

MEMORANDUM

TO: Archdiocese of New Orleans
Locations with Automobile Coverage

FROM: Meghan Merrell
Assistant Claims Risk Manager

DATE: July 3, 2019

RE: Driver Information

Part of managing the auto insurance program for the Archdiocese necessitates the collection of confidential driver information for individuals who are **regularly driving parish/location owned vehicles** and individuals who drive as an **essential function** of their employment. This also includes individuals who drive their **personal vehicles on business**. This information is needed in order to obtain a motor vehicle record (MVR) on each driver. Catholic Mutual takes your privacy very seriously and, as such, has evaluated our processes and procedures to ensure that we are managing your personal information in the most secure manner. Moving forward, rather than submitting your driver information via USPS or email, we will be utilizing our platform, CMGConnect.org in order to securely collect this data. **Each driver** will be required to log in, view a 12 minute safety video and complete an MVR check approval form.

Enclosed you'll find instructions which will assist with accessing CMGConnect and walking through the required steps to create a user account, complete the training and fill out the driver questionnaire. This process will have to be repeated for each driver every three years. There is no cost to you or the Archdiocese for this service.

***To note:** Each location will need to assign one person to manage approved drivers. This person must send their username to cmgconnect@catholicmutual.org to request Driving Coordinator access. The guide to navigating CMG Connect will be located under the Resources tab of your updated sign-on.*

Our goal is to ensure the privacy of our members as well as maintain our objective to *protect* our members. Our hope is that working through the curriculum will result in mindful driving, fewer accidents and safer ministry. If at any point you have questions about this new program, please contact me by email at MMerrell@catholicmutual.org or by phone at 504-527-5770. If you have questions specific to the CMGConnect process, please contact one of the CMGConnect team members at:

CMGConnect
Toll Free: (800) 228-6108
cmgconnect@catholicmutual.org

Thank you!