

Privacy Policy

Privacy is of paramount importance to us at Principle Legal Services LLP, and we know you probably want to be reassured that your information will be kept private. This is a basic outline of how we treat your personal information. If you have a specific question or concern, please contact us using the contact information below.

Please note that additional protection of Paralegal-Client Privilege only applies when you have formally asked us to represent you and we have agreed and does not automatically apply to information that you send through the 'Contact' feature on the website.

How we collect Information

There are two ways that we might collect your Personal Information:

- ☐ Directly from you with your consent
- ☐ General information about users collected by our website (i.e. cookies)

We will always ask your permission before collecting your information. In the case of some data automatically collected via the website, this will be done by your consent to the use of cookies. When you contact us using the Contact form on the website, you imply that you are consenting to provide the information that you enter.

Disclosure of Information

However, it is collected, your Information will always be kept private – it will never be sold to another party, and never disclosed except where required by law.

Please note that additional protection of Paralegal-Client Privilege only applies when you have formally asked us to represent you and we have agreed and does not automatically apply to information that you send through the 'Contact' feature on the website.

Why we collect Personal Information.

We collect your Personal Information to respond to your inquiries and provide legal services. We will start by asking you to provide information and documents relevant to your case. If you do not already have this information, we may ask you to sign a release allowing us to request the information or documents from a third party on your behalf.

If we are swearing or commissioning a document for you, we are required to verify your identity and will ask for photo identification.

If you wish us to perform certain financial transactions with you or on your behalf, we are required to verify and record your identification documents.

Information that is collected automatically by the website allows us to improve our website by determining how users find us and what areas of the website they view. This information is not used to identify individual users. This information is not sold.

Where is Personal Information stored

Whether your Information is provided electronically or on physical documents, we are accountable for keeping it secure and private.

Physical records are maintained in a secure manner and access is restricted to individuals who need to access them for business reasons and only then to the information that they required – for example, an accountant may be able to review invoices but would not have access to client case details.

We take appropriate measures to ensure that your Information is secure and protected when stored electronically in any means.

Because of the complexities of internet hosting and storage, it can be difficult to know exactly where the servers that store data are located. It is possible that electronic records may be stored on servers in the United States and therefore subject to US disclosure laws. If this is a concern for you, please call us to discuss your situation.

Your rights to access your Personal Information

Because it is your information, you have the right to confirm what is on file and ask that we correct anything you believe to be incorrect.

How to contact us

If you have questions or concerns about our Privacy Policy or how we treat your Information you can contact us by

Phone: 905.488.3444
Email: info@principlelegalservices.ca
or mail: Principle Legal Services LLP
Attn: Privacy Officer
4 Robert Speck Parkway, Suite 1500
Mississauga, ON L4Z 1S1