

Your Privacy

Privacy Policy Statement

We are committed to adopting the privacy standards established by federal and provincial regulatory bodies. Ten privacy principles have been adopted to govern the handling of member information. Below is a summary of these ten principles:

Accountability

The Board of Directors has appointed a Privacy Officer to ensure compliance with the appropriate privacy legislation. The Privacy Officer is responsible for ensuring compliance with this policy.

Identifying Purposes

Korean Catholic Church Credit Union will only use personal information for the purposes described below.

1. to establish and confirm the member's identification
2. to aid in understanding the member's needs and to develop, manage and communicate to the member on products and services to meet those needs
3. to evaluate your credit standing and worthiness, where applicable, by sharing or exchanging information with credit reporting agencies
4. to meet legal and regulatory requirements
5. to detect and prevent fraud, and to help safeguard the financial interests of the credit union and its members
6. to determine the suitability and eligibility for member products and services
7. to provide ongoing serve

The purposes for which personal information is collected will be described to you before or at the time the information is collected. We will not use collected information for a new purpose without your consent.

Consent

We require your knowledge and consent for the use, collection or disclosure of personal information. New members will provide consent through the completion of the Privacy and Consent Agreement. Existing members will be notified annually with information regarding providing and withdrawing consent. Members have the right to refuse to provide information or to withdraw their consent, at any time, for the collection, use or disclosure of their personal information. In order to withdraw their consent, a written request must be forwarded to the Privacy Officer with 60 days notice. In some instances withdrawal of consent cannot be granted. These instances are specifically referenced to in the credit union policies. You can request to have your name not provided to affiliated companies. You can also advise the credit union that you prefer not to receive direct marketing materials regarding products and services. The credit union may still forward marketing materials with other required communications such as statements.

Collection of Information

The information collected will be limited to that which is necessary for the purposes identified by the credit union and the information shall be collected by fair and lawful means.

Use, Disclosure and Retention of Information

Information will only be used for the purposes specified at the time of collection except with the consent of the member or as required by law.

We only maintain your personal information for as long as it is required to fulfill the purpose for which it was collected. The length of time we keep information is also determined by legal requirements. We have

established retention periods for personal information. Subject to any requirements to retain information, Korean Catholic Church Credit Union will ensure that personal information that is no longer required will be destroyed, erased or made anonymous in a secure manner.

We will only release your personal information in specific circumstances and only if you have provided consent to do so or as required by law. We will not sell or give lists of our members to other organizations.

Accuracy

We will endeavour to keep your personal information accurate for as long as it is required to fulfill the purpose for which it was collected. In order to achieve this, we request that members provide us with notification of any changes, for example, new address or telephone number. This enables us to provide ongoing service.

To make or report a change in your information please contact us at 1-416-447-7788.

Safeguards

Credit Union employees take seriously the confidentiality of member information. Only employees and members of the Board of Directors have access to reports that contain personal member information. Each employee and director is required to sign an agreement to maintain the confidentiality of personal member information. Sudbury Credit Union has put in place safeguards to protect paper-based and electronic member information.

Openness

Information regarding our privacy policy will be accessible on our website and at our branch offices. A request may be made to the Privacy Officer to provide further information.

Individual Access

Upon written request, any member may view the information maintained by Korean Catholic Church Credit Union. The member may review the information for accuracy and request any amendments where appropriate.

We may charge a nominal fee, however we will advise you of the fee in advance. There may be instances when we cannot provide you with the personal information you have requested. They include:

1. If it contains references to other persons.
2. If it is subject to solicitor-client privilege.
3. If it contains information that is confidential to us.
4. If we have destroyed it because the information was no longer needed for its purpose.
5. For legal requirements.

Compliance

Members may contact the Privacy Officer regarding any questions, suggestions, or comments concerning compliance with these principles. Such inquiries shall be directed to:

*Korean Catholic Church Credit Union
Attention: Privacy Officer
849 Don Mills Rd. 2nd Floor, North York, ON M3C 1W1*

Phone 1-416-447-7788

Fax 1-416-447-5297