

PRIVACY POLICY

Solutions financières Sauvé Financial Solutions Inc. values your business and we thank you for your confidence in choosing us as your source of advice and products. As our client, you trust us with your personal information. We respect that trust and want you to be aware of our commitment to protect the information you share in the course of doing business with us.

When you do business with us, you share information so that we may provide you with products and services that best meet your needs. We may use and disclose this information in order to:

- ✚ Communicate with you in a timely and efficient manner;
- ✚ Confirm information provided by our client;
- ✚ Detect and prevent fraud;
- ✚ Analyse business results;
- ✚ Act as required or authorized by law.

We will not sell client information to anyone. Nor will we share client information with organizations outside of our relationship with you that would use it to contact you about their own products or services.

The following is a brief summary of our privacy practices. * This is a working document and policies are subject to change without notice.

1. Accountability

Solutions financières Sauvé Financial Solutions Inc. is responsible for personal information under its control and shall designate an individual or individuals who are accountable for compliance with privacy principles.

2. Identifying Purposes for Collection

Solutions financières Sauvé Financial Solutions Inc. shall identify the purpose for which personal information is collected either before or at the time the information is collected.

3. Consent for Collection

The knowledge and consent of a client or their employee is required for the collection, use, or disclosure of personal information, except for legal or security reasons.

4. Limiting Collection

Solutions financières Sauvé Financial Solutions Inc. limits the collection of personal information to that which is necessary for the legitimate purpose identified. Information shall be collected by fair and lawful means.

5. *Limiting Use, Disclosure and Retention*

Solutions financières Sauvé Financial Solutions Inc. shall not use or disclose personal information for any purpose other than that for which it was collected, except with the consent of the client or as required by law. Personal information shall be retained only as long as necessary for the fulfillment of those purposes.

6. *Accuracy*

Personal information shall be as accurate, complete, and up-to-date as is necessary for the purposes for which it is to be used.

7. *Security Safeguards*

Solutions financières Sauvé Financial Solutions Inc. protects the security and confidentiality of personal information with safeguards appropriate to the sensitivity of the information.

8. *Openness*

Solutions financières Sauvé Financial Solutions Inc. shall make readily available to clients and their employees specific information about our policies and practices as they relate to the management of personal information.

9. *Individual Access*

Upon request, a client or their employee shall be informed of the existence, use, and disclosure of his or her personal information and shall be given access to that information. A client shall be able to challenge the accuracy and completeness of the information and have it amended as appropriate.

Concerns, inquiries or requests:

Any concern, inquiry or request related to privacy should be made in writing. Send or email to:

Solutions financiers Sauvé Financial Solutions Inc.
3751 Albion Road, Ottawa, ON K1T 1A6
ksauve@sauvesolutions.com