

GEORGE MURRAY SHIPLEY BELL, LLP

PRIVACY POLICY

GEORGE MURRAY SHIPLEY BELL, LLP (GMSB) is committed to maintaining the accuracy, security and privacy of "Personal Information" in accordance with applicable laws. *Personal information (PI)* means information about an identifiable individual or information that allows an individual to be identified other than business title, address, phone number, fax number and email address.

The following is a policy statement concerning our handling of the *PI* of our clients and other individuals and firms who may from time to time provide us with *PI*.

Consent

By providing GMSB with *PI* you agree that we may collect, use and disclose your *PI* in accordance with our policies and as permitted or required by law. Subject to legal and contractual requirements, you may refuse to or withdraw your consent to certain of the identified purposes at any time by contacting the GMSB Privacy Officer. If you refuse or withdraw your consent, GMSB may not be able to provide you or continue to provide you with certain services or information. If you provide GMSB with *PI* of other persons, you represent that you have the required authority to do so and that enables GMSB to collect, use and disclose such *PI* for the purposes set out in the GMSB Privacy Policy.

PI that GMSB may collect

GMSB may collect *PI* from you including name, personal contact information, billing and account information, date of birth, copy of your drivers' licence, copy of your birth certificate, marital status, social insurance number, information about your legal issues and other information incidental to providing a variety of legal services.

GMSB's use of the PI it collects

GMSB collects, uses and discloses *PI* in order to provide legal services to our clients. For instance, *PI* may be used for:

- (a) providing legal advice, legal services and to avoid conflicts of interest. This may include sharing of *PI* among GMSB personnel;
- (b) sharing *PI* to and from third parties including law firms, opposing parties, witnesses, decision-makers, experts, sub-contractors and agents of GMSB for the purpose of providing legal services;
- (c) establishing and maintaining commercial relationships with clients, suppliers and other third parties;
- (d) complying with any legal or regulatory requirements or provisions; and
- (e) for any other purposes to which you consent.

Where is the PI kept?

PI is kept in secured locations and on servers controlled by GMSB located at the offices of GMSB and off-site locations secured by GMSB.

How do you access your PI?

Written requests for access must be made to the GMSB Privacy Officer.

How is PI protected by GMSB?

GMSB employs administrative and technological safeguards such as secure data networks protected by industry standard firewall and password protections.

Changes to our Policy

GMSB reserves the right to modify or supplement this Policy at our discretion. All changes will be adequately publicized and any changes will be available through a request in writing made to the Privacy Officer.

Further information

GMSB has appointed James Kohlmeier as its Privacy Officer. He may be contacted at:

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