



Training and Compliance 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 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 online registration for training, in person or by phone, we may collect your personal information from third parties including:

- your local church, local conference or a 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 **training and compliance** personal information is to ensure that only suitable persons are selected and continue to work with children and vulnerable persons in a Church Setting.

Information we collect:	The primary purpose for collecting this information is to:
<ul style="list-style-type: none"> • your full name; • date of birth; • email address; • phone number; • the roles you perform in the church; • details about required training including the date completed and expiry date; • the code of conduct including the date signed, • Information about your working with children check or equivalent, when it was checked, the result of the check and when it expires. 	<ul style="list-style-type: none"> • To assist Adsafes in equipping persons who work with or make decisions about children and vulnerable persons in a Church Setting for their roles; • Ensure that all persons performing roles in a Church Setting understand the community's expectations of that role. • Ensure that all applicable screening measures are completed prior to engagement. • To contact you when any of these requirements are about to expire. • To notify you of further training opportunities. • Conducting research and analysis, updating and developing further training programs, and meeting regulatory obligations. • Mitigate risk in a Church Setting if your circumstance has changed.

Sharing your personal information

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

- our related entities, including entities located overseas, such as New Zealand and the wider South Pacific, including Papua New Guinea, Solomon Islands, Vanuatu, Fiji, Tonga, Kiribati, Western Samoa, American Samoa, Niue, Tuvalu, Cook Islands, Tahiti but only if you move to their Church Setting;
- individuals appointed by a government responsible for the investigation and resolution of your matter;
- government departments such as departments of child safety, police or courts;
- where you have otherwise consented;
- our contracted service providers;
- people providing administrative services to us;
- anyone you authorise us to disclose information to; and
- anyone to whom we are required or authorised to disclose the information to by law, including under child protection laws.

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.

AU 1800 220 468 NZ 0800 442 458 adsafe.org.au info@adsafe.org.au

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AdSAFE Ltd ABN 61 615 376 997 AdSAFE is a service of the Seventh-day Adventist Church (South Pacific Division)