

Introduction to Indooroopilly State High Alumni Consent Form for Indooroopilly State High School

Indooroopilly State High would like to keep contact with graduate students (referred to as “Alumni”) and use an electronic details collection system to enable this process.

This letter is to inform you about the intention to offer this to graduating students and describe how your student’s information, including personal information, may be recorded, used, disclosed, and published (if you provide your consent for this to occur).

The Indooroopilly State High Alumni Consent Form is a record of the consent provided for any student under the age of 18 to join the Indooroopilly State High Alumni by completing the online form. Students 18 or over do not need to complete this consent form and are able to join the Indooroopilly State High Alumni online by completing this [online form](#).

About the Indooroopilly State High Alumni Contact System

The Indooroopilly State High Alumni connects Indooroopilly State High’s Alumni to one another and to Indooroopilly State High’s current learning community. As a member of the Indooroopilly State High Alumni, Alumni will receive email updates, news and invitations for communal involvement. Sign up occurs using the online form available on the school website at <https://indooroopilly.eq.edu.au/support-and-resources/forms-and-documents/indro-alumni-network-sign-up-form>. Details are sent to the Indooroopilly State High Communications Manager’s email address and personal information is stored locally in the school network.

Student information

The consent collected by the form covers student permission to submit both student personal information (e.g. name, personal contact information) and school-based information (e.g., year level) on the Indooroopilly State High Alumni as outlined on the form.

Purpose of the consent

The Indooroopilly State High Alumni Consent Form records your consent for your student to register via the Indooroopilly State School Website and for the specified personal information to be collected.

Voluntary consent provision

It is not compulsory to provide consent. If your consent is not given, your student must wait until turning 18 years of age to opt in to join the Indooroopilly State High Alumni.

Consent may be limited or withdrawn

You can withdraw your consent at any time by notifying the school in writing (by email or letter). The school will confirm the receipt of your request via email if you provide an email address.

Duration of consent

The consent applies for the period of time specified on the form. You may review and update your consent at any time by notifying the school in writing (by email or letter).

Who to contact

To return the form, express a limited consent, withdraw consent or ask questions regarding consent, please contact Michelle Terret – Head of Student Life at mster31@eq.edu.au.

Indooroopilly State High Alumni Consent Form

Privacy Notice

The Department of Education is collecting your personal information under section 426 of the *Education (General Provisions) Act 2006* (Qld), in accordance with the *Information Privacy Act 2009* (Qld), for the purpose of registering with the Indooroopilly State High Alumni. The information will be used and disclosed by authorised school employees for the purposes outlined on the form. Student personal information collected on this form may also be used or disclosed to third parties where authorised or required by law. This information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact the school in the first instance.

This form is to be completed by:

- Parent/carer with a student under 18 years who wishes to join the Indooroopilly State High Alumni
- Mature/independent student and under 18 years of age who wishes to join the Indooroopilly State High Alumni

1. IDENTIFY THE PERSONAL DETAILS TO WHOM THE CONSENT RELATES

a) Full name of student _____

2. INFORMATION COVERED BY THIS CONSENT FORM

a) The consent collected by the form covers the collection of student personal information (identifying attributes) upon completion of the Indooroopilly State High Alumni online form:

- Student name (first name and/or last name)
- Personal email address (non-EQ email address)
- Phone number (optional)

AND the following school-based information (generally, non-identifying attributes):

- Future profession/area of further study (optional)
- Interest in participating in Indooroopilly State High's community
- Year Graduating

3. APPROVED PURPOSE

This form records your consent to collect, use, disclose, and publish your personal information in section 2, for the following purposes:

- Participation in Indooroopilly State High Alumni events
- Participation in Indooroopilly State High community events
- Alumni networking opportunities

4. TIMEFRAME FOR CONSENT

By completing this form, consent is given until it is limited or withdrawn.

5. CONSENT AND AGREEMENT

CONSENTER – I am (tick the applicable box):

- Parent/carer of the identified person in section 1
- The identified person in section 1 (if a mature/independent student and under 18 years of age)

I have read the explanatory letter, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. By signing below, I consent to the school recording, using and/or disclosing (publishing) the personal information identified in section 2 for the purposes detailed in section 3.

Print name of student _____

Print name of consenter _____

Signature or mark of consenter _____

Date _____

SPECIAL CIRCUMSTANCES

If the form is required to be read out (whether in English or in an alternative language or dialect) to a parent/carer or Individual student; or when the consenter is an independent student and under 18, the section below must be completed.

WITNESS – for consent from an independent student or where the explanatory letter and Consent Form were read

I have witnessed the signature of an independent student, or the accurate reading of the explanatory letter and the Consent Form was completed in accordance with the instruction of the potential consenter. The individual has had the opportunity to ask questions. I confirm that the individual has given consent freely and I understand the person understood the implications.

Print name of witness _____

Signature of witness _____

Date _____

Statement by the person taking consent – when it is read

I have accurately read out the explanatory letter and Consent Form to the potential consenter, and to the best of my ability made sure that the person understands that the following will be done:

1. Personal information will be used in accordance with the Consent Form
2. Reference to the identified person will be in the manner consented
3. In accordance with Department of Education procedures, the department will cease using the personal information from the date the Department of Education receives a written withdrawal of consent.

I confirm that the person was given an opportunity to ask questions about the explanatory letter and Consent Form, and all the questions asked by the consenter have been answered correctly and to the best of my ability. I confirm that the individual has not been coerced into giving consent, and the consent has been given freely and voluntarily.

A copy of the explanatory letter has been provided to the consenter.

Print name and role of the person taking consent _____

Signature of the person taking consent _____

Date _____