PRIVACY OF CONSUMER FINANCIAL INFORMATION CHECKLIST

	Yes	No
1. Does the credit union provide initial privacy notices to all members not later than when the relationship is established? [§716.4(a)(1)]	_____	_____
2. Does the credit union provide initial privacy notices to all consumers before disclosing nonpublic personal information about the consumer to a nonaffiliated third party? [§716.4(a)(2)]	_____	_____
3. Is an annual privacy notice delivered to all members? [§716.5]	_____	_____
4. Is the following information included in the initial and annual privacy notices?		
a) The categories of nonpublic personal information that the credit union collects. [§716.6(a)(1)]	_____	_____
b) The categories of nonpublic personal information that the credit union discloses. [§716.6(a)(2)]	_____	_____
c) The categories of affiliates and nonaffiliated third parties to whom the credit union discloses nonpublic personal information. [§716.6(a)(3)]	_____	_____
d) The categories of nonpublic personal information about former members that the credit union discloses and the categories of affiliates and nonaffiliated third parties to whom the credit union discloses it. [§716.6(a)(4)]	_____	_____
e) If the credit union discloses nonpublic personal information to a nonaffiliated third party under §716.13, a separate statement of the categories of information the credit union discloses and the categories of third parties with whom the credit union has contracted. [§716.6(a)(5)]	_____	_____
f) An explanation of the consumer's right to opt out and the method to exercise that right. [§716.6(a)(6)]	_____	_____
g) Any disclosures made under the Fair Credit Reporting Act. [§716.6(a)(7)]	_____	_____
h) The credit union's policies and practices with respect to protecting the confidentiality and security of nonpublic personal information. [§716.6(a)(8); see also §748.0 and Part 748, App. A]	_____	_____

5. If the credit union uses a short-form notice with opt out, is this used only for nonmember consumers? [§716.6(c)] _____ _____

6. Is the short-form notice clear and conspicuous? [§716.6(c)(2)(i)] _____ _____

7. Does the short-form state that the privacy notice is available upon request? [§716.6(c)(2)(ii)] _____ _____

8. Does the short-form explain a reasonable means by which the consumer may obtain the privacy notice? [§716.6(c)(2)(iii)] _____ _____

9. If the credit union uses simplified privacy notices, does it not intend to disclose nonpublic information about members or former members? [§716.6(e)(5)] _____ _____

10. If an opt out notice is required, does it state the following?

a) That the credit union discloses or reserves the right to disclose nonpublic personal information about the consumer to a nonaffiliated third party. [§716.7(a)(1)(i)] _____ _____
b) That the consumer has the right to opt out of that disclosure. [§716.7(a)(1)(ii)] _____ _____
c) A reasonable means by which the consumer may exercise the opt out right. [§716.7(a)(1)(iii)] _____ _____

11. Does the opt out notice explain how the credit union will treat opt out directions by joint consumers? [§716.7(d)] _____ _____

12. If the credit union discloses nonpublic personal information to nonaffiliated third parties, are initial and opt out notices provided to all loan parties, including individual notices to guarantors and co-borrowers? [§716.7(d)(6)] _____ _____

13. Is a revised policy notice and new opt out notice given when a new category of nonpublic personal information to a nonaffiliated party is shared? [§716.8] _____ _____

14. Is the privacy policy and opt out notice delivered by hand or mailed to the last known address of the consumer?

[§716.9(b)] _____ _____

15. For the consumer who conducts transactions electronically, is the privacy policy or opt out notice posted on the electronic site and is the consumer required to acknowledge receipt? [§716.9(b)(iii)] _____ _____

16. If information is obtained from a nonaffiliated financial institution other than under the exceptions in §716.14 & §716.15, does the credit union refrain from disclosing the information except to the affiliates from the institution from which it received the information, to its own affiliates or to any other person if the disclosure would be lawful if made directly to that person by the institution from which the recipient credit union received the information? [§716.11(a)(1)] _____ _____

17. Does the credit union refrain from disclosing account numbers or similar forms of access numbers or access codes to any nonaffiliated third party for marketing purposes? [§716.12] _____ _____

Comments _____
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