

# One Click Verify User Application Form

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## Agency (User)

**Client Agency Name:**  
**ABN/ACN:**

Agency User

Business Name:

Address Line 1:

Address Line 2:

Address Line 3:

Email Address:

One Click Verify Office:

One Click Legal PTY LTD t/a One Click Verify  
(OCV) *One Click Verify*  
57 Forrest St  
Subiaco, WA 6008

One Click Verify Mail:

One Click Legal PTY LTD t/a One Click Verify  
(OCV) *One Click Verify*  
PO Box 2039,  
Subiaco, WA, 6904

One Click Verify Email:

*support@oneclickverify.com.au*

# Application for OCV Data Services

## Purpose

This application form is for requests for access to the One Click Verify service (a verification and data matching service).

Please note that an approved applicant is not permitted to on-provide the One Click Verify (OCV) match results, for a fee or otherwise, to any other agency or external party, unless the applicant agency has been given specific approval by the One Click Legal Pty Ltd (OCV) to do so.

## What steps are included in the application process?

1. Complete all relevant questions in this application electronically.
2. The completed application should be submitted to your One Click Verify (OCV). Also, email any copies of any privacy or confidentiality declaration/s (if applicable).
3. The following checks may be completed by your Data Service Broker as part of the application process, and search outcomes advised to the One Click Legal Pty Ltd (OCV):
  - 3.1 Bankruptcy search; and
  - 3.2 An Australian Securities and Investments Commission (ASIC) search of your current and historical company/organisation.
4. An assessment will be considered by One Click Legal Pty Ltd, and where deemed compliant, will be granted by One Click Legal.
5. Notification of application outcomes will be advised in due course by your One Click Legal Pty Ltd.
6. If approved by One Click Legal Pty Ltd, we will request the Applicant enter into an appropriate legally binding contract that defines the service and User Conditions and Terms of Use.

## Privacy Statement

One Click Legal Pty Ltd is collecting personal information within this application for the purpose of assessing your eligibility and application to access the One Click Verify service.

Information contained in this application will be provided to the One Click Legal Pty Ltd as part of the assessment process.

## Eligibility

Access to this service is only available to organisations that can demonstrate they meet the One Click Verify Eligibility Criteria.

Access to the service is only available via One Click Verify, unless an exemption is otherwise granted by One Click Legal. Exemption justification will be required, and will be assessed on a case by case basis by the One Click Legal Pty Ltd.

Verification and Data matching to is only available to approved applicants where its use is for purposes that are consistent with the following data access principles:

1. The purpose of data access is for the verification of an individual for the provision of a product or service and there is a regulatory or legal requirement for verification.
2. The data released must be appropriately managed by approved users to protect individuals from unreasonable intrusion on their privacy.

In order to assess applications against these principles, One Click Legal Pty Ltd will need to ensure applicants have provided sufficient information that indicates how they meet both principles and their underlying criteria. This information will generally be collected via this application form for the appropriate data service.

In relation to principle 1, when completing this application please ensure a clear link between the intended use of verification data and the regulatory or legal requirement.

# Agency (User) Application Form

## SECTION 1 – KEY CONTACT POINTS

### 1.1 Provide details of the Applicant for this application:

Name:

Position:

Telephone:

Email:

Business Address:

Mailing Address:

**NOTE:** The Applicant listed in 1.1 must be someone in your agency who has the authority to make the assurances that the agency and individuals within the agency will adhere to confidentiality requirements contained in the declaration and adhere to any conditions provided with the access to verification and data matching. This person is accountable in the case of any breaches of One Click Verify information and may also be referred to as the duly Authorised Representative.

### 1.2 Provide details of the Primary Contact person for this application

Name:

Position:

Telephone:

Email:

Mailing Address:

**NOTE:** The Primary contact person for the agency must be someone who will be the first point of contact for discussing the application. Note: The primary contact person can be the same person as listed in 1.1.

**1.3 Provide the organisation name of the intermediary or third party software facilitating your connection to the service (if applicable):**

**Name of nominated intermediary or third party software:**

**Contact Name:**

**Telephone:**

**Email:**

**SECTION 2 – AGENCY/ORGANISATION DETAILS (ALL USER AGENCIES)**

**2.1 Name of Agency:**

**2.2. ABN:**

**2.3 Is the organisation based in Australia:**

**Yes**

**No\***

\* If the organisation does not maintain an Australian office/business, carry on operations/business in Australia, or be subject to local civil and criminal laws, the organisation is not eligible to apply for this service. Refer to the One Click Verify Eligibility Criteria for more information.

