VICTORIAN BUILDING AUTHORITY

BAMS Access Form - Body Corporate Building Surveyors

Section 1: Reporting Entity Details

Body Corporate Name

Body Corporate Registration Number

Software Used

Reporting Entity Type

Body Corporate

ABN *(Please provide if applicable)*

ACN *(Please provide if applicable)*

Street Address

Suburb

State or territory

Postcode

Section 2: Building Surveyor Information

First Name	Last Name	Registered Email Address (email used when creating VBA portal account)	Email Address for BAMS Notifications (this can be a shared mailbox)	Registration Number	BAMS Reporting Start Date	Primary Nominee Director

VICTORIA State Government

Section 3: Data Required for Nominated Administration Staff Member *(only if applicable)*

First Name	Last Name	Registered Email Address (email used when creating VBA portal account)	Email Address for BAMS Notifications (this can be a shared mailbox)	BAMS Reporting Start Date

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Section 4: VBA Portal Privacy Collection Notice

Use and disclosure of personal information by the VBA

The Victorian Building Authority (VBA) collects personal information through the VBA Portal to carry out its responsibilities under the *Building Act 1993* (Vic) and other laws relating to the business of the VBA.

The VBA may be unable to carry out its responsibilities including processing and deciding applications if any of the relevant required information is not provided.

The VBA collects personal information though the VBA Portal, from individuals, companies or their authorised agents, for purposes including processing applications for building permit numbers and the registration of building practitioners.

The VBA may also use personal information for the following purposes:

a. To enable the VBA to meet its statutory obligations, functions and perform its operational requirements

b. Researching and assessing the merit and impact of proposed regulatory reforms and to assist in the development and delivery of services by the VBA (whether to you personally or a member of the public)

c. Law enforcement by the VBA or other regulatory bodies, including prosecutions or disciplinary action against you if required

d. Maintaining disciplinary and licensing and registration registers for building and plumbing practitioners (published on the VBA's website)

e. 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, Services Victoria, the Building Appeals Board, Consumer Affairs Victoria, the Victorian Managed Insurance Authority, your insurer, other regulators (both in Victoria and interstate), your clients or customers 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 personal information to a third party claiming to act on behalf of a person (for example, an agent or interpreter) with prior written consent, unless it is otherwise apparent that the third party has authority to act on your behalf.

Individuals (or their authorised representatives) can request access to their personal information. If the personal information held by the VBA is not accurate, complete or up to date, a request can be made to the VBA to amend it.

The VBA's full Privacy Policy, VBA Portal Terms and Conditions and information about how to contact the VBA is available on the website.

Private Building Surveyor Name

Registration Number

END OF FORM