

# Your Information at WMCZ

Protection of personal information has always been of critical importance at WMCZ. We recognize that our clients expect the highest degree of confidentiality.

Like other organizations, we are subject to *The Personal Information Protection and Electronic Documents Act* (“the Act”) as of January 1, 2004. In almost all circumstances, our pre-existing policies exceed those required by the Act, and those higher standards will not change. The Act does require disclosure of our practices, however, and the following will summarize our policies.

Our policy when dealing with any personal information is simple:

1. Information collected will be used only for:
  - a. purposes related to or required for the work you have entrusted to us;
  - b. informing you of changes in the law, matters that will impact your business / personal affairs, or notifying you of events which may be related to these topics.
2. We will only collect information required to achieve the above purposes, and we will maintain it only for the time needed to fulfill those purposes. Note that our normal practice is to destroy files a minimum of 6 years after closing, although certain information may be retained longer.
3. You always have the opportunity to request particulars of your personal information which we maintain, and to correct any errors or omissions. We will do our best to maintain the accuracy of any information retained, but we appreciate notification of changes in addresses and other information.
4. In any case where the Act requires a lower standard of care than we are otherwise required to maintain, **we will always maintain the more stringent standard**. For example, the principles of solicitor/client confidentiality and privilege are almost always more strict than those contained under the Act, and we will of course maintain those higher standards.
5. Unless you advise us otherwise, we will presume that this policy is acceptable to you.

Our Privacy Officer is Craig Zawada. If you ever have concerns or comments about the handling of personal information, or if you would like to learn more about our practices and procedures, please do not hesitate to contact Craig at 306-659-1228, or email him at [craig.zawada@wmcz.com](mailto:craig.zawada@wmcz.com).