**2.4a Purpose of Agency:**

**Example Response 1:** *'Xyz agency', offers a variety of insurance coverage solutions to new and current policyholders for life, asset and business client related needs.*

**Example Response 2:** *'Xyz'is required to verify an Individual by law to provide a financial service.*

**2.4b Provide an explanation whereby using the One Click Verify service to verify client records is beneficial to the agency and as a result, beneficial to the client:**

**Example Response:** *Using the One Click Verify to assist in verification will allow 'xyz' agency to authenticate and maintain customer as part of KYC/AML.*

**2.5 Is your organisation requesting access to the One Click Verify for the purpose of assisting the verification of client only?**

**Yes**

**No\***

\* If the organisation intends to access the service for other purposes, the organisation is not eligible to apply for this service. Refer to the One Click Verify Eligibility Criteria for more information.

**2.6 Does your agency agree to be bound by the “Terms and Conditions” of Use?**

**Yes**

**No\***

\* If the organisation does not agree to the User Terms and Conditions of Use, the organisation is not eligible to apply for this service. Refer to the One Click Verify Eligibility Criteria for more information.

**AGENCY/ORGANISATION DETAILS (NON-GOVERNMENT USER AGENCIES ONLY)**

**2.7 As per the One Click Verify User Eligibility Criteria, for business organisations, please confirm your organisation:**

is a registered or licensed organisation in Australia; and  
is subject to the *Privacy Act 1988* (Cth).

### SECTION 3 – DATA SECURITY

**3.1 Does your agency have data security arrangements and policies in place (demonstrate that the data is securely stored)**

**Yes** – Please describe

**No** – Please provide an explanation of why your agency does not have arrangements and/or policies in place.

**Example Response 1:** *Our agency conforms to information security policy classifications that support ISO27001 frameworks. We perform annual vulnerability and penetration testing and provide staff with security compliance training biannually. Only authorised staff will have access to One Click Verify data.*

**Example Response 2:** *Our agency uses Xplan established connection and host data. The data is hosted and stored within Xplan and data security measures are supported by regular backup and encryption processes. Security policies are reviewed and/or updated annually. Only authorised staff will have access to One Click Verify data.*

*\*\*please describe the agency security arrangements if different to the examples above\*\**

**3.2 Does your agency have arrangements in place to maintain the privacy of information?**

**Yes** – Please describe

**No** – Please provide an explanation of why your agency does not have arrangements in place.

**Example Response:** *Our agency performs annual privacy training for staff, staff are also required to complete confidentiality agreements on a continuous basis. Staff accessing data must use multi factor authentication to access systems. Data security is maintained by regular backup systems, audit logs and data retention and disposal policies.*

**3.3 Does your agency have protocols in place in the event of a breach of information privacy, confidentiality or security?**

**Yes** – Please describe

**No** – Please provide an explanation of why your agency does not have protocols in place.

**Example Response:** *Our agency has developed a Breach Procedure Plan to address and mitigate the risk of future breaches. A breach of security and privacy is managed within the guidelines of these procedures and documented accordingly.*

**3.4 If you answered “Yes” in Q3.3 (that your agency has protocols in place), has your agency been required to undertake any actions as a result of breaches of these protocols in the past five years?**

**Yes** – Please provide a brief summary. Include date of breach, description of circumstance and actions taken

**No**

**Example Response:** *In 2006 we had a breach of customer information whereby customers’ given names and email addresses were disclosed to 10 recipients on a mailing list. The 10 customers were notified, the breach was documented, and the breach was addressed with the staff member. We have not had an incident since this time.*



**SECTION 4 – AUTHORISED REPRESENTATIVE DECLARATION**

*This declaration must be signed by the Authorised Representative within the agency.*

I certify that all information provided for this application is truthful and accurate to the best of my knowledge.

I have read, understood, and agree to being bound by the One Click Verify Terms and Conditions of Use.

I confirm that the organisation has policies, protocols and/or processes that ensures the protection of data and personal information.

I declare, as the officer authorised to make this application, that myself or any directors within my organisation are not currently or have not previously been declared bankrupt in Australia.

(Wet Signature of Applicant)

***This application must be signed by the Authorised Representative named in Section 1***

**Name of Authorised Representative:**

**Position held in Agency:**

**Date:**