

Fundraiser Application for Provisional Registration

Applicant to complete this form in **BLACK INK ONLY**, using **CAPITAL LETTERS**. Illegible writing will result in your Application being rejected.

This application is made by you (the "Fundraiser") to Sales Assured Limited (SAL) for accreditation and registration ("Registration"). Please ensure that you have read and understood the Terms and Conditions attached to this application form and 'The Fundraiser Register - Guide for Face to Face Fundraisers' which should have been provided to you. Your Personal Information (as defined by the Privacy Act) will be processed in accordance with the Terms and Conditions attached hereto.

1. Have you previously been registered with Energy Assured or Sales Assured?	No	<input type="checkbox"/>
	Yes	<input type="checkbox"/> >>> If Yes, please insert your SIDN here >>>

2. PFRA Member you will be representing	Charity	Marketing Company	IBU (if applicable)
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3. Fundraiser Personal Details

TITLE (E.G. Ms, Mr):	<input type="text"/>
GIVEN NAMES:	<input type="text"/>
SURNAME:	<input type="text"/>

Date of Birth (dd/mm/yyyy):	<input type="text"/>								
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Passport Number	<input type="text"/>																		
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Driver's Licence Number:	<input type="text"/>																		
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Proof of ID Number:	<input type="text"/>																		
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ABN/ACN/TFN	<input type="text"/>																		
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Home Address in Australia:

	Post code:

Home Phone Number:	<input type="text"/>																		
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Mobile Phone Number:	<input type="text"/>																		
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Email Address:	<input type="text"/>																		
	@	<input type="text"/>																	

At least one form of ID is to be provided. If you have previously been registered, this should be the ID previously provided.

4. Photographs

Please provide a passport style and sized photograph for your ID badge

5. Declaration

Fundraiser to **Initial**

- I **declare** that I have read, understood and accept the terms and conditions contained in this application form and attached hereto.
- I **declare** that I have received, read, and understood 'The Fundraiser Register - Guide for Face to Face Fundraisers'.

By signing this application form I **hereby consent** to:

- My Personal Information being included in the Register of Fundraisers and Sales Agents/Contractors (the "Register") and being used by the PFRA or SAL Member in accordance with the provisions of the Privacy Act and the Terms and Conditions attached hereto.
- A criminal history check being conducted (if required).

I further declare:

- All the information submitted as a basis for inclusion on the Register is to the best of my knowledge and belief, true and correct.
- I agree to abide by the rules of the PFRA Standard at all times while representing the charity and/or company with whom I am engaged.

6. Signature

Please sign in the signature box and include the date below.

Fundraiser's signature	
Date	/ /

Please check that you have completed the form completely. Please forward this application form to your PFRA Member for processing before you commence fundraising activities.

Terms and Conditions of Registration

Introduction

1. These terms and conditions apply to the application made by you for accreditation and registration ("Registration") on a database (the "Register"). By signing the application form you accept these Terms and Conditions and agree to be bound hereby.
2. Your details will be registered on the Register, which is developed, maintained and operated on behalf of the PFRA & SAL Members and Sales Assured by the Register Operator (the "Register Operator").
3. SAL does not enter into correspondence with individual fundraisers, except where a Deregistration Application is made in accordance with The Fundraiser Register - Guide for Face to Face Fundraisers. All correspondence regarding your registration should be addressed in the first instance to the PFRA Member company by whom you are engaged.

Payment and Fees

4. SAL will not, individually or collectively, be responsible for any costs incurred directly or indirectly by any individual, firm or organisation associated with, or resulting from the processing of your application and subsequent Registration.

Personal Information and Privacy

5. Your Personal Information (as defined in the Privacy Act), which is submitted as part of this application for Registration, will be processed and managed by the PFRA Member and SAL and will be included in the Register as a record of your details and accreditation status and will be used for the operation of the Register and The Fundraiser Register - Guide for Face to Face Fundraisers, including those matters further detailed in these terms and conditions. If you do not provide the Personal Information requested on this application, SAL may be unable to register you on the Register. The Register will be stored on a secure data server operated by the Register Operator.
6. All your Personal Information will be processed and managed in accordance with the provisions of the Privacy Act and SAL's Privacy Policy (a copy of which is attached).
7. Your Personal Information contained in the Register is accessible only by the Register Operator (and/or its contractors), SAL and its Members, the PFRA, and PFRA Members and will only be made available to such other bodies as may be required by law.
8. Should you apply to work on behalf of another PFRA or SAL Member, that Member may access your Personal Information from the Register only where you provide consent. The status or former status of your Registration may be taken into consideration by a Member in deciding whether you may be engaged to work on behalf of that Member.

