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| **Emergency shelter:** |  | **Date:** |  |
| * Each individual staff member must provide their details in a staff registration form for each shift.
* Staff must follow all shelter policies and procedures to ensure the safety and well-being of both staff and occupants.

The information collected in this form will only be used for the purpose for which it is being collected - for shelter management and communication purposes. All information will be treated confidentially, stored in a secure location, and destroyed in line with legislated retention and disposal schedules to ensure that the right to privacy is maintained for everyone. For more information, go to the Department of Education and Training’s [Policy and Advisory Library](https://education.nt.gov.au/policies) and read the Privacy Policy. |

| Name | Position or role | Contact number | Time in | Time in signature | Time out | Breaks | Total hours worked | Time out signature |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Joe Bloggs | Shelter Manager | 0412345678 | 7am |  | 7:30pm | 30 minutes | 12 hours |  |
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