

## **CCLA WILLS DATABASE PRIVACY POLICY**

The County of Carleton Law Association (“**CCLA**”) respects your privacy. This “**Privacy Policy**” summarizes what personal information we collect, and how we use and disclose this information.

By using the Will Check service (the “**Will Check Service**”), you signify your consent to the terms of our Privacy Policy. If you do not agree with any terms of this Privacy Policy, please do not use this Will Check Service or submit any personal information to us. Further, as per the Will Check Service Terms of Use, by submitting the personal information set out herein to the Will Check Service, you represent that you have the consent of the individuals whose personal information is covered by this Privacy Policy, to submit such personal information.

We reserve the right to modify this Privacy Policy at any time. We will reflect any such modifications to this Privacy Policy on our Will Check Service. Your continued use of the Will Check Service after any such changes constitutes your acceptance of this Privacy Policy, as revised.

### **What Personal Information We Collect**

Personal information is information about an identifiable individual (“**Personal Information**”).

**Lawyer Personal Information:** CCLA collects Personal Information about you (“**Lawyer Personal Information**”) when you voluntarily provide it through our Will Check Service, or when you provide it to us through other means. For example, we may collect Personal Information when you:

- Contact us through email, telephone, mail; or other correspondence;
- Register for a service we provide; or
- Register to receive our newsletter.

The Personal Information we may collect will depend on the service you request, and may include your full name, contact information, such as your address, telephone number, or email address; any other Personal Information that you choose to submit to us.

**Client Personal Information:** CCLA collects only the Personal Information about clients and their wills which you voluntarily submit to the Will Check Service (“**Client Personal Information**”). By submitting such information, you confirm that you have obtained the individual’s consent to you sharing such Personal Information and our collection, use and retention of the Client Personal Information as per this Privacy Policy.

### **How CCLA Collects Information Through Technological Means**

When you visit our Will Check Service, we may collect information that is automatically sent to us by your web browser. This information may include your domain name, and your numerical IP address. We may also collect other information, such as the type of browser you use, which pages you view, and the files you request.

We use this information to better understand how visitors use our Will Check Service, and to improve our Will Check Service to better meet your needs. The amount of information that is sent by your web browser depends on the browser and settings you use. Please refer to the instructions provided by your browser if you want to learn more about what information it sends to websites you visit, or how you may change or restrict this.

CCLA may use “cookies” and other similar devices on this Will Check Service to enhance functionality. These

devices may track information which includes, but is not limited to: (i) IP address; (ii) the type of web browser and operating system used; and (iii) the pages of the Will Check Service visited. If you wish to disable cookies, refer to your browser help menu to learn how. If you disable cookies, you may be unable to access some features on this Will Check Service.

### **How CCLA Uses and Discloses Personal Information**

The Personal Information we collect may be used by CCLA for the purposes for which it was collected, as provided in this Privacy Policy, or for other purposes that are disclosed to you and to which you consent.

**Lawyer Personal Information:** For example, we may use Lawyer Personal Information to: respond to your inquiries; supply you with information; send you informational or promotional communications; to carry out other purposes that are disclosed to you and to which you consent; to carry out any other purpose permitted or required by law. We may transfer Personal Information to third party service providers that assist us with carrying out these purposes.

Some or all of the personal information we collect may be stored or processed in jurisdictions outside of Canada, including the United States of America. As a result, this information may be subject to access requests from governments, courts, or law enforcement in those jurisdictions according to laws in those jurisdictions.

CCLA reserves the right to transfer Lawyer Personal Information in the event that we merge with or are acquired by a third party. We also may disclose your Personal Information for any other purpose permitted by law or to which you consent.

**Client Personal Information:** We use Client Personal Information only for the purpose of providing the Will Check Service. Client Personal Information will be used only internally by the Will Check Service CCLA staff to review information requests, identify possible matches for information and to provide identifying Lawyer Personal Information regarding a potential match.

CCLA reserves the right to transfer Client Personal Information in the event that we merge with or are acquired by a third party. We also may disclose your Personal Information for any other purpose permitted by law or to which you consent.

### **How We Protect Personal Information**

The security of both Lawyer Personal Information and Client Personal Information is important to us. We protect Personal Information by maintaining physical, organizational and technological safeguards appropriate to the sensitivity of such Personal Information. Personal Information may only be accessed by persons within our organization who require such access to provide you with the services indicated above. Personal Information we collect is maintained with the source of the information at Ottawa Courthouse, Law Library / 2004 – 161 Elgin Street / Ottawa, Ontario K2P 2K1.

We retain Personal Information that we collect only as long as necessary for the purposes for which it was collected or to meet legal requirements. At any time, you have the right to request a removal of any Client Personal Information from our Will Check Service and all other records we maintain.

### **Access and Rectification**

You have a right to access to both Lawyer Personal Information and Client Personal Information and to request a correction to it if you believe it is inaccurate. If you have submitted Personal Information and would like to have

access to it, or if you would like to have it corrected, please contact us using the contact information provided below.

### **How to Contact Us**

If you have any questions regarding this Privacy Policy, or to access your information, please contact our Privacy Officer at Ottawa Courthouse, Law Library / 2004 – 161 Elgin Street / Ottawa, Ontario K2P 2K1.