**COVID-19 PERSONAL INFORMATON COLLECTION NOTICE**

 **[INSERT ON AGENCY LETTERHEAD]**

**Information contained in [ ] represents advice to the agent and is to be removed and/or completed by the agent**

**[This Notice may be used on its own or incorporated in your Privacy Collection Notice and Policies]**

[Insert name of agency] (“**we**” and “**us**”) is committed to protecting the health and safety of our community and agency team members.

# We are collecting your personal information in accordance with the *Businesses, Activities and Undertakings Direction* for contact tracing purposes in order to help monitor, control and reduce the spread of COVID-19 should any of the individuals we encounter during the inspection fall ill due to COVID-19. This information will enable us to contact and notify any potentially effected persons and/or health authorities, if required. This information will be kept for this specific purpose for 56 days.

The provision of your personal information is mandatory. A refusal to consent to the collection of this information will result in you being denied entry to the property for the purpose of conducting an inspection.

**PROPERTY INSPECTION DETAILS [Agent to complete]**

Property Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date and time of inspection:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CONSENT**

**I/we, have read and understood this notice and by providing my details and entering the premises on the date noted above, I consent to my personal information being collected, held, used and disclosed for the purposes outlined above.**

\*Name/s

\*Address:

\*Mobile telephone

Email:

\*mandatory information required under the above Direction

In addition to the above, please refer to our complete privacy policy, which can be found at: *[Insert Privacy Collection Policy] [insert this if applicable)]*

**IMPORTANT NOTE FOR AGENCY:**

You must ensure that you are retaining and storing the personal information securely and will not disclose any personal information beyond that which is reasonably necessary to give effect to the contact tracing requirements. You must delete all personal information collected for this purpose after 56 days of receiving such information.

To avoid physical contact, we recommend that the agent completes this form.

The consent of the individual is deemed by entry and no signature is required. However, we strongly recommend that the agent has a copy of the relevant parts of this notice on display for the person/s to read before their details are taken and recorded. This ensures the person/s understand/s the purpose of the personal information collection and their consent is informed.