used in connection with relevant activities and items.

You will not be paid for giving any consents nor will a payment be made for the use of any personal information.

Use of student names

When you provide your consent by completing a consent form or through the QRSS Digital Platform, you will also be asked to indicate how you would like the student's name to appear if disclosed by the department - for example, in competition programs, media, display boards at Events and third-party event management programs.

You may choose:

- full name;*
- first name only; or
- do not disclose name.

If no selection is made or 'do not disclose' is selected, the student will be assigned a code to identify them.

In the QRSS Digital Platform and its associated reports, the full name of every student is used. Business rules for hiding the last name or full name apply to name usage outside of the QRSS Digital Platform according to your selection.

* 'Full name' includes students' middle names, if any, but middle names may not always be used.

Definitions

Administrative Purposes has the meaning given in the Purposes for collection, recording, use and disclosure of personal information section above.

Commercial photographers and videographers are third-party contractors engaged by the department to provide photography and videography services at representative school sport events. They have a contract with the department, agreeing to the department's terms and conditions. Photography and videos may be published on the commercial photographer/videographer's website for display or retail sale. A list of commercial photographers and videographers is at https://queenslandschoolsport.education.qld.gov.au/sports-information/information-and-privacy-management.

Commercial printers and merchandise providers are third-party contractors engaged by the department to provide printed materials and merchandise at representative school sport events. They have a contract with the department, agreeing to the department's terms and conditions. A list of Commercial printers and merchandise providers are set out at https://queenslandschoolsport.education.qld.gov.au/sports-information/information-and-privacy-management.

Event Merchandising and Memorabilia Purposes has the meaning given in the Purposes for collection, recording, use and disclosure of personal information section above.

Personal information means information or an opinion about an identified individual or an individual who is reasonably identifiable from the information or opinion, whether the information or opinion is true or not, and whether the information or opinion is recorded in a material form or not.

Promotional Purposes has the meaning given in the Purposes for collection, recording, use and disclosure of personal information section above.

Sensitive information is a type of personal information that requires additional care. For QRSS, this may include health and medical information, dietary requirements, disability information, and Aboriginal or Torres Strait Islander status, where relevant to a student's participation in Events.

Sporting organisation personal identification number is a number created by some sporting organisations, including for golf (TQ number), tennis, and triathlon. It is used to administer an individual's involvement in that particular sport. A sporting organisation will provide the student a PIN application form for completion on registration if required. The list of representative school sports using a sporting organisation personal identification number are set out at https://queenslandschoolsport.education.qld.gov.au/sports-information/information-and-privacy-management.

Technical support providers are individuals/organisations engaged by the department to provide a service for the operation of the representative school sport program.

Third-party software and application providers of software and applications currently used by QRSS and relevant sporting organisations are set out by sports at https://queenslandschoolsport.education.qld.gov.au/sports-information/information-and-privacy-management.