**TULVING-BLAIS INTERNATIONAL & TECHNOLOGY LAW**
**Barristers, Solicitors & Trademark Agents**

**Last Updated - 2013**

***PRIVACY POLICY***
*We are committed to protecting your right to privacy. This Privacy Policy describes how we manage your personal information and safeguard your privacy.*

*Personal information is any readily identifiable information about you beyond your name, title, business address, e-mail and business telephone number. We require your personal information in order to provide legal advice and services to you, to administer our files and databases, and to include you in any direct marketing activities that we think may be of interest to you. We only collect personal information by lawful means and not in an unreasonably intrusive way. Wherever possible we collect your personal information directly from you, at the start of a retainer and in the course of our representation. At times we may obtain information about you from other sources, for example from a government agency or registry or from your accountant.*
*Under certain circumstances, we will disclose your personal information: 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 require us to give your information to third parties, 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 and the third party is bound by our privacy policy; if we retain other law firms on your behalf; if the information is already publicly known. We do not sell, rent or loan personal information regarding our clients or visitors to our website to any third party.*

*During the time we represent you, we will in most cases ask for your consent in order to collect, use or disclose your personal information, other than that which is appropriate for the conduct of the matter upon which you have retained our services. In the latter cases, your consent will be implied through your relationship with us. When your consent is required, we will normally ask for it in writing, but in some circumstances, we may accept your oral consent.  By your use of our website, you agree that we may collect and use information you provide for appropriate purposes as stated herein and that your continued access to our website will mean you accept and agree to be bound by the terms of this Privacy Policy and any amendments.*

*In the course of providing 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 or if we hold information about you that you can establish is inaccurate or incomplete we rely on you to inform us so that we can take reasonable steps to correct it. You may ask for access to any personal information we hold about you. Summary information can be provided to you within the legislatively prescribed time limits. More detailed requests which require us to access our archives may take additional time and may be subject to our normal professional fees, retrieval costs and disbursements. Your rights to access your personal information are not absolute. If we deny your request for access to, or refuse a request to correct information, we will explain why.  If you have any questions, or wish to access your personal information, please contact our Chief Privacy Officer at**etulving@tulving-blais.com**or 416-642-3585.*
*We take all reasonable precautions to ensure that your personal information is kept safe from loss and unauthorized access, modification or disclosure. Among the steps taken to protect your information are: premises security; restricted file access to personal information; deploying technological safeguards like security software and firewalls to prevent hacking or unauthorized computer access; internal password and security policies. Unfortunately, electronic data transmission by e-mail is not 100% secure. We will not be liable for personal information that you or third parties send electronically to us that becomes lost, misused or altered.*
*On our website, like most other commercial websites, we may monitor traffic patterns, site usage and related site information in order to optimize our web service. We may provide aggregated information to third parties, but these statistics do not include any identifiable personal information.*

*If you apply to us for a job, 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 for a period of six months, unless you ask us not to retain the information. If we offer you a job, which you accept, the information provided by you will be retained in accordance with our privacy procedures for employee records.*

*As part of our commitment to inform and update you on the information we collect, how we use it and under what circumstances we disclose it, we may change our Privacy Policy from time to time and any changes will be effective from the time they are posted. We encourage you to refer back to it on a regular basis.*