

Privacy Policy

Introduction

Crawley MacKewn Brush LLP (CMB) is committed to safeguarding the privacy and confidentiality of personal information. This policy outlines our practices in managing your personal information, adhering to the *Personal Information Protection and Electronic Documents Act* (PIPEDA) and related standards.

Collection of Personal Information

We collect personal information in connection with the provision of legal services. Collection is limited to what is necessary and is usually obtained directly from clients. However, we may also obtain information about you from other sources including, for example:

- your insurance company, your financial institution, or your employer;
- a government agency or registry;
- your accountant, or other professional business adviser;
- other law firms, agents or consultants retained by you where these parties have information relevant to the matter in which we are acting for you; and
- other parties to litigation that you are involved in, including in documentary productions and oral examinations.

Use of Personal Information

Your personal information is used for the purpose of the provision of legal advice and services, for client identification and verification, to manage client databases, and for billing purposes. We restrict access to personal information to necessary personnel and ensure its use aligns with the purposes for which it was collected.

Consent

By providing personal information to CMB, you consent to its collection, use, and disclosure as outlined in this policy. Consent may be explicit or implied through your interactions with us. If you choose not to provide the required personal information, certain services may not be available to you.

Disclosure of Personal Information

CMB may disclose your personal information under specific circumstances, such as:

- Required disclosures in investigations and legal proceedings.
- With your consent.
- For legal services requiring third-party involvement (i.e., other law firms, expert witnesses, etc.).
- To establish or collect fees.
- To third parties providing administrative services under our privacy policy.
- If the information is public knowledge.

Retention of Personal Information

We retain personal information as long as necessary for its collected purposes. Post the end of a client relationship, we keep the information for a period of 15 years to address any future issues. Subsequently, it is destroyed, deleted, or erased.

Security

CMB employs safeguards to protect personal information from loss, unauthorized access, or disclosure. This includes:

- Premises security.
- Restricted file access.
- Technological safeguards (e.g., firewalls, security software).
- Internal password and security policies.

Our staff is trained in these measures to ensure the integrity of your personal information.

Accuracy

We strive to maintain accurate, complete, and up-to-date personal information. Clients are encouraged to inform us of any changes to their information.

Communication Security

Be aware that email and other forms of communication are not entirely secure. While we balance security and convenience, we recommend caution in sending sensitive information through these mediums.

Policy Changes

This policy is subject to regular review and updates. Changes will be communicated as necessary.

Website

Our website (www.cmblaw.ca) may contain links to other sites not governed by this policy. We monitor website traffic to optimize service, without disclosing identifiable personal information.

Contact

For inquiries or concerns about our privacy practices, please contact our managing partner:

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