

SuperEasy Privacy Collection Statement

Introduction

The SuperEasy KiwiSaver Superannuation Scheme and Local Government Superannuation Scheme, also known as the SuperEasy Employer Scheme, ('SuperEasy Schemes') are managed by Local Government Superannuation Trustee Limited ('Trustee') and administered by Civic Financial Services Limited, a company incorporated in New Zealand (company number 13271).

In this Privacy Collection Statement, references to 'we', 'us' or 'our' are references to Civic Financial Services

Information about other people

If in submitting the form to which this Privacy Collection Statement relates ('Form'), and any additional documentation required by this Form, you provide us with any personal information about another person (such as your family member), you confirm that

- you have that person's authority to do so;
- you have communicated the information set out in this Privacy Collection Statement to them; and
- that person agrees to the use of their personal information in accordance with this Privacy Collection Statement.

Our Privacy Notice

The personal information you provide in this Form may also be used by us in the manner described in our [Privacy Notice](#), and your rights in respect of your information are as set out in that notice. In submitting this Form you confirm that you (and any person this Form relates to) have read and understand the contents of our [Privacy Notice](#).

Acknowledgements

In submitting this Form, and any additional documentation required by this Form, you understand that:

- You will be providing us with personal information about you and/or any other person this Form relates to.
- This personal information may include:
 - your name, contact details and address;
 - information about your employer, employment status, role, salary and other employment entitlements;
 - information about your family members and their relationship to you;
 - information about other KiwiSaver or superannuation schemes you are or have been a member of;

- financial and tax information such as your bank details, IRD number and details of any existing KiwiSaver or superannuation funds;
 - your passport or other identification information; and
 - your gender, date of birth, age and other demographic details.
- If you do not provide us with the information requested in this Form, we may not be able to process the application or request this Form relates to.
- We may use the personal information you provide to us for the purposes of:
 - processing the application or request this Form relates to;
 - any other purposes expressly anticipated by this Form;
 - to comply with our legal obligations, and respond to requests for information from governmental and regulatory authorities, as relevant to your application or request; and
 - any other purpose described in our [Privacy Notice](#) or authorised under privacy law.
- We may share your personal information with the Trustee, the manager and trustee of the SuperEasy Schemes. The Trustee may use that information for the purposes described above.
- We may also share your personal information with third parties in order to process the application or request this Form relates to. These third parties may include:
 - the issuer of any document you provide to us;
 - a credit bureau (your information may be checked against a credit file header database - this is not a credit check);
 - your employer, if necessary to process the application or request this Form relates to;
 - identity and address verification service providers;
 - government, regulatory and law enforcement agencies including the IRD and Financial Markets Authority; and
 - any person or organisation as authorised by privacy law.