

# HARTE

of all new clients and may also require us to disclose information relating to certain large cash transactions.

## Communicating with Us

You should be aware that e-mail is not a 100% secure medium, and you should be aware of this when contacting us to send personal or confidential information.

## Requests for Access

If you have any questions, or wish to access your personal information, please write to us at Suite 301, 1595 Sixteenth Avenue, Richmond Hill, ON L4B 3N9 or call us at (905) 709-7405.

If you are not satisfied with our response, the Privacy Commissioner of Canada can be reached at:

112 Kent Street,  
Ottawa Ontario, K1A 1H3  
1 (800) 282-1376

## Website

Our website contains links to other sites, which are not governed by this privacy policy.

# PRIVACY POLICY

# HARTE

Barristers and Solicitors  
301 – 1595 16th Avenue  
Richmond Hill, Ontario L4B 3N9

Phone: (905) 709-7405  
Fax: (905) 709-7430  
E-mail: [info@hartelaw.com](mailto:info@hartelaw.com)



# Privacy Policy

Below is a summary of the main features of our Privacy Policy. Our complete policy is available by request and is also available on our website at [www.hartelaw.com/privacy.htm](http://www.hartelaw.com/privacy.htm)

Paul Harte PC recognizes the importance of privacy and the sensitivity of personal information. As lawyers we have a professional obligation to keep confidential all information we receive within a lawyer-client relationship. We are committed to protecting any personal information we hold. Our Privacy Policy outlines how we manage your personal information and safeguard your privacy.

## Your Privacy Rights

As of January 1, 2004, all businesses engaged in commercial activities must comply with the Personal Information Protection and Electronic Documents Act (the "Act"), and the Canadian Standards Association Model Code for the Protection of Personal Information, which it incorporates. These obligations extend to lawyers and law firms. The Act gives you rights concerning the privacy of your personal information.

Paul Harte PC is responsible for the personal information we collect and hold. To ensure this accountability, we have developed this policy, and trained our lawyers and support staff about our policies and practices.

## Information We Need

Paul Harte PC provides legal services to a wide range of clients.

If we did not collect and use your personal information we could not provide you with legal services.

## Information We Collect

Personal information is any information that identifies you, or by which your identity could be deduced.

## Use of Information

We use your personal information to provide legal advice and services to you, to administer our client time and billing databases and to include you in any direct marketing activities. If you tell us that you no longer wish to receive information about our services, or about new developments in the law, we will not send any further material.

Paul Harte PC does not disclose your personal information to any third party to enable them to market their products and services. For example, we do not provide our client mailing lists to other law firms.

## Collecting Information

We collect information only by lawful and fair means and not in an unreasonably intrusive way. Wherever possible we collect your personal information directly from you, at the start of a retainer or in the course of our representation of your legal interests.

Sometimes we may obtain information about you from other sources.

Paul Harte PC does not use your Social Insurance Number as a way of identifying or organizing the information we hold.

## Consent

In most cases, we shall ask you to specifically consent, if we collect, use, or disclose your personal information. Normally, we ask for your consent in writing, but in some circumstances, we may accept your oral consent. Sometimes, your consent may be implied through your conduct with us.

## Disclosure

Under certain circumstances, Paul Harte PC will disclose your personal information, typically to opposing parties in the course of litigation, but we will only disclose this information if it is necessary and we have your consent.

## Updating

Since we use your personal information to provide legal services to you, it is important that the information be accurate and up-to-date.

If during the course of the retainer, any of your information changes, please inform us so that we can make any necessary changes.

## Protecting Information

Paul Harte PC takes all reasonable precautions to ensure that your personal information is kept safe from loss, unauthorized access, modification or disclosure.

## Access

You may ask for access to any personal information we hold about you.

Your rights to access your personal information are not absolute. If we deny your request for access to, or refuse a request to correct information, we shall explain why.

## Correcting Errors

If Paul Harte PC holds information about you and you can establish that it is not accurate, complete and up-to-date, Paul Harte PC will take reasonable steps to correct it.

## Anonymity

Whenever it is legal and practicable, we may offer the opportunity to deal with general inquiries without providing your name. However, certain laws require us to confirm the identity