

LOSS NOTIFICATION

On this page we ask you to give detailed information about the event/s that resulted in loss. The details that you provide enable us to have a clear understanding of your situation, which in turn helps us assess your loss quickly and fairly. You should give truthful and accurate answers in as much detail as possible. You may attach a separate sheet if you need extra space.

INDIVIDUAL or ORGANISATION DETAILS	Print the name and contact details of the person or organisation that the loss relates to.			
	NAME OF ORGANISATION or PERSON		CERTIFICATE OF COVER NUMBER (if known)	
	PLEASE PRINT POSTAL ADDRESS LINE 1 (e.g. Number and street, or PO Box)			
	CITY / SUBURB	STATE	POSTCODE	COUNTRY
	CONTACT PHONE NUMBER (incl. area code)		CONTACT EMAIL ADDRESS	
Is there any other cover on any of the property which was damaged or lost? If so, please supply details.		POLICY PROVIDER	POLICY NUMBER	
ABOUT THE LOSS	In this section you should provide the date and estimated time of when the loss event occurred. You must also outline the details and circumstances that caused the loss.			
	DATE DD/MM/YYYY	TIME (A.M. OR P.M.)	Exact location of loss, such as specific room or building.	
	With as much detail as possible, please explain what happened, including how and why (if known).			
	Do you know the person/s responsible for the loss or damage?			<input type="checkbox"/> YES <input type="checkbox"/> NO
If you do know the person/s responsible, please write their names and addresses (if known):				
CRIMINAL ACTIVITY	When losses are the direct result of criminal activity, such as burglary or vandalism, you must notify police and provide the police report details in this section.			
	DATE REPORTED	NAME OF POLICE STATION	POLICE REPORT NUMBER	
For loss by burglary or theft, please describe method of entry:				
GST - FOR AUSTRALIAN LOSSES	This section on GST is only for Australian organisations that have suffered a loss.			
	Are you entitled to claim an input tax credit for the GST on your contributions?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
	If 'Yes' and your entitlement is less than 100% of the GST please put % of the GST.		%	
	Are you entitled to claim an input tax credit for GST on the costs of this loss?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
If 'Yes' and your entitlement is less than 100% of the GST please put % of the GST.		%		
PREVENTION	We're interested in finding out if losses like this one can be prevented in the future, and if there's anything we can do to help your organisation with risk management strategies.			
	What have you done, or can you do to prevent similar losses from happening in the future?			
	Was there an operating security alarm system installed in the section of building where the loss occurred?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Would you like someone from RMS to contact you about this loss and chat about possible prevention strategies?		<input type="checkbox"/> YES	<input type="checkbox"/> NOT THIS TIME	
NEXT STEP	> Go to the next page and complete the Schedule of Property			



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

SCHEDULE OF PROPERTY

On this page we ask you to provide information about the item/s lost, damaged or stolen as well as cost estimates to repair or replace the item/s. The details you give us, along with the corresponding Certificate/s of Cover, help us to determine the amount of reimbursable loss.

IMPORTANT You must attach a receipt, invoice or quote for EVERY item listed below. If you have more items to report, please print copies of this sheet and staple together with the Loss Notification.

ITEM 1 - MAKE or MODEL NO.	PLEASE DESCRIBE THE ITEM OF PROPERTY LOST, DAMAGED OR STOLEN.			<input type="checkbox"/> DAMAGED <input type="checkbox"/> STOLEN <input type="checkbox"/> LOST
SERIAL NUMBER	YEAR ACQUIRED	COST TO REPAIR	COST TO REPLACE*	FOR RMS OFFICE USE ONLY
ITEM 2 - MAKE or MODEL NO.	PLEASE DESCRIBE THE ITEM OF PROPERTY LOST, DAMAGED OR STOLEN.			<input type="checkbox"/> DAMAGED <input type="checkbox"/> STOLEN <input type="checkbox"/> LOST
SERIAL NUMBER	YEAR ACQUIRED	COST TO REPAIR	COST TO REPLACE*	FOR RMS OFFICE USE ONLY
ITEM 3 - MAKE or MODEL NO.	PLEASE DESCRIBE THE ITEM OF PROPERTY LOST, DAMAGED OR STOLEN.			<input type="checkbox"/> DAMAGED <input type="checkbox"/> STOLEN <input type="checkbox"/> LOST
SERIAL NUMBER	YEAR ACQUIRED	COST TO REPAIR	COST TO REPLACE*	FOR RMS OFFICE USE ONLY
ITEM 4 - MAKE or MODEL NO.	PLEASE DESCRIBE THE ITEM OF PROPERTY LOST, DAMAGED OR STOLEN.			<input type="checkbox"/> DAMAGED <input type="checkbox"/> STOLEN <input type="checkbox"/> LOST
SERIAL NUMBER	YEAR ACQUIRED	COST TO REPAIR	COST TO REPLACE*	FOR RMS OFFICE USE ONLY
ITEM 5 - MAKE or MODEL NO.	PLEASE DESCRIBE THE ITEM OF PROPERTY LOST, DAMAGED OR STOLEN.			<input type="checkbox"/> DAMAGED <input type="checkbox"/> STOLEN <input type="checkbox"/> LOST
SERIAL NUMBER	YEAR ACQUIRED	COST TO REPAIR	COST TO REPLACE*	FOR RMS OFFICE USE ONLY
ITEM 6 - MAKE or MODEL NO.	PLEASE DESCRIBE THE ITEM OF PROPERTY LOST, DAMAGED OR STOLEN.			<input type="checkbox"/> DAMAGED <input type="checkbox"/> STOLEN <input type="checkbox"/> LOST
SERIAL NUMBER	YEAR ACQUIRED	COST TO REPAIR	COST TO REPLACE*	FOR RMS OFFICE USE ONLY

DECLARATION & AUTHORISATION

I/We declare that the answers provided are true and correct to the best of our knowledge and belief and that the information detailed in the Schedule is a true and faithful account of the actual loss sustained, and hereby undertake to notify RMS immediately if any of the lost or stolen property is subsequently recovered, and at the option of RMS to surrender the property or refund the amount of money received. I/We understand that RMS may request proof of ownership for the items lost, damaged or stolen. I/We have read and consent to the collection, use and disclosure of my/our personal information as outlined in the RMS Privacy Policy*.

YOUR NAME	YOUR SIGNATURE	DATE
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SEND ALL FORMS AND PAPERWORK TO YOUR EMPLOYER FOR COUNTERSIGNING.

NAME	SIGNATURE	DATE
JOB TITLE		

	FOR RMS OFFICE USE ONLY	
* We ask you to provide both repair and replacement costs for damaged items, this helps us to determine the amount of reimbursable loss, which will be the lower of either cost to repair, replace or amount of cover.	TOTAL OF COVERED LOSS	
	LESS EXCESS (IF APPLICABLE)	
	TOTAL PAYMENT AMOUNT	

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.