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## Privacy Policy

Maxim Gutsan c.o.b. as

“Gutsan Legal Services”  
&  
“Gutsan Notary”

(hereinafter “Gutsan”)

**Last updated: July 25, 2021**

### **Personal Information**

For the purposes of this privacy policy, personal information shall be defined as any information about an identifiable person or entity with whom Gutsan has entered a business relationship.

### **Collection and Communication of Personal Information**

While providing professional services to its client’s, it will be necessary for Gutsan to collect, store and retain personal information belonging to its clients. Unless otherwise requested by a particular client in writing, personal information may be collected and/or communicated either electronically, orally, in person or via mail / courier. In all cases, Gutsan shall take all reasonable precautions to ensure the personal information belonging to the client(s) is adequately protected and communicated securely.

The personal information collected by Gutsan shall be limited only to the personal information reasonably necessary to identify the client, satisfy record keeping requirements and/or personal information that may be necessary to provide the client(s) with the requested services.

### **Storage of Personal Information**

Personal information collected by Gutsan may be stored securely on paper within a locked file cabinet and/or electronically either on a device owned by Gutsan or on a secure cloud service. Where information is stored via a secure cloud service, Gutsan will make reasonable efforts to ensure that personal information is stored in a Canadian data centre where possible or alternatively in a data centre located within the United States of America. In all cases, Gutsan shall take reasonable precautions to ensure that all personal information entrusted to it is stored securely and can only be accessed by authorized parties via multi-factor authentication.

**Gutsan Legal Services**

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**Retention of Personal Information**

All personal information retained by Gutsan, shall be retained by Gutsan for not less than 7 years from the date the client file has been closed. The client may request a copy of all personal information retained at any time by submitting a written request to Gutsan at the address for service indicated at top of page 1 of this document.

**Disclosure of Personal Information**

Unless otherwise agreed in writing, Gutsan shall only disclose personal information belonging to the client to a third party with the express, written consent of the client, unless such disclosure is otherwise permitted or required by the laws of Canada and/or Ontario.