

Privacy & Personal Information Consent

OUR COMMITMENT

Roughley Insurance Brokers Ltd. is committed to protecting your personal information in accordance with the *Personal Information Protection and Electronic Documents Act* (PIPEDA). We believe your privacy is a fundamental right. We will never sell, rent, or trade your personal information. The data you share with us is used solely to manage your insurance needs.

WHAT WE COLLECT

To properly quote, place, and service your insurance, we collect only what's needed:

- **Contact & identification details** — name, address, date of birth, phone, and email
- **Insurance & risk information** — drivers, vehicles, property details, and operations (for commercial clients)
- **Loss history & claims information** — used to assess risk and negotiate the best terms on your behalf
- **Payment information** — for billing and premium financing, where applicable
- **Driver's licences** — retained on file for quoting and renewal purposes
- **Pre-authorized debit details** — stored securely when you authorize direct payment

Information is collected directly from you and, where necessary, from third parties such as credit bureaus, the Ministry of Transportation, other insurers, and insurance rating service providers. For automobile insurance, some insurers may require up to 25 years of driving record and claims history for you and all listed drivers.

HOW WE USE YOUR INFORMATION

- Quote, arrange, renew, and service your insurance coverage
- Confirm accuracy and keep your file up to date
- Provide advice and support, including claims assistance
- Protect you and the brokerage against error, fraud, and unauthorized transactions
- Run driving record reports for the purposes of quoting, unless you instruct us otherwise
- Perform soft credit checks as required by insurance carriers — these do not affect your credit score
- Share information with insurers and third-party service providers as needed to place coverage

CONSENT

By signing below, you authorize Roughley Insurance Brokers Ltd. to collect, use, and disclose personal information as described above for the purposes of obtaining quotes and servicing new or renewal insurance coverage, including Personal Lines, Property/Casualty, Automobile, and Commercial Insurance as applicable. Where your policy covers additional insured individuals — including employees, family members, permitted drivers, or other named parties — you confirm that you have obtained their consent to share their personal information with us for these purposes.

We may be required or permitted to disclose your personal information without consent where required by law. You may withdraw consent at any time on reasonable notice; however, doing so may affect our ability to provide the requested quote(s) or continue servicing your coverage.

Privacy Officer: Jim Roughley — insure@roughleyinsurance.com — (905) 576-7770

I confirm that all personal information I provide to Roughley Insurance Brokers Ltd. is complete and accurate.

Print Full Name: _____

Print Full Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____