

OUR COMMITMENT TO YOUR PRIVACY

We at Martin and Wright are committed to providing our clients with excellent service. Doing business with a Property and Casualty insurance broker involves providing information about yourself, so protection of your personal information is one of our highest priorities. Our brokerage has a solid track record of respecting your right to privacy and safeguarding your personal information. As a result of federal legislation, we've further strengthened our privacy commitment by informing you of why and how we collect, use and disclose your personal information. You can be assured that we'll only handle your personal information in a manner that a reasonable person would consider appropriate under the circumstances.

Why do we collect personal information?

When you first become a client or whenever you acquire or renew a product from us, we need to collect some of your personal information. Common purposes for which we collect your personal information are to:

- enable us to acquire or renew an insurance policy for you
- assist you and assess your ongoing needs for insurance
- assess your need for other products, such as financial products and to offer them to you
- ensure your information is accurate and up-to-date
- protect us both against error or fraud

What personal information do we collect?

Personal information is information that identifies you as an individual client and relates specifically to you. Depending on the purposes(s) for which we need to collect it, we may ask for the following personal information about you including:

- basic information such as your name, address, telephone and fax numbers, email address, birthdate and marital status
- claims history
- credit and past payment records
- driver's records
- details about your property such as the value of your home and its contents
- medical information such as any condition that may affect the operation of a vehicle
- employment information

Who do we disclose your personal information to?

For many of the purposes identified above, we will need to share your personal information with others in order to serve your needs. These other parties commonly include:

- Insurance companies
- Other insurance brokers or agents
- Credit organizations
- Professionals working with us such as adjusters or lawyers
- Financial institutions

How do we protect your personal information?

We will not use such information without your consent, or pass or sell such information to other parties not involved in assisting us to provide our services to you. Periodically we may ask you to review your personal information to ensure it's continued accuracy. If we no longer require such information, we will destroy it, erase it or render it anonymous.

We are committed to treating you with respect and courtesy, and to providing the highest level of service. Please contact our Privacy Officer in writing should you wish to access your personal information or to withdraw your consent for our storage and use of it.

**MARTIN & WRIGHT INSURANCE AND FINANCIAL SERVICES INC.
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