

Bogoroch & Associates Privacy Policy

Bogoroch & Associates ("Bogoroch & Associates" or "we") are committed to protecting your privacy. This **Bogoroch & Associates** Privacy Policy is a statement of principles and guidelines concerning the protection of Personal Information of our clients, service providers and other individuals ("you").

We urge you to take the time to read this Privacy Policy and to retain it for future reference.

Consent

BY SUBMITTING PERSONAL INFORMATION TO **BOGOROCH & ASSOCIATES** OR ITS SERVICE PROVIDERS, YOU AGREE THAT WE MAY COLLECT, USE AND DISCLOSE SUCH PERSONAL INFORMATION IN ACCORDANCE WITH THIS PRIVACY POLICY AND AS PERMITTED OR REQUIRED BY LAW.

Subject to legal and contractual requirements, you may refuse or withdraw your consent to certain of the identified purposes at any time by contacting the **Bogoroch & Associates** Chief Privacy Officer. If you refuse or withdraw your consent, we may not be able to provide you or continue to provide you with certain services or information which may be of value to you. If you provide **Bogoroch & Associates** or our service providers with personal information of another individual, you represent that you have all necessary authority and/or have obtained all necessary consents from such person to enable us to collect, use and disclose such personal information for the purposes set forth in this Privacy Policy.

Our obligations as legal professionals are governed, in part, by the Rules of Professional Conduct that govern each of our professionals as members of the Law Society of Upper Canada. These obligations apply to all professionals, employees and contractors who provide services in connection with our delivery of legal and other services to our clients.

What personal information do we collect?

For the purposes of this policy, Personal Information means information about an identifiable individual but does not include what is considered business contact information: your name, title or position, business address, telephone number, facsimile (fax) number, or e-mail address. The types of Personal Information that **Bogoroch & Associates** may collect about you includes your name, home address, telephone number, personal e-mail address, billing and account information, information about a client's legal issue and other information incidental to providing legal advice and services.

How do we use your personal information?

We use your personal information to:

- provide you with timely and reliable professional legal services and do all things necessary to administer those services;
- communicate with third parties on your behalf (such as opposing parties, parties in interest, other lawyers, witnesses, decision makers, and experts);
- bill you for our services rendered;
- develop and manage our knowledge management precedent systems and databases; and
- develop and maintain our relationship with you and to communicate with you.

To whom do we disclose your personal information?

From time to time, **Bogoroch & Associates** may disclose your Personal Information to:

- service providers, such as medical, rehabilitation, and other experts, necessary to assist us with your case;
- an organization or individual retained by **Bogoroch & Associates** to perform functions on its behalf, such as data processing, document management and office services;
- any third party or parties, where you consent to such disclosure or where disclosure is required or permitted by law.

Where do we store your personal information?

Your Personal Information is stored in secured locations and on servers controlled by **Bogoroch & Associates**, located either at our offices or at the offices of our service providers.

How may you obtain access to your personal information?

Upon your written request, subject to certain exceptions, and generally within 30 days, **Bogoroch & Associates** will inform you of the existence, use, and disclosure of your Personal Information and will give you access to that information. Access requests should be sent to our Chief Privacy Officer, using the contact information below.

How do we protect your personal information?

To help protect the confidentiality of your Personal Information, **Bogoroch & Associates** employs administrative and technological safeguards appropriate to the sensitivity of your Personal Information. For instance, we operate secure data networks protected by industry standard firewall and password protection systems. In addition, where Personal Information is sent to a third party for processing, we make sure, through our contracts with them, that all Personal Information is kept secure.

Web Site Data Collection – **Bogoroch & Associates** may collect pageview and clickstream data each time you access this Web site. This includes information about what pages on the Web site you have chosen to view, the type of browser you use, your operating system, the Web site you came from and the time and date you access the Web site. This information is not personally identifiable, and is only used for aggregate Web site traffic and trend analysis.

Online Communications – In order to provide our Web site visitors with a service or information, visitors may voluntarily submit Personal Information to us for purposes such as asking a question, obtaining information, and reviewing or downloading a publication.

Links – Our Web site may contain links to other Web sites which are provided as a convenience only. Visitors are advised that other third party Web sites may have different privacy policies and practices than **Bogoroch & Associates**, and we have no responsibility for such third party Web sites.

E-mail Correspondence – **Bogoroch & Associates** cannot guarantee the confidentiality of any information transmitted by way of Internet e-mail or via the **Bogoroch & Associates** Web site and, accordingly, transmissions should not contain confidential information.

The viewing of the **Bogoroch & Associates** Web site, in whole or in part, and the communication with a lawyer at **Bogoroch & Associates** by way of Internet e-mail or via the Web site does not constitute solicitor-client privilege between **Bogoroch & Associates** and any recipients.

Changes to the Privacy Policy

Bogoroch & Associates reserves the right to modify or supplement this Privacy Policy at any time without notice. The Privacy Policy posted at any time on our Web site shall be deemed to be the Privacy Policy then in effect. You may request a copy of our Privacy Policy by contacting our Chief Privacy Officer. **Bogoroch & Associates** will obtain the necessary consents required under applicable privacy laws if it seeks to collect, use or disclose your Personal Information for purposes other than those to which consent has been obtained unless otherwise required or permitted by law.

Further Information

Bogoroch & Associates
Privacy Policy
February, 2004

Bogoroch & Associates has appointed Jackie Forrest as Chief Privacy Officer to oversee compliance with this Privacy Policy and applicable privacy laws. For information on **Bogoroch & Associates'** privacy practices, please contact the **Bogoroch & Associates** Chief Privacy Officer at:

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Chief Privacy Officer
150 King Street West
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Toronto ON M5H 1J9
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