

# ARMIDALE DIOCESAN INVESTMENT GROUP

## PRIVACY POLICY

Armidale Diocesan Investment Group (the Group) has adopted this Privacy Policy to ensure that it handles private information about individuals responsibly. This Privacy Policy may be amended from time to time.

The Group is not required by law to abide by the National Privacy Principles ("NPPs") under the Privacy Act. However, it will voluntarily maintain a formal Privacy Policy. Even prior to the Privacy Act being legislated, the Group has had its own working guidelines regarding the handling of depositors' information and privacy. More information about the way the Group manages depositors' personal information can be obtained by contacting the Group's Privacy Officer.

### **Personal Information**

The Group holds and uses personal information about each depositor. Typically this includes a depositor's name, address, date of birth, gender, tax file number and any other required information. This information is needed to maintain the Group's records in a format that identifies the depositor. These records are essential to the proper management of the Group and to enable the Group to provide members with appropriate levels of service in managing their accounts.

### **Collection of Information**

The Group collects this information from the depositor, usually this is done on the account application form. Depositor will occasionally be asked to provide updated information to ensure that its records are accurate.

### **Transfer of Information**

In undertaking its obligations to its depositors, the Group out sources to other organisations. For this purpose a depositor's information may, as required, be transferred to or handled by:

- { The Group's auditors;
- { Government bodies such as the Australian Taxation Office
- { The Group's legal and other professional advisers;
- { The depositor's accountants, solicitors or other professional advisers they have authorised to act on their behalf

The Group does not sell or rent out any of the information it holds on its depositors and protects the security of that information in accordance with regulatory requirements.

### **Access to Personal Information**

A depositor can access their own personal information by contacting the Group's Privacy Officer. If information held by the Group is inaccurate, incomplete or not up to date a depositor may request the Group correct the information.

### **Resolution of Privacy Concerns**

If a depositor is concerned about a possible interference with privacy, the depositor should contact the Group's Privacy Officer who is Adam Green, Marketing Manager

Address: 1/127a Bridge Street (PO Box W619) West Tamworth NSW 2340  
Telephone: 6765 9256 or toll free 1800 803 194;  
Fax: 6765 7296 or toll free 1800 635 437