

BAMS Account Deactivation Form

Section 1: Reporting Entity Details

Organisation Name	BAMS Account Number	Reporting Entity Type (Self-Reporting, Private LO, Municipal Council, Body Corporate)

Section 2: Details of BAMS User(s) to be Deactivated

First Name	Last Name	Registration Number (if applicable)	End Date with your Organisation	Email

Section 3: Authorisation

To be completed by building surveyor (self-reporting), nominated building surveyor (lodging organisation), municipal building surveyor (municipal councils), or nominee director (body corporate):

Building Surveyor's Name	Signature	Building Surveyor's Registration Number

Please ensure all the sections of this form are completed. An incomplete form might result in delay and the user still being active in BAMS.

Please email completed form to BAMS@vba.vic.gov.au

Privacy – Collection Statement

HOW THE VBA USES AND DISCLOSES YOUR PERSONAL INFORMATION

The Victorian Building Authority (VBA) is committed to protecting the privacy of your personal information in accordance with the Privacy and Data Protection Act 2014, the VBA's Privacy Policy, this Privacy Statement as amended from time to time **and other applicable legislation**.

The personal information you provide to the VBA on this notification, including any images or photographs and any and all details provided will be used by the VBA to carry out its function to reassess levy under subdivision 4A, Division 2, Part 12 of the Building Act 1993 (the Act).

The VBA may also use and disclose such information for the following purposes:

- (a) to enable the VBA to meet its statutory obligations or functions;
- (b) monitoring compliance with the Act and associated regulations and standards;
- (c) research, planning, to meet the VBA's operational requirements, assessing the merit and impact of proposed regulatory reforms and to assist in the development and delivery of services by the VBA;
- (d) such other purposes as required by law or authorised under the privacy legislation.

The VBA may also share your personal information with third parties including, but not limited to, different business units within the VBA, the Building Appeals Board, Consumer Affairs Victoria, the Victorian Managed Insurance Authority, your insurer, other regulators (both in Victoria and interstate), and the VBA's staff and/or service providers who need to know such information to perform services for the VBA.

The VBA will only disclose your personal information to a third party claiming to act on your behalf (for example, your solicitor or interpreter) with your prior written consent.

You can request access to the personal information which the VBA holds about you. If you become aware that personal information the VBA holds about you is not accurate, complete or up to date, you can ask the VBA to correct it.

The VBA's full Privacy Policy is available at www.vba.vic.gov.au/privacy.