9. You may at any time make a request for access to your Personal Information held by a PFRA Member, SAL or the Register Operator. All requests must be made in writing and addressed to that PFRA Member, the Register Operator or SAL. You may be required to complete a subject access request form, and a fee, which will not exceed \$20, may also be payable for providing access to your Personal Information. This does not prejudice your rights to any other subject access requests you are entitled to make under the Privacy Act. If access to your Personal Information is denied, the PFRA Member, SAL or the Register Operator is required to provide written reasons for such denial. Any reason will be as per Australian Privacy Policy Chapter 12, or section 27- 29 of the New Zealand Privacy Act.
10. You are required to notify the PFRA Member, on whose behalf you are conducting activities, of any changes to your Personal Information. The PFRA Member may then amend your Personal Information in the Register. If the amendment to your Personal Information is refused, the PFRA Member is required to provide written reasons for such refusal to update/correct the Personal Information as per the Australian Privacy Act Chapter 13, or section 7 or the New Zealand Privacy Act. The Member should not charge for updating/correcting your Personal Information.
11. Neither the Register Operator, SAL, the PFRA, nor the PFRA Member is not permitted to disclose the Personal Information to any overseas contractor or other overseas recipients outside Australia and New Zealand.
12. SAL's Privacy Policy contains information about how you may complain about a breach of the Australian Privacy Principles in respect of your Personal Information and how SAL will deal with the complaint.

Change of Registration Status

13. The PFRA Member, by whom you are engaged, may change your Registration status where your performance falls short of levels required by the PFRA Member or the PFRA Member has not been able to assess your performance. Accreditation levels are contained in The Fundraiser Register - Guide for Face to Face Fundraisers. If a complaint is received from a customer or other stakeholder alleging misconduct on your part, or the PFRA Member identifies any misconduct, the matter will be investigated and a disciplinary hearing may be conducted by the PFRA Member regardless of whether or not you are currently representing the PFRA Member. The hearing may result in the withdrawal of your Registration. If you fail to attend the hearing, a decision may be reached in your absence.

Deregistration

14. Should a Deregistration Application be made by a PFRA Member, then a copy of the Deregistration Application and any other particulars, information and documents provided with it or at any other time during the determination of the application will be made available on request to the individual named in the Deregistration Application, by forwarding the documents to the address provided in the Registration Application or the address currently shown on the Register, if different.
15. In making a Deregistration Application, the PFRA Member warrants that the information and facts provided in and to be inferred from the Deregistration Application, are accurate and true to the best of their knowledge and are not misleading in any material way. Decisions by the Chief Executive Officer of SAL are presumed to be reasonable and objective and will be based on the balance of probabilities when weighing the evidence.
16. Fundraisers acknowledge, to the extent permitted by law, that they have:
 - i. no right of action in any court or jurisdiction; and
 - ii. no right to damages or any form of compensation or indemnity against SAL or any officer or subcontractor of SAL as a consequence of any costs of any nature which the Fundraiser may incur (including, but not limited to, legal costs) in answering the Deregistration Application; or
 - iii. any losses or damages of any nature (including claims based on defamation, negligence and breach of privacy) which the Fundraiser may incur directly or indirectly due to actions or omissions of the provision of information arising out of, or in connection to, the Deregistration Application (including but not limited to, findings and Deregistration imposed by SAL; defined for these purposes as the Chief Executive Officer of SAL).
17. The Chief Executive Officer of SAL and the Chief Executive Officer of PFRA will use his/her best endeavours to meet the time-limits set out in the The Fundraiser Register - Guide for Face to Face Fundraisers, but may extend the time-limits if he/she has a reasonable excuse. Failure to meet any time-limits does not invalidate acts or omissions undertaken pursuant to or incidental to the Deregistration Application.
18. The Chief Executive Officer and/or the PFRA will maintain a record of all correspondence and documents relating to the Deregistration Application and the determination (including on appeal) for a period of 2 years.
19. Should you be deregistered, you have a right of appeal in accordance with the appeals procedure in force at the time the application was made.
20. In the event that you are deregistered, you Deregistration status will appear on the Registry for 5 years. During this period, PFRA and SAL Members will see this status if they your consent to search the register for you, and may take this into consideration when determining whether or not to employ or engage you to fundraise or sell on their behalf.
21. Deregistration is administered by SAL or the Register Operator.
22. If you are deregistered, the Member is required to take reasonable steps to destroy any Personal Information relating to you that is no longer needed for any purpose for which the information was initially recorded.

General

23. By signing the declaration on the 'Fundraiser Application for Provisional Registration' form, you confirm that you have received a copy of The Fundraiser Register - Guide for Face to Face Fundraisers and that you understand and agree to comply with this document at all times whilst your details are on the Register.
24. Whilst the information contained on the Register is believed to be correct and all reasonable efforts are made to ensure this, SAL or the Register Operator will not, individually or collectively, accept liability for any mis-statement or corruption of any information or any defamation contained in the database. An authorised representative of the PFRA Member will correct any mis-statement or corruption of any data or any defamation at the earliest opportunity. SAL will not, individually or collectively, accept liability for costs or losses incurred either directly or indirectly as a result of your actions.
25. Failure to comply with the above terms and conditions may result in your Registration being cancelled or refused.

