

Law Office of

JOHN L. WOLFE, LL.B.

63 Main Street East, Grimsby, Ontario L3M 1M7

e-mail JWolfeLaw@aol.com

Phone 905-945-9231

Fax 905-945-9166

Privacy Policy

The Law Office of John L. Wolfe, LL.B. recognizes the importance of privacy and the sensitivity of personal information. Lawyers have a professional obligation to keep confidential information we receive within a lawyer-client relationship. We are committed to protecting any personal information we hold. This Privacy Policy outlines how we manage your personal information and safeguard your privacy.

Your Privacy Rights:

As at January 1, 2004, all businesses engaged in commercial activities must comply with the *Personal Information Protection and Electronic Documents 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, including The Law Office of John L. Wolfe, LL.B. . The Act gives you rights concerning the privacy of your personal information.

The Law Office of John L. Wolfe, LL.B. is responsible for the personal information we collect and hold. To ensure this accountability, we have developed this policy, and trained our support staff about our policies and practices.

Why Does The Law Office of John L. Wolfe, LL.B. Need Personal Information?

To furnish the legal services and products requested by our clients.

What Personal Information Do We Collect?

Personal information is any information that identifies you, or by which your identity could be deduced. If we did not collect and use your personal information we could not provide you with legal services.

How Do We Collect Your Personal 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 and in the course of our representation.

Sometimes we may wish to obtain information about you or disclose information about you to or from other sources: for example,

- C your insurance company;
- C your real estate agent in a property transaction;
- C from a government agency or registry;
- C your employer, if we are acting for you, at its request;
- C your accountant
- C your lender
- C your financial advisor
- C your utility providers

The entities mentioned above and other entities as necessary are contacted only in situations where there is relevancy or believed to be relevancy to the matter at hand for which you have requested legal services to be provided.

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.

Use of Your Information:

We use your personal information to provide legal advice and services to you, and to administer our client time and billing databases.

The Law Office of John L. Wolfe, LL.B. 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 client mailing lists to other businesses.

Disclosure of Your Personal Information:

Under certain circumstances, the Law Office of John L. Wolfe, LL.B. will disclose your personal information:

- C when we are required or authorized by law to do so, for example if a court issues a subpoena;
- C when you have consented to the disclosure;
- C when the legal services we are providing to you requires us to give your information to third parties (for example a lender in a real estate mortgage transaction) and in such examples **your consent will be implied, unless you tell us otherwise;**
- C where it is necessary to establish or collect fees;
- C if we engage a third party to provide administrative services to us (for example computer back-up services or archival file storage) and the third party is bound by our privacy policy;
- C if we engage expert witnesses on your behalf;
- C if we retain other law firms on your behalf;
- C if the information is already publicly known.

Updating Your Information:

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.

Is My Personal Information Secure?

The Law Office of John L. Wolfe, LL.B. takes reasonable precautions to ensure that your personal information is kept safe from loss, unauthorized access, modification or disclosure. Among the steps taken to protect your information are:

- C premises security;
- C deploying technological safeguards like security software and firewalls to prevent hacking or unauthorized computer access;

Retention and Destruction of Your Personal Information

The Law Office of John L. Wolfe, LL.B. needs to retain personal information for some time to ensure that we can answer any questions you may have about the services that we provided to you and for certain external regulatory bodies (for example, the Law Society of Upper Canada).

If paper files containing personal information are destroyed, same is accomplished by shredding. We destroy electronic information by deleting it. When the hardware is discarded, we ensure that information on the hard drive is destroyed.

Access to Your Personal Information:

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

Summary information is available on request. More detailed requests which require archive or other retrieval costs may be subject to our normal professional and disbursement fees.

Correcting Errors:

If the Law Office of John L. Wolfe, LL.B. holds information about you and you can establish that it is not accurate, complete and up-to-date, the Law Office of John L. Wolfe, LL.B. will take reasonable steps to correct it.

Can I Be Denied Access to My Personal Information?

Your rights to access your personal information are not absolute.

The Law Office of John L. Wolfe, LL.B. may deny access when:

- C denial of access is required or authorized by law (for example, when a record containing personal information about you is subject to a claim of legal professional privilege);
- C information relates to existing or anticipated legal proceedings against you;
- C when granting you access would have an unreasonable impact on other people's privacy;
- C when to do so would prejudice negotiations with you;
- C to protect our firm's rights and property;
- C where the request is frivolous or vexatious.

If we deny your request for access to, or refuse a request to correct information, we shall explain why.

The Law Office of John L. Wolfe, LL.B. does not use your Social Insurance Number as a way of identifying or organizing the information we hold on you.

Can I Request Anonymity?

Whenever it is legal and practicable, we may offer the opportunity to deal with general inquiries without providing your name (for example, by accessing general information as to our fees for services). The *Proceeds of Crime (Money Laundering) and Terrorist Financing Act* requires us to confirm the identity of all new clients. It may also require us to disclose information to FINTRAC in relation to certain large cash transactions.

Credit Bureaus:

To help us make credit decisions about clients, prevent fraud, check the identity of new clients and prevent money-laundering, we may on occasion, request information about you from the files of consumer reporting agencies.

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.

Changes to This Privacy Policy:

The Law Office of John L. Wolfe, LL.B. may change our Privacy Policy from time to time.

Requests for Access:

If you have any questions, or wish to access your personal information, please write to our Chief Privacy Officer, John L. Wolfe, at the above noted address

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

112 Kent Street
Ottawa, Ontario
K1A 1H3
Tel: 1-800-282-1376.

Employment Inquiries:

If you apply to The Law Office of John L. Wolfe, LL.B. for employment, we need to consider your personal information, as part of our review process. We normally retain information from candidates after a decision has been made, unless you ask us not to retain the information. If we offer you employment, which you accept, the information will be retained in accordance with our privacy procedures for employee records.

Personal Information Protection and Electronic Documents Act

PERSONAL INFORMATION CONSENT

To: Law Office of John L. Wolfe, LL.B.

The undersigned hereby consent(s) to the collection, use and disclosure of any and all personal information about myself/ourself that my counsel, John L. Wolfe, LL.B. deems reasonable and necessary in order to provide me/us with the legal services for which we have requested that he perform on my/our behalf.

I/We have reviewed the Privacy Policy of the Law Office of John L. Wolfe, LL.B. with respect to the collection, use and disclosure of personal information. A copy of said policy is attached hereto. I understand how the Privacy Policy applies to me/us. I have been given the opportunity to ask any questions about the Privacy Policy and these questions, if any, have been answered to my/our satisfaction.

DATED: _____/_____/_____
 YEAR MM DD

SIGNATURE

WITNESS

Name: Please Print

SIGNATURE

WITNESS

Name: Please Print