Dear Customer.

All Australians are dealing with unprecedented circumstances and we all have a responsibility to minimise the risks associated with the current COVID-19 public health emergency. Under Work Health and Safety Laws your premises are considered as a workplace and Greater Northern Removals has a responsibility to ensure our staff have a safe work environment. We also have a social responsibility to consider our customers’ wellbeing. Due to this, we have adopted internal policies and procedures to reduce risk to our customers and employees.

Please see the Privacy Collection Notice on the reverse/below of this form that explains how we will manage the collection of this information. **Please do not provide us with any specifics/names of residents or other identifying information that would link the answers below to a specific individual.**

Before our staff can access your property, we need you to answer the following questions.

A separate form is to be used each and every day on site.

Should any answer be ‘YES’ the supervising removalist is to contact head office for further instruction.

We thank you for your assistance in this matter.

Customer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ Customer RP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Service Provided: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Service: Survey ☐ Prepack ☐ Uplift ☐ Delivery ☐ Other ☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Please answer the following questions to the best of your knowledge:** | **YES** | **NO** |
| Has anyone presently on site or who currently lives at this residence;* Been diagnosed (past 12 weeks) with the COVID-19 virus?
* Currently under any form of self-isolation?
 |  |  |
| Has anyone on site or who lives at this residence in the past 14 days;* Experienced flu-like symptoms (sore throat, fever, tiredness, cough) following interstate or overseas travel and/or physical contact with someone who has recently returned from overseas?
* Returned from any interstate or overseas travel?
* Been in physical contact with anyone who has been diagnosed with the COVID-19 virus?
* Been in physical contact with anyone who is in self-isolation due to the COVID-19 virus?
 |  |  |

I confirm that I have read the Privacy Collection Notice on the reverse/below and that I consent to provide the information above, which I certify is accurate to the best of my knowledge.

Customer’s or Acting Agents Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date ­­­\_\_\_\_\_\_\_\_\_\_

**PRIVACY COLLECTION NOTICE**

Greater Northern Removals ABN: 87 812 656 508 is committed to protecting the privacy of your personal information, including sensitive information. The collection, use and disclosure of personal information is regulated by the *Privacy Act 1988* (Cth). You can access our full privacy policy on our website at [www.gnremovals.com.au](http://www.gnremovals.com.au) Our privacy policy contains information about how you can access and correct any information about you that we hold and how you can make a complaint about the handling of personal information.

By filling out the form above, you are consenting to providing Greater Northern Removals with information that may be ‘sensitive information’, a category of personal information under the *Privacy Act*. This information is currently being collected for the purpose of ensuring the safety of Greater Northern Removals employees, contractors and other members of the community by minimising the transmission of the COVID19 virus. The information will be used to assist Greater Northern Removals to determine whether its staff and contractors can safely carry out the removal of your furniture and to ensure that preventative and protective measures are taken when necessary. **We do not require you to provide the names or any other identifying information of any of the people who reside with you or with whom you have had physical contact**.

The information is collected for Greater Northern Removals internal decision-making and planning purposes only and will not be disclosed, other than to senior management of Greater Northern Removals or where required by law. Greater Northern Removals records of the information will be kept on a secure server only accessible by senior management of Greater Northern Removals and will be destroyed/deleted once the Australian government advises that the existence and transmission of COVID 19 is no longer a public health emergency.

You do not have to provide us with the information sought in this form. However, if this information is not provided, Greater Northern Removals may need to cancel or reschedule the services booked by you.