



## Enquiry Collection Notice

AdSAFE Ltd (ACN 615 376 997) (We, Our, Us) use this collection notice to tell you how we will collect, hold, use and disclose your personal information in accordance with the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth).

### Our Privacy Policy

Our full policy relating to the privacy of your personal information is available on our website at [insert link] (Privacy Policy).

The Privacy Policy explains how you may access personal information held by us and seek the correction of the information and how you may complain about a breach of the APP that we are bound by and how we will deal with a complaint. A printed copy of the privacy policy can be obtained free of charge by contacting our Privacy Officer.

### Our contact details

If you have any questions or concerns regarding our Privacy Policy or our use of your information, please contact our Privacy Officer at [privacy.officer@adsafe.org.au](mailto:privacy.officer@adsafe.org.au) or by phone on AU: 1800 220 468 or NZ: 0800 442 458

### How we collect your personal information

As well as collecting your personal information directly from you through our website, in person or by phone, we may collect your personal information from third parties including:

- your local church, local conference or an SDA entity where you are employed or engaged;
- third parties other than above (e.g. churches, schools, government and independent agencies, hospitals).
- public sources (directories, memberships, professional/trade associations, bankruptcy or court registries); and

### Why do we collect the personal information?

The main purposes for which we collect, hold, use and disclose your **Enquiry related** personal information is to ensure that we provide timely and appropriate advice to enquiries related to the protection of children and vulnerable persons within a church or church affiliated entity.

Information we collect:	The primary purpose for collecting this information is to:
<ul style="list-style-type: none"> <li>• your name;</li> <li>• email address;</li> <li>• phone number;</li> <li>• subject of the enquiry;</li> <li>• brief description of the enquiry;</li> <li>• any dialogue you have with our staff in relation to advice we provided.</li> </ul>	<ul style="list-style-type: none"> <li>• To assist Adsafte in providing timely and appropriate advice in relation to the compliance to legislation, child safe standards and the implementation of Adsafte policy, guidelines and practices;</li> <li>• To assist Adsafte with the training of staff; and</li> <li>• To allow Adsafte to assess your enquiry with our standard operating procedures to improve our service.</li> </ul>

### Sharing your personal information

We may use and disclose personal information for related purposes to third parties including:

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| <ul style="list-style-type: none"> <li>• individuals appointed by a government responsible for the investigation and resolution of your enquiry;</li> <li>• government departments such as departments of child safety, police or courts;</li> <li>• where you have otherwise consented;</li> <li>• our contracted service providers;</li> </ul> | <ul style="list-style-type: none"> <li>• people providing administrative services to us;</li> <li>• anyone you authorise us to disclose information to; and</li> <li>• anyone to whom we are required or authorised to disclose the information to by law, including under child protection laws.</li> </ul> |
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You can refuse to provide personal information. A refusal may mean that the you are unable to commence the designated role to which you have been assigned.