



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](mailto:info@rms.org.au)

# PROPERTY COVER (AU)

GENERAL DETAILS	<b>Please print the name and contact details of the church organisation requiring cover.</b>				
	NAME OF CHURCH ORGANISATION REQUESTING COVER				
	CONTACT NUMBER (incl. area code)		CONTACT EMAIL ADDRESS		
PROPERTY DETAILS	DESCRIPTION OF PROPERTY TO BE COVERED				
	ADDRESS OF PROPERTY TO BE COVERED (Number and street)				
	CITY / SUBURB		STATE	POSTCODE	
	Is the property to be added to an existing certificate?		<input type="checkbox"/> NO	<input type="checkbox"/> YES (Write certificate number below)	
	DATE COVER TO COMMENCE (DD/MM/YYYY)				
	The property is:		<input type="checkbox"/> About to be built	<input type="checkbox"/> Under construction	<input type="checkbox"/> Completed
CONSTRUCTION DETAILS	<b>This section only needs to be completed for property about to be built or currently under construction. If the property is completed, please skip this section.</b>				
	<b>PLEASE TICK ALL BOXES THAT ARE RELEVANT TO THIS CONSTRUCTION PROJECT.</b>				
		Volunteers	Sub contractors	Full contract	
	The construction will be carried out by:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Do contractors have legal liability and workers compensation policies?	<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Do contractors have adequate insurance cover on the building until handover?	<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		
What is the estimated date of completion? ( <i>Notify RMS when actual date known</i> )				DD/MM/YYYY	
BUILDING DETAILS	<b>In this section we ask you about the building, including the materials and finishes used.</b>				
	What YEAR was the building constructed?				
	A) Construction. What materials have been used for the:	Roof -			
		External walls -			
		Internal walls -			
		Floors -			
		Fences -			
	B) Number of above ground floors:	Number of below ground floors:			
	C) Area of all floors in square metres:	D) Length of fences in metres:			
	E) What will the building be used as/for?				
F) Is there a fire sprinkler system installed?	<input type="checkbox"/> YES <input type="checkbox"/> NO				
G) Is there a monitored burglar alarm installed?	<input type="checkbox"/> YES <input type="checkbox"/> NO				
H) Is there a monitored fire alarm or smoke detection system installed?	<input type="checkbox"/> YES <input type="checkbox"/> NO				

Please continue onto page 2.

## PROPERTY COVER (AU)

### REQUESTED COVER AMOUNTS

In this section please tell us how much cover you require for the building, contents, stock and fences.

**IMPORTANT: South Pacific Division policy requires protection to be maintained at full replacement value on all denominational property (building and contents). Protecting property for less than the full replacement value may reduce and/or limit the amount paid in the event of a loss.**

A) Replacement value of building	\$
B) Replacement value of contents in building	\$
C) Commercial stock value in building	\$
D) Replacement value of fences	\$

How have the replacement values above have been established? *(Please attach copies of any valuations made by a valuer or contracts of the builder.)*

### PLANS AND PHOTOGRAPHS

In this section we ask you to provide plans and photos of the building to help us identify and classify them.

Below is a list of the items required. Please check each item and ensure it is attached to this request form. If you are unable to provide an item at the time of completing this form please tick the 'Will Supply By' checkbox and include a date for when you expect to provide that item to RMS.

	ATTACHED	WILL SUPPLY BY
1. FLOOR PLAN of the building. Plan must show all relevant measurements. <i>(If actual plans are not available please attach a sketched plan.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
2. SITE PLAN showing the location of the building on the property. The distance from other buildings as well as the distance from the boundary of the site should be indicated. <i>(If actual plans are not available please attach a sketched plan.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
3. PHOTOGRAPHS of the outside and inside of the building. Please take a number of photos from different angles.	<input type="checkbox"/>	<input type="checkbox"/>

### AUTHORISATION

Please have an authorised officer of the organisation sign this request form in the space provided below.

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.

PLEASE PRINT NAME	OFFICIAL POSITION / JOB TITLE
SIGNATURE	DATE DD/MM/YYYY

Then please forward as outlined in the table below.

ORGANISATION	SEND TO
Sanitarium Health & Wellbeing	SHF Head office who will forward to RMS.
Churches & Conference institutions Schools	Send to the Conference CFO Send to the Schools CFO
All others	Send to Risk Management Service

## 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](http://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](http://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.