



If you have questions about how to fill in this form, please call us on + 61 2 9847 3375 between 8:30am to 5:00pm Monday to Thursday, and 8:30am to 12:30pm on Fridays. Australian Eastern Standard Time.

Mail your completed form to: Risk Management Service, Locked Bag 2014, WAHROONGA NSW 2076.

Or email the completed form to: info@rms.org.au

ONE-OFF MARINE CARGO

On this page we ask you to give detailed information about property that requires one-off Marine Cargo Cover. Marine Cargo Cover offers protection against physical damage or loss to property while being transported from one location to another whether by land, sea or air. Please request BEFORE the date of departure.

Read more about Marine Cargo cover on our website. Visit www.rms.org.au/covers/marine-cargo

GENERAL DETAILS	Please print the name and contact details of the church organisation requiring cover.			
	NAME OF CHURCH ORGANISATION REQUESTING COVER			
	PLEASE PRINT POSTAL ADDRESS LINE 1 (e.g. Number and street or PO Box)			
	CITY / SUBURB	STATE	POSTCODE	COUNTRY
	CONTACT NUMBER (incl. area code)		CONTACT EMAIL ADDRESS	
DETAILS OF TRANSIT	In this section we ask you to supply details of the transit.			
	Where is the property leaving from?	DEPARTURE - CITY / COUNTRY		
	Where is the property being transported to?	DESTINATION - CITY / COUNTRY		
	When is the property due to depart?	DEPARTURE DATE (DD/MM/YYYY)		
	How is the property being transported?	SEA / AIR / ROAD / RAIL		
	What company is transporting the property?	NAME OF COMPANY		
	What is the total value of the property being transported?			\$
	What is being transported? <i>(an inventory showing make, model, serial number and replacement value of each item must be attached.)</i>	DESCRIPTION OF CARGO		
	If air travel is involved, will any of the items be carried as hand luggage?	<input type="checkbox"/> YES (give details below)	<input type="checkbox"/> NO (go to next section)	
	A) Reason for items to be carried as hand luggage.			
	B) Describe items being carried as hand luggage.			
C) Provide an estimate of the total value to be carried as hand luggage.			\$	
D) Provide an estimate of the maximum value to be carried by any one person.			\$	
RETURN TRIP	Is the property returning to its point of initial departure?	<input type="checkbox"/> YES (give details below)	<input type="checkbox"/> NO (go to next section)	
	What date will the property be returned?	RETURN DATE (DD/MM/YYYY)		
	What is the total value of the property being transported on the return journey? <i>(if different)</i>	\$		
AUTHORISATION	I/We declare the answers given to be true, correct and complete, and that no information likely to affect the acceptance of this request has been withheld. I/We have read and consent to the collection, use and disclosure of my/our personal information as outlined in the RMS Privacy Policy*.			
	PLEASE PRINT NAME		SIGNATURE	
	OFFICIAL POSITION / JOB TITLE			DATE

1. WE RESPECT YOUR PRIVACY

The Risk Management Service of the Seventh day Adventist Church in the South Pacific Division respects your right to privacy. This policy sets out how we collect and treat your personal information. "Personal information" is information we hold which is identifiable as being about you. Essentially, when we talk about personal information, we mean information or an opinion about an individual where you can tell or reasonably work out who the information or opinion is about.

2. WHAT PERSONAL INFORMATION WE COLLECT

We will only collect information from you that is relevant to our organisation and which could include the following types of personal information:

- Name
- Address
- Phone number
- Date of Birth
- Fax number
- Information about the goods or services you have ordered
- Information from enquiries you have made
- Communications between us
- Credit card information
- Computer IP address
- Email address
- Family details
- Travel details
- Organisation details

We will notify you about information received additional to the information that is currently notified. (APP5)

3. HOW WE COLLECT AND HOLD YOUR PERSONAL INFORMATION

We collect personal information from you in a variety of ways, including: when we ask you for information, you interact with us electronically or in person; when you access our website; and when we provide our services to you. You can generally visit our website without revealing who you are or other personal information. Where reasonably possible, personal information is only collected when you knowingly provide it. For example, we may need to collect such information to provide you with information or a service you have requested.

If we receive unsolicited personal information not contained in a Commonwealth record and not able to be lawfully solicited, we will destroy or de-identify the information. (APP4)

Our purpose for collecting personal information should be clear when we collect it. If you are uncertain, please contact us.

