

DIANNE SAXE

Professional Corporation
Barristers and Solicitors

Ph.D. in Law
Mediator



Certified Specialist in Environmental law
Droit de l'environnement

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Privacy Policy

Personal Information Protection and Electronic Documents Act (PIPEDA)

Introduction

Dianne Saxe Professional Corporation is committed to protecting your privacy in accordance with all applicable privacy legislation and regulatory requirements. As such, we have established a Privacy Policy with the objective of protecting your personal information and have appointed a Privacy Officer to oversee privacy matters for our firm.

This Privacy Policy sets out how we will safeguard your personal information, which we collect from you in the course of providing legal services and operating our law firm.

As lawyers, we have professional and ethical obligations to maintain information that we have received within our client relationships in confidence. This Privacy Policy supplements our professional obligations of client confidentiality and sets out how we collect, use, disclose and protect the personal information of our clients, our website users, and other individuals.

What is "Personal Information"?

Privacy legislation in Canada defines "personal information" broadly as any information about an identifiable individual. However, personal information does *not* include business contact information, including your name, title or position, business or business e-mail address, telephone or facsimile number. Personal information includes both information that we receive directly as well as information that we receive from a third party in the course of a proceeding or transaction for which the individual has consented.

How We Use Your Information

Dianne Saxe Professional Corporation collects, uses and discloses personal information for the primary purpose of providing our clients with professional legal services and representation, including the following purposes:

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- to establish and manage client relationships;
- to provide legal advice and perform legal services;
- to share personal information with third parties for the purpose of providing legal services in the context of legal proceedings, including litigation, mediations or other proceedings. Such third parties may include opposing parties, other counsel, advisors, witnesses, courts, adjudicators, mediators, other decision-makers and experts;
- to represent clients in the context of business transactions involving the exchange or disclosure of personal information;
- to establish and maintain commercial relationships with clients, suppliers and other third parties, including to issue invoices, administer accounts, collect and process payments, and to fulfil contractual obligations;
- to contact and communicate with clients for the purpose of evaluating client service and satisfaction;
- to distribute our e-newsletter to individuals who subscribe to our mailing list;
- to develop and manage our business and operations; and
- to comply with, applicable legal or regulatory requirements or provisions.

Saxe e-Newsletters

Our e-Newsletter uses the contact information provided to us by individuals who have subscribed to the e-Newsletter. We do not use the personal information you provide for this purpose for any other uses. We provide an ongoing opportunity to any individual to unsubscribe from our e-Newsletter at any time by e-mailing admin@envirolaw.com or telephoning 416-962-5882.

Obtaining Your Consent

Where required by applicable privacy legislation, we will obtain your consent to the collection, use and disclosure of your personal information.

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We assume, however, that clients who retain us, or individuals involved in proceedings or matters opposite or adverse to our clients, consent to the reasonable collection, use and disclosure of their personal information by us for purposes of our representation or provision of legal advice to our clients and the conduct of the transactions or proceedings involving our clients.

We also assume that, when an individual initiates contact with us or voluntarily provides personal information to us, the individual has consented to our reasonable collection and use of his or her personal information consistent with the purposes for which the information was given.

You may, however, withdraw your consent at any time upon reasonable notice, subject to legal restrictions. Please note, however, that withdrawing your consent will likely affect our ability to continue to assist you properly.

We do not collect, use or disclose personal information without consent unless authorized or required by law to do so. As lawyers, we are subject to professional and ethical obligations and we do not disclose personal information subject to solicitor-client privilege unless the privilege is lawfully waived or we are required by law to do so.

Limiting the Information We Collect

We only collect personal information by fair and lawful means. To the extent possible, we limit the amount of personal information that we collect, use or disclose to that necessary and appropriate to provide our legal services and representation and to operate our firm business. We limit the personal information we collect for our e-Newsletter to basic contact information.

How We Protect Your Information

We keep records of the work performed and services provided by us in accordance with applicable regulatory requirements and professional standards. These records may include personal information. Our records are stored with safeguards against inappropriate or unauthorized access. We protect personal information in our files from loss, misuse, unauthorized access and alteration by using physically secure facilities, password protection, standard security practices and well-defined internal policies and practices.

Within a reasonable period of time after the termination of our relationship with you as a client, all personal information provided to us will be either destroyed or returned to you.

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Your Right to Access Your Personal Information

Every individual has a right to access the personal information that we have about you in your file. You may review your personal information at any time by sending a request in writing to the Privacy Officer at mkassel@envirolaw.com. We will provide access to your personal information, subject to exceptions stipulated or required by applicable privacy legislation. If you are concerned about the access we have provided or wish to advise us of inaccuracies in the information, you may contact us at admin@envirolaw.com.

Complaints or Questions about this Privacy Policy

If you have any questions or concerns about your privacy and our role in protecting it, or if you require further information about our Privacy Policy, please contact our Privacy Officer at mkassel@envirolaw.com or 416-962-5882. We will investigate and attempt to resolve all complaints.