

# Protection of personal information

At **SAGE Insurance and group retirement** we respect your privacy, because we know how important it is to keep your personal information confidential and secure. That is why we have adopted a Privacy Policy and implemented safeguards to protect your personal information. The following principles form the foundation of this policy:

## **Accountability:**

**SAGE Insurance and group retirement** is responsible for the protection and security of personal information that you transmit to us for your file. By using this site, you agree to allow us to collect, use and, when required or permitted by law, disclose your personal information for the purposes of your file. Rest assured that we are required to uphold the laws that govern us in terms of private and personal information. Your information will be communicated to authorized personnel only, unless you authorize its use for other purposes. Our policy for the use of your confidential information is designed to protect it against loss and unauthorized access. You may, however, at any time, modify outdated or incorrect information or withdraw your consent by contacting us in writing. We are permitted to use this information to offer you products, solutions and services that may reflect your insurance needs.

When opening a file, **SAGE Insurance and group retirement** shall establish the purpose for which personal information is being collected.

Responsible for the protection of personal information:

Norman Dickenson

Claims adjuster, Claims Director

Property management

Email : [norman.dickenson@essor.ca](mailto:norman.dickenson@essor.ca)

T : 514 878-9373 #30069

Office : 1100, boul. Robert-Bourassa, 6th floor,  
Montréal, Qc, H3B 3A5

## Collection:

Your knowledge and consent are required for the collection, use, or disclosure of your personal information, subject to certain exceptions provided for by law. Consent may be granted in writing, verbally, digitally, through an authorized representative or implicitly.

## Limiting collection:

**SAGE Insurance and group retirement** shall only collect personal information that is necessary for the purpose of the file, within the limits provided for by law.

## Data conservation:

Personal information shall be retained by **SAGE Insurance and group retirement** only as long as necessary for the fulfilment of its commitments and as provided for by law.

## Accuracy:

**SAGE Insurance and group retirement** shall make every reasonable effort to ensure that the personal information it retains is accurate, complete and up-to-date when it is used.

## Transparency:

**SAGE Insurance and group retirement** shall make information on its privacy policies and procedures available to all interested parties. Upon request, it will also provide them with a copy of this policy.

## Information and complaints:

Interested individuals can contact **SAGE Insurance and group retirement** to request information or file a complaint concerning our policies and procedures for protecting personal information.

**SAGE Insurance and Group Retirement**

**An enterprise of ESSOR Wealth Management Inc.**

### Business hours

Monday to Thursday : 08:00 to 16:30 Friday:

08:00 to 16:00

Phone: **1-877-622-8550**

Fax: 1-866-922-8989

Email: [Info@sagedecision.com](mailto:Info@sagedecision.com)

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