4. USE OF YOUR PERSONAL INFORMATION

We use your information to provide our service to you and to perform our functions and activities. We generally only use or disclose your personal information to:

1. Help us to improve our website and services;
2. Supply you with goods, services or information you have requested;
3. Tell you about any new developments, offers or events we think may interest you;
4. Other organisations that provide services to us, such as telecommunications companies, event organisers, IT contractors (such as website developers and hosts), lawyers, accountants, financiers, insurers, brokers and promotions companies in connection with the provision of our services to you; and
5. Meet any legal requirements.

We may use technology to keep track of which sections of our website you visit for internal purposes, including helping us improve our website and other services. We also use it to improve our service and to notify you of opportunities that we think you might be interested in.

We do not provide your information to third parties, except that we may provide your information to our church entities who assist us in the provision of our services to you.

5. DISCLOSURE OF YOUR PERSONAL INFORMATION OVERSEAS

RMS will only disclose personal information throughout the South Pacific Division (SPD) and General Conference in United States of America where directly necessary to perform its services outlined above. RMS will not otherwise disclose any personal information that has been collected unless:

- Express consent is given by the individual affected; or
- Disclosure is required by law.

The South Pacific Division includes the countries of:

- American Samoa
- Australia
- Cook Islands
- Fiji Islands
- French Polynesia
- Kiribati
- New Caledonia
- New Zealand
- Niue Island
- Papua New Guinea
- Samoa
- Solomon Islands
- Tonga
- Tuvalu
- Vanuatu

It should be noted that any information posted on bulletin boards or communicated in chat areas becomes public information. While we strive to protect and respect your privacy, we cannot guarantee the security of any information you disclose in a chat room or bulletin board and you take full responsibility for the disclosure of such material.

6. SECURITY OF YOUR PERSONAL INFORMATION

We will take reasonable steps to protect your personal information to keep it secure from misuse, unauthorised access, modification or disclosure, and to keep it accurate, complete and up to date. If we no longer require your personal information, we will take reasonable steps to destroy or de-identify it. However, we cannot guarantee the security of information you may transmit to us. We do not take responsibility for the security of information that is outside our control such as when it is sent by post, courier, facsimile or over the Internet and are not liable for any unauthorised access to this information.

7. ACCESS TO YOUR PERSONAL INFORMATION

Please contact us if you would like to access personal information we hold about you. We will give you access unless we are allowed or required by law to refuse it. We may ask you to pay our reasonable costs of providing access.

The Service will provide details of personal information it holds to the individual to whom that information relates as required by National Privacy Principles or Australian Privacy Principles (as applicable) and make corrections when required. Circumstances where information will not be provided include:

- The information relates to existing or anticipated legal proceedings between the

organisation and the individual, and the information would not be accessible by the process of discovery in those proceedings; or

- Providing access would reveal the intentions of the organisation in relation to negotiations with the individual in such a way as to prejudice those negotiations; or
- Providing access would be unlawful; or
- Providing access would be likely to prejudice an investigation of possible unlawful activity; or
- Other circumstances as allowed for by National Privacy Principle 6 or Australian Privacy Principles (as applicable) apply.

If you believe personal information we hold about you is inaccurate or incomplete, please advise us. We will generally take reasonable steps to correct your personal information where inaccuracies are identified. In certain circumstances, we may refuse to give access to your personal information or amend it. Usually we will explain why and, in the case of an amendment, make a note that you have disputed the accuracy or completeness of particular information.

8. COMPLAINTS ABOUT PRIVACY

We take complaints very seriously and will respond as soon as possible after receiving written notice of your complaint. If you do have any complaints about our privacy practices, please feel free to send in details of your complaints to:

- Risk Management Service
Locked Bag 2014
Wahroonga NSW 2076 Australia
- Phone + 61 2 9847 3375
- Fax + 61 2 9489 7428
- rms.org.au/general/contact-us

9. CHANGES

Please be aware that we may review or change this Privacy Policy to implement practices, procedures and systems from time to time to keep up with regulatory, technical and organisational change. The revised versions will be uploaded onto our website, so please visit our website regularly to keep up to date with any changes.

10. WEBSITE

When you visit our website

When you come on to our website we may collect certain information such as browser type, operating system, website visited immediately before coming to our site, etc. This information is used in an aggregated manner to analyse how people use our site, such that we can improve our service. rms.org.au/index

Cookies

As is very common for companies, we use cookies on our website. Cookies are very small files which a website uses to identify you when you come back to the site and to store details about your use of the site. Cookies are not malicious programs that access or damage your computer. We use cookies to improve the experience of people using our website.

Third party sites

Our site has links to other websites not owned or controlled by us. We are not responsible for these sites or the consequences of you going on to those sites.