INTER ALIA LAW PRIVACY POLICY

Inter Alia Law recognizes the importance of privacy. As lawyers, we have a professional obligation to collect, use, retain or disclose your personal information in compliance with applicable laws including the Personal Information Protection and Electronic Documents Act (“PIPEDA”), or substantially similar provincial legislation, as well as the Rules of Professional Conduct of the Law Society of Upper Canada (“Rules”).

This Privacy Policy outlines how we handle Personal Information that we may collect in the course of providing services to you.

What is Personal Information?

“Personal Information” is defined in PIPEDA as information about an identifiable individual. Personal Information does not include contact information like that typically found in a company directory (i.e. name, business address, or telephone number of an employee of an organization). In addition, Personal Information does not include aggregated information that is anonymous, such as your browser type or other non-personally identifiable information.

The Personal Information we collect about you may vary depending on the nature of our relationship with you. If you are a client, we will collect the information we are required to collect by the Rules. The information we collect, including Personal Information, includes: (a) for an individual, your legal name, home address, email address, telephone number, occupation and photo I.D.; or (b) for a business, the name, position and contact information of each individual who gives instructions with respect to the matter for which Inter Alia Law is retained; the organization’s incorporation or business identification number and place of issue, and the general nature of the type of business or activity the business is engaged in. If the client is acting for or representing a third party, we will ask for the same type of information on behalf of the third party as well.

Consent to our Collection, Use and Disclosure of Personal Information

We require your consent to collect, use and disclose your Personal Information. By retaining Inter Alia Law, we assume that we have obtained implied consent for the purposes of providing you legal services. Occasionally, if circumstances warrant, or if you are not a client, we will ask for your express consent to collect, use and disclose your Personal Information. You may withdraw or limit your consent to such collection, use or disclosure, at any time, subject to our continued ability to meet our legal, professional and contractual obligations.

Collection of Personal Information

If you are a client, we typically collect your Personal Information at the beginning of your retainer with us, and sometimes during the course of our engagement. We also collect your name and email address when you submit an inquiry through the “Contact Us” form found on our website. From time to time, we may also obtain Personal Information about you from other sources, as appropriate (e.g. from your business partners or other individuals within your company, where we are acting for the company; or a government agency or registry).
Use of Personal Information

Inter Alia Law collects and uses your Personal Information to respond to inquiries that you make through our website, to provide legal advice and services to you or your company, for billing and collection purposes, and to maintain a database of client information that is required to comply with the Rules.

In accordance with Canada’s Anti-Spam laws, we will only use your Personal Information for marketing purposes with your express consent. If you subscribed to our marketing communications and no longer wish to receive information from us, you may unsubscribe at any time by following the “unsubscribe” instructions in our emails.

Disclosure of Personal Information

Inter Alia Law will not disclose your Personal Information without your consent, subject to certain exceptions, such as:

- when we are required or authorized by law to do so (e.g., court order as prescribed by the Rules);
- when we engage a third party to provide law firm services (e.g., accounting, file storage), so long as that third party complies with PIPEDA and this privacy policy; or
- if the information is already in the public domain.

In certain cases, your consent to our disclosure of your Personal Information will be implied (i.e. when the legal services we are providing to you require us to give your information to a third party in the course of a transaction) or another law firm that we have retained on your behalf, as instructed by you.

Please note that we or some of our service providers may be located in countries where authorized government officials may lawfully be able to access your Personal Information without your knowledge or consent pursuant to the laws of such countries.

Security of Your Personal Information

Inter Alia Law uses a number of safeguards to ensure that your Personal Information is protected against loss, theft, unauthorized access or disclosure. These safeguards include: our obligations under the Rules; security of physical files; procedural safeguards; security software and firewalls to prevent unauthorized computer access or "hacking." We also employ internal passwords that restrict access to our electronic files. In addition, if your Personal Information is sent to our third party service providers in accordance with this Privacy Policy, we ensure that they employ the same measures of security. These obligations survive any termination of our engagement for any reason.

Despite these measures, it is important to remember that no method of transmitting or storing data is completely secure and transmissions over the Internet are all susceptible to possible loss, misrouting, interception and misuse of the information being communicated or transmitted.
Access to your Personal Information

You have a right to request access to your Personal Information and receive an accounting of how that information has been used and disclosed, subject to certain exceptions prescribed by law. To request access to your Personal Information, please contact our Privacy Officer at the email address below.

Website Privacy

Like the majority of organizations, we may monitor traffic patterns, site usage and related site information. Our website server automatically collects IP addresses and we may use a browser feature called a “cookie” to optimize users’ visits to our website. You may set your browser to turn cookies off during your use of this website.

Please note that we do not link your IP address or cookies to other personally identifiable information.

Privacy Officer

Inter Alia Law welcomes your feedback regarding this Privacy Policy. If you have any questions or concerns about this Privacy Policy or the handling of your Personal Information, or to request access to or update any information we have on file, please contact:

Privacy Officer,
Inter Alia Law
416.302.8700
darlene@interalia-law.com

If you are not satisfied with our response to your inquiry, you may contact the Privacy Commissioner of Canada at:

112 Kent Street
Ottawa Ontario
K1A 1H3
1.800.282.1376

Changes to this Privacy Policy

We may change this Privacy Policy from time to time. Any changes will be posted on our website. This Privacy Policy is effective February 1st, 2015.