

Neighbourhood Support Rotorua

C/PO Box 6109, Rotorua 3040

Email rotontscommittee@gmail.com



Complete the form and return it to your Street Contact or to the office by mail or email.

**Please read the Privacy Statement on the second page of this form before completing it.
By completing this form you are agreeing to the Privacy Statement.**

PLEASE PRINT CLEARLY.

Household Details:

House Number/Street Name:.....

Household Members Name/s:

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.....
.....
.....
.....

Contact Details:

Home Phone: Work Phone:.....

Mobile 1: Mobile 2:.....

Email:

Emergency Contact Details: (a neighbour/relative or someone living in Rotorua)

Name/s:

Home Phone: Work Phone:.....

Mobile: Mobile 2:.....

Resources: (please tick)
<input type="checkbox"/> Chainsaw
<input type="checkbox"/> Spare Bed
<input type="checkbox"/> Generator
<input type="checkbox"/> Drone
Or State Other:

Skills: (please tick)
<input type="checkbox"/> First Aid
<input type="checkbox"/> SAR
<input type="checkbox"/> Fire Fighting
<input type="checkbox"/> HT License
Or State Other:

Occupation: (please tick)
<input type="checkbox"/> Doctor
<input type="checkbox"/> Paramedic
<input type="checkbox"/> Plumber
<input type="checkbox"/> Electrician
Or State Other:

Language Translation: (Please state languages you can translate)
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Urgent Medical/ Special Needs: (Please state)

Neighbourhood Support Rotorua Incorporated Privacy Statement

Neighbourhood Support Rotorua stores and manages personal information in a secure, stand-alone Microsoft Access database located on a dedicated computer. This computer is password-protected and can only be accessed by authorised Neighbourhood Support Rotorua staff.

Backups of the database are maintained on secure devices held by the Co-ordinator and Chair of Neighbourhood Support Rotorua.

The information gathered includes: address, household member's names, contact telephone & mobile numbers, email address, an emergency contact person & their contact details, and, for in the time of an emergency, skills / resources / occupation / language translation ability / urgent medication & health resources.

The exception to storage on the database are as follows:

1. All information provided by households in the Group coverage area, called the registered households, is provided to the Street / Group Contact Person of that Group and is marked as confidential for use in an emergency and as a contact information list. The information not to be distributed in any form by the Street / Group Contact Person.
2. A Group Telephone List is printed and sent to the Street / Group Contact Person for distribution to registered households who have agreed with this privacy statement. It will contain the house-holder names, address, telephone and mobile numbers and emergency contact details. This information is marked as confidential not for further distribution in any form.
3. Contact information will only be shared with external agencies during a declared civil emergency. This is done to enable emergency management personnel to reach households in affected areas and to ensure they are aware of any relevant information, such as available skills and resources, occupations, language translation abilities, and urgent medication or health requirements.

The forms completed and sent to the office are not stored but are destroyed once the information has been entered into the database.

If you wish to have a copy of information held on your household, please contact the Neighbourhood Support Rotorua by email at rotonscommittee@gmail.com

What Information To Enter

Household Number/Street Name: This is to include your street number, and if you have one a unit number e.g. 1/22 Smith Street and if you have a Suffix e.g. 22A Smith Street. This is your street address, if in a rural area your Rapid Number. Stating on the corner of Smith & Jones Streets doesn't identify your house as there may be up to four corners.

Household Members: The main householders first with first and surname and then followed by others in the household who live at the address, e.g. children, boarders, etc, include first and surnames.

Contact Details: Include as many as you wish. In the time of an emergency landlines may not be operating so Mobile numbers help, if they work in your area. Include an email address as this can be used to send E-Crime Alerts warning of any activity in your area. E-Crime Alerts are only sent to affected areas and very occasionally to the whole list.

Emergency Contact Details: If no one can be contacted at your house or if you are injured these details help to contact someone who can help on your behalf.

Skill/Resources/Occupation/Language Translation: List specific skills you have if they could be used in a civil emergency e.g. Certified First Aid, Nurse, Doctor, Heavy Lifting Equipment, Generator, Drones etc.

Urgent Medical or Special Needs: Medical or special problems that could be a concern in a civil emergency e.g. on oxygen machine, wheelchair bound, regular dialysis, urgent medication etc.