



**OSBIE**

ONTARIO SCHOOL BOARDS'  
INSURANCE EXCHANGE

## **OSBIE Privacy Policy**

OSBIE is committed to protecting your privacy and the confidentiality of your personal information that we collect. Personal information about an individual will be collected, used or disclosed only in accordance with this Privacy Policy.

Personal information is any information about an identifiable individual or any facts which, on their own or combined with other data, can identify an individual. Personal Information does not include the names and titles of an organization's employees or the addresses and telephone numbers of their workplace. It doesn't apply to information regarding companies or other legal entities.

### **Identified Purposes:**

OSBIE collects, uses and discloses Personal Information (including insurance intermediaries, referring organizations, claims adjusters, and/or third party providers /suppliers for the following purposes:

- Administering insurance products and services
- Establishing and maintaining communications with you
- Investigating and settling claims
- Detecting and preventing fraud or other illegal activities
- Complying with the law or the requests of law enforcement agencies or regulators.

We collect only the information necessary for the purpose of the file, in compliance with the law.

### **Consent**

It is important that you understand and consent to our collection use and disclosure of your Personal Information. We collect from you or, with your consent, from third parties, the personal information necessary to provide the services you require. If you decline to provide this information or to consent to its disclosure, we may be unable to offer our services.

In the case where the personal information is in regards to someone who is a minor, seriously ill, or mentally incapacitated, then consent may be obtained from a parent or legal guardian.

### **Retention, Use and disclosure**

We will only collect your personal information that is relevant to the identified purposes above. We will retain your Personal Information only as long as necessary to accomplish the Identified Purposes or to satisfy our legal or business obligations.

### **Accuracy**

We will keep your Personal Information as accurate and complete as necessary for the Identified Purposes.



### **Safeguards**

We will protect your personal information through various physical, technological and organization safeguards. When your Personal Information is no longer needed, security safeguards will also be employed to ensure the safe destruction of your Personal Information.

We, or the service providers acting on our behalf may process and/or store some or all of your Personal Information in jurisdictions outside of Canada, including the United States. You should note that some jurisdictions outside of Canada may not have laws that provide privacy protections that are substantially similar to those in Canada.

### **Accountability, Openness and Customer Access**

We are responsible for all Personal Information under our control and have designated a Privacy Officer who is accountable for our compliance with this Privacy Policy.

If you would like more information regarding this Privacy Policy or your Personal Information, please call us at 1-800-668-6724. When you call us, we may confirm your identity by asking you to confirm certain Personal Information and you may be directed to send us certain requests in writing.

Our Privacy Policy may change from time to time. You can view the latest version by visiting our website.

### **Compliance**

If you have a complaint regarding our compliance with our Privacy policy or procedures, please contact our Privacy Officer who will investigate your complaint.