



PIPEDA – HOW WE PROTECT YOUR PERSONAL INFORMATION

Effective January 1, 2004 the federal government put in place legislation intended to protect the privacy of your personal information. The objective of the ***Personal Information Protection and Electronic Documents Act*** (“PIPEDA”) is to regulate the collection, use and disclosure of personal information by the private sector.

Personal Information is defined by PIPEDA as information about an identifiable individual, but does not include the name, business address or telephone number of an employee of an organization (or anything that may appear on a business card). Some examples of personal information that we may need to collect from you would be your contact information, financial/asset information, health information, professional background information, family information and information concerning business affairs.

Groia & Company Professional Corporation’s use of your Information

Once retained, and as part of our solicitor and client relationship with you, we collect personal information in order to:

- (a) provide you with legal advice and opinions and, if necessary, represent you in legal proceedings in the courts and/or before regulatory bodies;
- (b) provide you with promotional materials which would inform you of new services offered by us; and,
- (c) prepare, finalize and maintain billing, collection and other accounting processes.

When will Groia & Company Professional Corporation provide Third Party Access

Only our lawyers, staff and agents authorized by us will have access to the personal information in your file. We will from time to time employ the use of agents in order to assist us with moving your case forward. In particular, we may need to retain experts for written or oral advice/evidence on various matters.

Location of Files and Retention Procedures

Your file will be kept in our office, in our file storage facility in the building and/or at an off-site storage facility.

Any original client documents provided to us during our solicitor client relationship.

Any files that are closed are sent off-site for a period of 7 years. At the end of the 7 year term, it will be up to the discretion of the lawyer in charge of that file whether to destroy the file or return it to storage.

How we protect your personal information

We will protect your personal information and right to privacy by:

- collecting and using your personal information only for the purposes as set out above;
- keeping your personal information in accordance with our retention policy;
- maintaining your personal information in as complete and up to date a form as possible;
- safeguarding your personal information by way of secured computer, cabinet or storage methods;
- responding to any request you make to access or correct the personal information we hold about you; and,
- obtaining your permission by way of consent for the collection, use and/or disclosure of your personal information.

What Constitutes Consent

Your knowledge and consent to the collection, use and disclosure of personal information is required prior to collection.

Consent can be express or implied depending on the circumstances. We will in most circumstances obtain your express consent in writing or by verbal communication with you. We may, however, determine that by seeking legal advice through our firm your consent to the use of your personal information has been implied in order to enable us to deal with your request for our legal services.

Section 7 of PIPEDA lists a series of circumstances within which an organization may collect, use and/or share personal information without your knowledge or consent. This may be the case when it relates to an emergency that threatens the life, health or security of an individual; where the information is publicly available; or, where obtaining the consent may compromise the accuracy of the information and the collection is reasonable for the purposes related to investigating a breach of an agreement or a contravention of the laws of Canada.

Refusal of Consent

You have the right to refuse to allow us to obtain, use or share your personal information. You may also withdraw previous consent. However, depending on the information and circumstances, you may be limiting or preventing us from continuing to act on your behalf.

If you have any questions concerning the privacy legislation, please feel free to speak with your lawyer.