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CLIENT CONSENT FORM: FOR COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION

We understand the importance of protecting your personal information. We are committed to collecting, using and disclosing your personal information responsibly.

All staff members who come in contact with your personal information are aware of the sensitive nature of the information that you have disclosed to us. They are trained in the appropriate uses and protection of your information.

Attached to this consent form, we have outlined what our office is doing to ensure that:

- Necessary information is collected about you
- We only share your information with your consent
- Storage, retention and destruction of your personal information complies with existing legislation and privacy protection protocols
- Our privacy protocols comply with privacy legislation, standards of our regulatory body, the Law Society of Upper Canada, and the law

HOW OUR OFFICE COLLECTS, USES AND DISCLOSES PATIENTS' PERSONAL INFORMATION

The following is an outline of how our office uses and discloses your information:

This office will collect, use and disclose information about you for the following purposes:

- To properly identify and assess your legal issues
- To offer and provide legal services
- To advise you of legal options

- To protect your legal interests
- To enable us to contact you
- To establish and maintain contact with you
- To communicate with other professionals including other lawyers, health care professionals, specialists and experts in all fields that may be involved with you and/or your family
- To allow us to maintain communication and contact with you to distribute legal information and advice and to book and confirm appointments
- To allow us to efficiently follow up legal services and billing
- For teaching and demonstrating purposes on an anonymous basis
- To comply with legal and regulatory and reporting requirements
- To comply with agreements/undertakings/court orders
- To permit potential purchasers, practice brokers or advisors to evaluate the law practice and to conduct an audit in preparation of a practice sale
- To prepare court documents for service and filing with the court/review board/tribunal
- To prepare documents for meetings
- For discussion and negotiation at settlement meetings
- For research purposes
- For discussion with other lawyers and experts
- To invoice for goods and services
- To process credit card payments
- To collect unpaid accounts
- To assist the office to comply with all regulatory requirements
- To generally advance your legal case

- To comply generally with the law

Marie B. Nickle acts as the Privacy Information Officer. Further information on our privacy code is readily available.

By signing the Consent section of this Client Consent Form, you have agreed that you have given your informed consent to the collection, use and/or disclosure of your personal information for the purposes that are listed. If a new purpose arises for the use and/or disclosure of your personal information, we will seek your approval in advance.

Your information may be accessed by regulatory authorities for the purposes of the Law Society of Upper Canada for the defence of a legal issue.

You may withdraw your consent for the use or disclosure of your personal information, and we will explain the ramifications of that decision, and the process.

CLIENT CONSENT

I have reviewed the above information that explains how your office will use my personal information, and the steps your office is taking to protect my information.

I agree that Marie B. Nickle, Barrister and Solicitor, and associates and staff can collect, use and disclose personal information about me as set out above.

Signature

Date