

PROPERTY PROTECTION REQUEST FORM

TPUM / NZPUC Mission Territories



Risk Management Service

Name of mission or institution:	
Property to be protected:	
Address:	
Protection to commence from:	
Is the property part of an existing certificate?	(certificate number)

1. The above property is (please tick one box):
- a) About to be built
- b) Under construction
- c) Completed

2. If a) or b) above please complete the following – if c) go to section 3.

Tick all appropriate

Will the construction be carried out by: Volunteers Subcontractors Full Contract

Do contractors & subcontractors have legal liability and workers compensation policies? Yes No

Do contractors have adequate insurance cover on the construction until hand over? Yes No

Estimated completion date _____ (notify actual date when known)

3. Description of buildings

A) Construction:	- External walls			
	- Roof			
	- Internal walls			
	- Floors			
	- Fences			
B) Number of floors including basement				
C) Area of floors in square metres				
D) Length of fences in metres				
E) Category of Cover:		Cost	Basic Excess (AUD)	Cyclone, Earthquake Excess (AUD)
a) Normal cover incl. cyclone (requires engineer's certificate of compliance) <input type="checkbox"/>		0.75%	\$300	\$2500
b) Normal cover incl. cyclone (meets RMS Standards) <input type="checkbox"/>		0.90%	\$300	\$2500
c) Normal cover excluding cyclone <input type="checkbox"/>		0.60%	\$300	\$2500 (earthquake only)
d) Building materials only (Max. \$15,000 local currency units) <input type="checkbox"/>		0.95%	\$300	\$2500

4. Requested values (indicate currency)

A) Replacement value of buildings	
B) Replacement value of contents in building	
C) Commercial stock value in buildings	
D) Replacement values of fences	

5. How have replacement values at 4 above been established? _____

Note: Please attach a copy of any valuations made by a valuer or contracts of the builder.

Important: South Pacific Division policy requires protection to be maintained at full replacement value on all denominational property (building and contents). In the event of a loss on property not fully protected by Risk Management Service, only a portion of the loss will be paid by the Risk Management Service.

Please provide the following:

1. A floor plan of the building. The plan must show all relevant measurements *
2. A site plan showing the locations of the building or buildings on the property. The distance between the building or buildings as well as the distance between the buildings and the boundary of the site must be indicated. *
3. A minimum of 2 photographs from the outside of the building taken from different angles. A photograph of the interior would also be helpful. In the case of churches and halls a photograph from the doorway looking toward the pulpit or stage would be the best for our files.
4. The date that the building was constructed if the church organisation purchases a building that is already in existence.
5. Year of Construction _____

* Plans may be drawn below (accurately) if copies of actual plans are not available.

Please supply photographs of buildings

I/we declare the answers given to be true, correct and complete and that all material information has been provided.

Signed	Official Status
Please print name	Date
Phone Number	Email address

CHURCH & INSTITUTIONS – SEND TO UNION MISSION TREASURER FOR FORWARDING TO RMS.

If works in progress, contract or sub-contract work, please make sure that Risk Management Service receives the completed forms before work commences.

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.