

# ***Anthony Klemencic***

## ***Barristers & Solicitors***

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**101 - 770 Brown's Line  
Toronto, Ontario, M8W 3W2**

**Tel: (416) 255-7500  
Fax: (416) 255-6667**

*Anthony Klemencic, B.Sc. (Hons), LL.B.  
M. Aline Kouhi-Klemencic, B.A. (Hons), LL.B.  
Pauline R. Klemencic, B.A. (Hons), J.D.*

### **Privacy Policy**

Anthony Klemencic Barristers and Solicitors 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. This Privacy Policy outlines how we manage your personal information and safeguard your privacy.

#### ***Your Privacy Rights***

All businesses engaged in commercial activities must comply with the *Personal Information Protection and Electronic Documents Act*.

Our firm is responsible for safeguarding 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.

#### ***What personal information do we collect?***

Personal information is any information that identifies you, or by which your identity could be deduced. We only collect personal information that is necessary in order to do the work that we are retained to do.

#### ***How do we collect your personal information?***

Wherever possible we collect your personal information directly from you. With your explicit or implicit consent, we may also obtain your personal information from other sources.

#### ***Use of Your Information***

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

Our firm will not disclose your personal information to any third party to enable them to market their products and services.

### ***Disclosure of your Personal Information***

We will disclose your personal information in the following limited circumstances:

- when we are required or authorized by law to do so;
- when you have consented to the disclosure;
- 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) your consent will be implied, unless you tell us otherwise;
- where it is necessary to establish or collect fees;
- if we engage a third party to provide administrative services to us (like computer back-up services or archival file storage) and the third party is bound by our privacy policy;
- if we engage an expert on your behalf;
- if we retain other law firms at your request, and on your behalf;
- if the information is Publicly Available Personal Information, as it is defined under the *Personal Information Protection and Electronic Documents Act*.

### ***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?***

We take all 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:

- premises security;
- restricted file access to personal information;
- technological safeguards like security software and firewalls to prevent hacking or unauthorized computer access;
- internal password

### ***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.

## ***Can I be denied access to my Personal Information?***

Your rights to access your personal information are not absolute. We may deny access when:

- it is required or authorized by law (for example, when a record containing personal information about you is protected by solicitor-client privilege);
- to do so would reveal confidential commercial information, and the personal information cannot be severed from the record;
- to do so could reasonably be expected to threaten the life or security of another individual, and the personal information cannot be severed from the record; or
- the information was generated in the course of a formal dispute resolution process.

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

## ***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 contact our office.

If you are not satisfied with our response, the Privacy Commissioner of Canada can be reached at 30, Victoria Street, Gatineau, Quebec, K1A 1H3  
1.800.282.1376.

## ***Employment Inquiries***

If you apply for a job at our firm, 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

## ***Web Site***

On our website, we may monitor traffic patterns, site usage and related site information in order to optimise our web service. We may provide aggregated information to third parties, but these statistics do not include any identifiable personal information.