Sales Assured Limited

Privacy Policy

Sales Assured Limited (**we, our, us**) recognises the importance of protecting the privacy of individuals in relation to their personal information. This Privacy Policy sets out how we collect, use and disclose your personal information, how you may seek to access or correct your personal information and how you may make a complaint if you believe we have breached our obligations.

We are bound by the Privacy Act 1988 (Cth), which sets out a number of principles concerning the collection, disclosure and management of your personal information.

Collection of your personal information

We may collect and hold the following types of personal information about you:

- your name;
- contact details such as your home address, email address and phone numbers;
- identification information such as passport and driver's licence numbers;
- your ABN, ACN or TFN;
- passport-style photographs of you;
- the status and history of your registration with us; and
- details of your representation of our members.

We will usually collect your personal information directly from our members when you submit a completed application form to one of our members for registration on our register of sales agents. Because we maintain a central register of sales agents and representatives for our members, the personal information that we collect from our members (and store on their behalf) includes information relating to your accreditation or registration as a sales agent or as a representative of a member, your compliance with the Sales Assured standards for Face to Face Marketing and any updated personal information that you have provided to a member or to us that relates to any of those matters.

We may also collect personal information about you when you access and use our website. For example, we may collect browser type, version and language, operating system, pages viewed while browsing our website, page access times and referring website addresses. However, we do not always link this information to your other personal information and use it only to improve the experience of users of our website.

For what purposes do we collect, hold, use and disclose your personal information?

We collect, hold, use and disclose your personal information for the following purposes:

- in relation to your application to become registered sales agent or a representative of one or more of our members;
- storing personal information for our members and to provide our members with services relating to the accreditation and registration of sales agents or a representatives;
- in relation to your continued registration and work as a sales agent or representative and matters relating to the Scheme;
- to verify your identity and to provide it to our members so that our members and their customers are able to verify your identity in respect of your work as an accredited sales agent or a representative;
- to provide you with access to protected areas of our website, including SAL support features; and
- so that we can perform our business activities and functions and to provide best possible quality of customer service.

What happens if we can't collect your personal information?

If we are unable to collect your personal information from our members, or if you do not provide us with the personal information described above:

- we may be unable to store or process your personal information for our members which may reduce your opportunities to be accredited as a sales agent or representative;
- we and our members may be unable to process your application for accreditation and may be unable to register you or to provide accreditation as a sales agent or representative;
- we and our members may be unable to maintain your registration or properly deal with matters relating to the Scheme; and
- we may be unable to provide you with access to protected areas of our website or to tailor the content of our website to your preferences and your experience of our website may not be as enjoyable or useful.

To whom may we disclose your personal information?

We may disclose your personal information to:

- our members in the course of storing and processing your personal information on our members' behalf, including in relation to your work as a sales agent or representative; and
- our employees, related bodies corporate, contractors or service providers in the ordinary course of processing and storing your personal information and in the course of maintaining, updating or replacing the systems on which your personal information is stored.

Accessing and correcting your personal information

You have a right to access your personal information unless we are entitled to refuse access on grounds permitted under the Privacy Act. Those grounds include refusing access if giving access would be unlawful, pose a serious threat to the safety of an individual or would unreasonably affect the privacy of someone else. If you would like to access the personal information we hold about you, please let us know by contacting us via our contact details below. You may be required to complete a subject access request form and to prove your identity for security reasons.

You may also request us to correct any personal information that you believe is not accurate, up to date, complete or misleading. We will take reasonable steps to make that correction

We will not charge you for simply making a request to access or correct your personal information and we will not charge a fee for correcting your personal information. If we provide the personal information to you, we may charge you an access fee of up to \$20 to cover our administrative and other reasonable costs in providing the information to you.

If we do not give you access to your personal information or decide that we will not correct your personal information, we will provide you with written reasons for our decision.

Security

We take reasonable steps to ensure your personal information is protected from misuse and loss and from unauthorised access, modification or disclosure. However, the Internet and electronic communication are not completely secure.

Complaints

If you believe that we have breached our obligations under the Privacy Act in respect of your personal information, you may contact us via the contact details below.

On receiving your complaint, we will investigate your complaint within a reasonable time. We will deal with your complaint confidentially. As part of that investigation, we may ask you for further information and may also ask you to provide us with details of your complaint in writing so that we can better understand the precise nature of your complaint.

Our staff will assist you with your complaint. In most cases, our staff will respond to you in writing (by letter or by email). If you believe that our staff member's decision or response is not correct in some respect, you may provide details of the claimed deficiency and ask the staff member to further consider the issue. After the staff member further responds, and if you remain unsatisfied, you may escalate the matter to our Chief Executive Officer for further consideration.

Contacting us

If you have any questions about your personal information or this privacy policy, please contact the SAL office using any of the details set out below.

Sales Assured Limited
PO Box 497 Penrith NSW 2751

Tel: 61 412 206621

Email: info@salesassured.com.au

Changes to our privacy policy

We may change this privacy policy from time to time. Any updated versions of this privacy policy will be posted on our website.

This privacy policy was last updated on 24 June 2018.