



DELZOTTO, ZORZI LLP
BARRISTERS & SOLICITORS

OUR COMMITMENT TO YOUR PRIVACY

At DelZotto Zorzi LLP, we value your business and respect your right to privacy. We want you to feel secure about any private information that you provide to us. As such, we have adopted this Privacy Statement in order to demonstrate our commitment to the protection of individual privacy. This Privacy Statement discloses our collection, use and disclosure of personal information practices and supplements, where applicable, our professional obligations of confidentiality and solicitor-client privilege.

For the purposes of this Statement, "personal information" means information that is personally identifiable to individuals.

Collection of Personal Information

We collect personal information in order to provide legal services to our clients and in order to promote our services only by lawful and fair means. The personal information we collect is what we consider to be reasonably necessary for the purposes identified. Generally, we collect personal information about clients and other individuals directly from those parties. Sometimes we may obtain personal information from other sources including: referrals; other clients in the course of providing our legal services to them; government agencies or registries; real estate agents or brokers; accountants or other professional advisors; financial institutions; insurance companies; credit bureaus; and other third parties that possess such personal information.

Use of Personal Information

We use personal information that we collect in order to: provide legal services to our clients; communicate with clients; understand client needs; promote and offer our legal services; properly issue bills and maintain firm records; collect accounts; and effectively manage and develop our business.

Disclosure of Personal Information

We do not sell, rent or trade personal information that we collect. We do not knowingly disclose personal information to any third parties except in the following circumstances and only to the extent necessary in the circumstances:

- When we, in good faith, believe that that the legal services being provided to a client require that certain personal information of that client be disclosed to a third party;
- When we, in good faith, believe the law permits or requires such disclosure;
- When we engage expert witnesses on your behalf;
- When we have received consent to do so, or under limited circumstances specifically described at such time as personal information is collected;
- When we engage third parties to provide administrative or other services to the firm;

- When we, in good faith, believe that the person or corporation who provided personal information of a third party has obtained the consent of that third party to the particular disclosure;
- When we act to establish or collect fees; and
- In the event of the sale of our assets, personal information may be one of the transferred business assets.

Retention of Personal Information

We retain personal information as long as required or otherwise deemed advisable in order to meet statutory and professional obligations.

Websites Operated by Third Parties

Our website may contain links to other websites that may collect personal information. This Statement does not extend to the data collection, disclosure, use and retention practices of such third parties and we do not assume any responsibility for the privacy practices, policies or actions of such third parties. Individuals should read the privacy policies of such third parties, and make an informed decision whether or not to visit such websites and/or provide personal information to such third parties based upon their privacy practices and individual discretion.

Safeguarding Personal Information

We have taken measures to protect the security and confidentiality of personal information as are appropriate in the circumstances. Personal information is stored in confidential databases, in our offices and off-site storage sites. These locations have appropriate security measures in place to protect against the loss, misuse and alteration of personal information under our care and control. Any information transmitted electronically, however, may be intercepted by third parties. We do not assume any liability for interception, alteration or misuse of information transmitted electronically. Our employees are restricted from using and disclosing personal information collected by us other than in accordance with this Statement. When we engage third parties to provide administrative or other services to the firm, we take such steps as we consider necessary in the circumstances in order to safeguard personal information.

Accessing Personal Information

Individuals have the right to access, verify and correct or amend all of their personal information collected by us. We believe that it is imperative that personal information be as accurate, complete and up to date as is necessary for the purposes for which it is collected. Accordingly, to help us keep personal information as current as possible, we encourage individuals to amend inaccuracies and make corrections in their personal information collected by us as often as necessary. To access, verify and correct or amend personal information, please send an email to our Privacy Officer at sweiss@dzlaw.com or call at 416-665-5555 (extension #5186). In certain situations though, we may be restricted by professional or legal constraints from disclosing certain personal information that we hold about individuals.

How to File a Complaint

To file a complaint with us concerning the collection, use and/or disclosure of personal information, please send an email to our Privacy Officer at sweiss@dzlaw.com or call at 416-665-5555 (extension #5186). All complaints will be investigated by our Privacy Officer as soon as is practical in the circumstances. Individuals will be notified of the outcome of the investigation of complaints clearly and promptly and will be notified of any relevant steps taken or to be taken as a result of a complaint.

Providing Consent

Consent to the collection, use and disclosure of personal information as provided in this Statement, may, depending on the circumstances, be obtained through express or implied means. Individuals always have the choice whether or not they wish to supply us with personal information. Individuals who object to the collection, use and disclosure policies as provided under this Privacy Statement, or who otherwise wish to "opt-out" of receiving certain informational and promotional materials from us, are asked to contact our Privacy Officer by email at sweiss@dzlaw.com or 416-665-5555 (extension #5186). The decision to withhold personal information or to object to the use and/or disclosure of personal information as provided in this Privacy Statement, may, in certain instances, limit our ability to perform or complete legal services on behalf of such individuals.

Comments and Questions

Any comments or questions about this Statement, should be addressed to us as follows:

By mail:

DelZotto, Zorzi LLP
4810 Dufferin Street, Suite D
Toronto, Ontario M3H 5S8
Attention: Steven B. Weiss

By email:

sweiss@dzlaw.com

By phone:

416-665-5555, extension #5186