

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 SmartMove Removals + Storage (SmartMove (Sydney) Pty Ltd) 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.

To assist, we ask that you complete the following information and return this form by email 48 hours prior to the uplift date.

Please see the Privacy Collection Notice on the reverse of this form that explains how we will manage the collection of this information.

We thank you for your assistance in this matter.

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

Customer Address: \_\_\_\_\_

Uplift Date: \_\_\_\_\_ Contact No: \_\_\_\_\_

Please answer the following questions to the best of your knowledge:	YES	NO
Is anyone who lives at your address currently under any form of self-isolation as the result of an order of any government authority or as the result of a recommendation of a health professional?	<input type="checkbox"/>	<input type="checkbox"/>
In the last 14 days, has anyone who lives at your address been in physical contact with anyone who has been diagnosed with the COVID-19 virus?	<input type="checkbox"/>	<input type="checkbox"/>
In the last 14 days, has anyone who lives at your address been in physical contact with anyone who is in self-isolation due to the COVID-19 virus?	<input type="checkbox"/>	<input type="checkbox"/>
In the last 14 days, has anyone who lives at your address experienced flu-like symptoms (sore throat, fever, tiredness, cough) following overseas travel and/or physical contact with someone who has recently returned from overseas?	<input type="checkbox"/>	<input type="checkbox"/>

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 Signature \_\_\_\_\_ Date \_\_\_\_\_

## PRIVACY COLLECTION NOTICE

Smart Move (Sydney) Pty Ltd (67600180005) 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.smart-move.com.au](http://www.smart-move.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 Smart Move (Sydney) Pty Ltd 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 Smart Move (Sydney) Pty Ltd's employees and other members of the community by minimising the transmission of the COVID19 virus. The information will be used to assist Smart Move (Sydney) Pty Ltd 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 Smart Move (Sydney) Pty Ltd's internal decision-making and planning purposes only and will not be disclosed, other than to senior management of Smart Move (Sydney) Pty Ltd's or where required by law. Smart Move (Sydney) Pty Ltd's records of the information will be kept on a secure server only accessible by senior management of Smart Move (Sydney) Pty Ltd's 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, Smart Move (Sydney) Pty Ltd's may need to cancel or reschedule the services booked by you.