

# **Privacy Policy**

Porter & McMillan Insurance is committed to protecting your rights to privacy and the confidentiality of your personal information. It is our obligation, to you, to comply with the Canadian Standards Association Mode Code for the Protection of Personal Information and the Federal Personal Information Protection and Electronic Documents Act ("PIPEDA") privacy legislation. We want you to be aware of our procedures in order to protect your "personal information" (please refer to PIPEDA for a comprehensive definition) you provide to us.

Porter & McMillan collects personal information in order to provide our many services (auto, personal, commercial and life insurance) to our clientele. We only collect, use, and disclose personal information in order to:

Establish and maintain communication with you

Offer and provide insurance and related products and services to you

Analyze, assess, negotiate, secure and underwrite risks on a prudent basis

Evaluate and expedite claims

Detect and prevent fraud or other illegal activities

Compile statistics and analyze business results

Comply as required by law

If Porter & McMillan collects this personal information directly from you the individual, you then have provided us with expressed consent for the collection, use and disclosure of this information for the purposes it was intended for. We are to only collect information that is reasonably required or requested by the Insurance company(s).

Porter & McMillan will NOT sell or exchange your personal information with anyone. Nor do we share your information with external companies you see on this web site so that they could use it to contact you about their own products and/or services.

Porter & McMillan's employees who are in possession of your personal information understand that they need to keep this information confidential. They are aware that this information is to only be used for the purposes they were intended for. Processes have been put in place to safeguard your personal information from unauthorized users. WSafeguards will vary depending on the sensitivity format, location, and storage of this personal information.



# **Privacy Policy**

### Security

When submitting a form from our web site, it transmits within a one server system, a system with firewall security. This same type of security is also applicable to all information sent to our employees via email. Please be aware that email sent over the internet or other publicly accessible networks is not secure and as such can be intercepted and therefore we cannot be held liable for damages as a result.

#### **Disclaimers**

The information you are accessing on this site has been expressed in general context and is therefore to be used as reference only.

Porter & McMillan Insurance takes due care to provide you up to date information and a high level of accuracy in our web site but there may be times where errors or omissions occur. Under no circumstances are we liable to you directly or indirectly for damages as a result of use or inability of use for information from this web site. This web site may also contain technical as well as typographical errors and therefore cannot in any way take place of an insurance contract. Should you require precise information on your coverage please refer to your current wordings for terms and conditions. Should or to what extent a certain loss is covered depends on the circumstances and facts of that particular loss, please contact your current broker for clarification.

You waive any and all claims against Porter & McMillan for external web sites links. Web sites links within our web site are not controlled by Porter & McMillan Insurance and therefore we are not responsible for content and/or loss suffered by you contained within these web sites. We shall also not be responsible for any damages to or viruses that may infect your computer as a result of you accessing or downloading from our web site.

Porter & McMillan Insurance reserves the right to change any aspect of our web site without notice. By accessing our web site you are in agreement with the terms presented and should changes in our website occur future visits to the site shall constitute your acceptance of these changes. Terms of use were last modified on December 7, 2009.

If you have any questions or concerns please do not hesitate to contact us. Any inquires on Porter & McMillan's privacy policy or related inquires, please contact the Office of the Privacy Commissioner of Canada at 1-800-282-1376 or at www.priv.gc.ca/.



### Friendly Personal PORTER AND McMillan Service Guarantee

Serving the people of Prince George since 1979, Porter and McMillan strives to find the best coverage for each individual client. Staffed with knowledgeable, accredited professionals, we are committed to giving our customers peace of mind through extraordinary customer service.

Porter and McMillan has some of the most educated staff in the insurance industry. We are locally owned and operated, and we are always upgrading our training and knowledge to help us serve you better.

We have built our business on customer service and we plan to uphold that reputation. At Porter and McMillan we guarantee every visit will include friendly, personalized service. Let our knowledge and experience work for you.

Porter and McMillan is committed to providing our customers with strong core values:

#### P.U.R.P.O.S.E.

**P**EOPLE are the foundation of our organization **UNDERSTANDING** our clients' needs **R**ESULTS oriented PROFESSIONALSM makes us stand out **O**UTSTANDING client experience

SERVICE excellence **E**XCEEDING our goals