

## Our Ten Privacy Principles

We are committed to maintaining the accuracy, confidentiality, and security of your personal information. As part of this commitment, we have adopted Ten Privacy Principles to govern our actions as they relate to the use of this information. These principles have been built upon the values set by the Canadian Standards Association's *Model Code for the Protection of Personal Information* and Canada's *Personal Information Protection and Electronic Documents Act*.

***Principle 1 - Accountability***We are responsible for maintaining and protecting the personal information under our control. In fulfilling this mandate, we have designated an individual who is accountable for that compliance with the Ten Privacy Principles.

***Principle 2 - Identifying Purposes***The purposes for which personal information is collected shall be identified before or at the time the information is collected.

***Principle 3 - Consent***We require your knowledge and consent for the collection, use or disclosure of personal information except where required or permitted by law.

***Principle 4 - Limiting Collection***The personal information collected must be limited to those details necessary for the purposes identified by us. Information must be collected by fair and lawful means.

***Principle 5 - Limiting Use, Disclosure and Retention***Personal information may only be used or disclosed for the purpose for which it was collected unless you have otherwise consented, or unless the disclosure is required or permitted by law. Personal information may only be retained for the period of time required to fulfill the purpose for which it was collected.

***Principle 6 - Accuracy***Personal information must be maintained in as accurate, complete and up-to-date form as is necessary to fulfill the purposes for which it is to be used.

***Principle 7 - Safeguarding Customer Information***Personal information must be protected by security safeguards that are appropriate to the sensitivity level of the information.

***Principle 8 - Openness***We will make information available to you concerning the policies and practices that apply to the management of your personal information.

***Principle 9 – Access to Personal Information***Upon request, you will be informed of the existence, use and disclosure of personal information relating to you, and shall be given access to it to the extent permitted by law and Bar Society regulation. You may verify the accuracy and completeness of that information, and may request that it be amended, if appropriate.

***Principle 10 - Handling Complaints and Suggestions***You may direct any questions or enquires with respect to the privacy principles outlined above or about our practices by contacting our Executive Director.