

**THE HAMILTON LAW ASSOCIATION
PRIVACY POLICY**

This policy is created pursuant to *The Personal Information Protection and Electronic Documents Act, S.C. 2000 c. 5* (PIPEDA).

1. **YOUR PRIVACY IS IMPORTANT TO US**

The Hamilton Law Association (the HLA) has created this Privacy Policy in order to protect your privacy.

2. **WHAT SORT OF INFORMATION DOES THE HLA COLLECT?**

The HLA collects a minimal amount of personal information about you in the following ways:

- When you submit any form via the website, or otherwise contact or do business with the HLA.
- Other personal information may be collected from telephone calls, faxes, e-mails, letters sent by students, members and other contacts of the HLA and from subscription forms.

3. **WHAT HAPPENS IF YOU DO NOT PROVIDE THE INFORMATION?**

If you do not provide the information required, you may not be able to become a member or you may not be able to receive the information or service you requested by the method you have requested.

4. **HOW IS YOUR INFORMATION USED BY THE HLA?**

The HLA collects the information to provide you with a specific service.

5. **TO WHOM DOES THE HLA DISCLOSE PERSONAL INFORMATION?**

The HLA will not sell, rent, trade or otherwise supply to third parties any personal information obtained from you without your consent.

The HLA develops aggregate (i.e. not individual) reports, which incorporate some of the information. The reports are for use by other not-for-profit associations or by the HLA to review statistics or analyze trends. However, these reports do not include any personally identifiable information.

6. **HOW WILL THE HLA KEEP YOUR PERSONAL INFORMATION SECURE?**

The HLA has security measures designed to protect against the loss, theft or unauthorized access, use, disclosure, copying, removal, alteration, interruption or destruction of the information under its control. Measures for securing records containing personal information include the following:

- Firewalls – to prevent the hacking of our database.
- The use of passwords for access to database information.
- Staff strive to clear off work areas at the end of each day (or when leaving work areas for an extended period of time) and locking records containing personal information in desks, cabinets, safes or rooms.
- Staff log off systems that contain personal information when away from work areas.
- Necessary steps are taken to ensure that electronic records are backed-up at regular intervals.

7. **CORRECTING & UPDATING YOUR PROFILE**

The HLA gives you the following options for accessing and modifying information previously provided:

- You may gain access to information that the HLA has collected about you, by contacting the person named below.
- You can change or update personal information online or you can also advise of changes via telephone, fax, e-mail, or letter.

8. **INFORMATION COLLECTED FOR A PURPOSE, DEEMED TO BE USEABLE FOR THAT PURPOSE**

Where an individual provides personal information for a purpose, or where information is provided apparently that that purpose, it shall be deemed to be useable for that purpose.

9. **CONTACTING THE HLA**

If you have any questions or complaints about this Privacy Policy, you should contact:

Rebecca Bentham, Executive Director
The Hamilton Law Association
45 Main Street East, Suite 500
Hamilton, Ontario L8N 2B7
Tel: 905-522-1563 / Fax: 905-572-1188
E-mail: rbentham@hamiltonlaw.on.ca