

PRIVACY POLICY

INTRODUCTION

The Catholic Development Fund is committed to promoting and protecting the privacy of all members. Our members' privacy has always been of the utmost importance to the Fund, and we have measures in place to ensure the privacy of their personal information. The Fund will continue to keep all members' personal details confidential and secure.

This policy seeks compliance with the new Privacy Act 2020, which came into force on 1 December 2020, and the Information Privacy Principles therein.

PURPOSE

To provide guidance on managing personal information, consistent with the Catholic Diocese of Hamilton Privacy Policy and Privacy Act 2020.

SCOPE

All CDF staff, board members, and those who hold accounts with the Fund [CDF Members].

PERSONAL INFORMATION

The CDF collects the following personal information from its clients: name, address, date of birth, gender, tax number, and identification. The Fund needs this information to maintain its records properly and in a format that allows it to identify its clients.

COLLECTION OF PERSONAL INFORMATION

Personal information is generally collected from new and prospective CDF members. Occasionally, the Fund may ask members to update their personal information to ensure the accuracy of its records.

HOW THE FUND USES PERSONAL INFORMATION

Personal information is used to respond to member needs or enquiries and to provide members with information about the Fund's products and services.

DISCLOSURE OF INFORMATION

Personal information is treated with respect and will not be provided to any individual or organisation unconnected with the CDF without a member's written consent or unless the Fund is legally required to do so. Sometimes member's personal information may be transferred to or handled by:

- The Fund's auditors
- Government bodies, such as the Inland Revenue Department
- Accountants, solicitors or other professional advisers that CDF members have authorised to act on their behalf.

The Fund does not sell or rent out any of the personal information it holds, and it protects the security of that information in accordance with regulatory requirements.

ACCESS TO PERSONAL INFORMATION

CDF members have a right to access their personal information held by the CDF at any time. They may request that the Fund update personal information if it is inaccurate or incomplete.

RESOLUTION OF PRIVACY CONCERNS

If a CDF member wishes to gain access to personal information, raise a concern, or lodge a complaint about the Fund's privacy policy, they can put that request in writing and send it to:

The Manager
Catholic Development Fund
PO Box 4353
HAMILTON
cdf@cdh.org.nz

CHANGES TO OUR PRIVACY POLICY

We reserve the right to amend this privacy policy biennially to ensure that it complies with current legal requirements or to implement any changes to our functions and activities.