



Pro Bono Law Saskatchewan is committed to protecting privacy and provides this Policy to explain how personal Information is managed and the safeguards in place to protect privacy.

In order to provide programs and services, Pro Bono Law Saskatchewan must collect certain personal Information. Information is collected only by lawful and fair means and not in an unreasonable or intrusive way.

Information Collection

Pro Bono Law Saskatchewan collects and uses personal information to facilitate the provision of legal services. Information collected by Pro Bono Law Saskatchewan may include, but is not limited to:

- full name;
- postal address;
- telephone number;
- email address;
- occupation;
- financial Information;
- information about a particular legal issue;
- information about legal counsel;
- personal information about witnesses, family members, beneficiaries, directors, officers, employers, adverse parties, parties-in-interest, investigators, decisions makers, experts, professional advisors, etc.; and
- other information required to facilitate the provision of pro bono legal services.

Consent & Use

The provision of personal information to Pro Bono Law Saskatchewan is voluntary. BY SUBMITTING PERSONAL INFORMATION TO PRO BONO LAW SASKATCHEWAN, IT IS AGREED THAT WE MAY COLLECT, USE AND DISCLOSE SUCH PERSONAL INFORMATION IN ACCORDANCE WITH THIS PRIVACY POLICY AND AS PERMITTED OR REQUIRED BY LAW.

Personal information collected by Pro Bono Law Saskatchewan is used to facilitate the provision of legal services, which includes, but not limited to:

- providing pro bono legal advice and information;
- fulfilling legal duties;
- avoiding conflicts of Interest;
- distributing newsletters and Information;
- establishing and managing volunteer relationships;
- aiding research and other projects with the aim of improving access to justice;
- reviewing and analyzing the programming and services provided by Pro Bono Law Saskatchewan;
- detecting and protecting Pro Bono Law Saskatchewan against error, negligence, breach of contract, fraud, theft and other illegal activity;
- auditing compliance with Pro Bono Law Saskatchewan policies and contractual obligations;
- complying with any legal or regulatory requirements or provisions; and/or
- any other purpose to which consent is granted.

Subject to legal and contractual requirements, you may refuse or withdraw your consent to the identified purposes at any time by contacting the Pro Bono Law Saskatchewan Privacy Officer. If you refuse or withdraw your consent, Pro Bono Law Saskatchewan may not be able to provide you or continue to provide you with certain services or information which may be of value to you.

Additionally, it is important that personal information is accurate and up-to-date and information changes should be conveyed to Pro Bono Law Saskatchewan as soon as possible. If you provide Pro Bono Law Saskatchewan with the personal information of another individual, you represent that you have all necessary authority and/or have obtained all necessary consents from such person to enable us to collect, use and disclose such personal information for the purposes set forth in this Privacy Policy.

Disclosure

From time to time, Pro Bono Law Saskatchewan may disclose personal information:

- when required, compelled or authorized by law to do so;
- when consent to disclosure has been obtained;
- when disclosure without consent is permitted at law; and/or
- when the legal services being provided or facilitated require disclosure.

Pro Bono Law Saskatchewan will only disclose the level of personal information necessary in the circumstances. Further, where practicable in the circumstances, Pro Bono Law Saskatchewan will use or disclose de-identified personal information, and enter into agreements with third parties containing the following provisions:

- (i) providing that the party who is to receive the information must not disclose the information;
- (ii) providing that the party who is to receive the information will ensure that the information will be used only for the purpose set out in the agreement;
- (iii) providing that the party who is to receive the information will take reasonable steps to ensure the security and confidentiality of the information; and
- (iv) specifying when the party who is to receive the information must do all or any of the following:
 - (A) return to Pro Bono Law Saskatchewan any original records or copies of records containing personal information;
 - (B) destroy any copies of records containing personal information received from Pro Bono Law Saskatchewan or any copies made by the party of records containing personal information received from Pro Bono Law Saskatchewan.

Storage & Protection

To help protect confidentiality, Pro Bono Law Saskatchewan utilizes administrative and technological safeguards appropriate to the sensitivity of disclosed personal information. Where personal information is sent to a third party in the course of providing services, Pro Bono Law Saskatchewan ensures that all personal information is kept secure.

Personal information is stored in secured locations and servers. Pro Bono Law Saskatchewan takes all reasonable precautions to ensure that personal information is kept safe from loss, unauthorized access, modification or disclosure. Among the steps carried out to protect Information are:

- premises security;
- restricted file access to personal Information;
- deploying Industry standard technological safeguards such as security software and firewalls to prevent hacking or unauthorized computer access; and
- internal password and security policies.

Access

All requests by clients to access their personal information will be reviewed and responded to within 30 days. Upon written request, and subject to limited exceptions, Pro Bono Law Saskatchewan will inform you of the existence, use, and disclosure of your personal information and will give you access to that information. For substantial requests, notice of a photocopying fee will be provided to you. Access requests should be sent to our Privacy Officer, using the contact Information below.

Website & Email

Our website contains links to other sites, which are not governed by this Privacy Policy. On our website we may monitor traffic patterns, site usage and related site information in order to optimize our web service. We may collect aggregated information, but these statistics do not include any identifiable personal information.

Occasionally, we may send informational or promotional e-mail communications, including information about pro bono opportunities with Pro Bono Law Saskatchewan and third parties. We will include instructions on how to unsubscribe and inform us of preferences if you decide you do not want to receive any future informational or promotional e-mails from Pro Bono Law Saskatchewan.

Policy Review & Notice

Pro Bono Law Saskatchewan regularly reviews all of its policies and procedures and may change this Privacy Policy from time to time, with appropriate notice provided on this website.

Contact Information

Pro Bono Law Saskatchewan has appointed a Privacy Officer to oversee compliance with this Privacy Policy and applicable privacy laws. For information on Pro Bono Law Saskatchewan's privacy practices, please contact:

Pro Bono Law Saskatchewan
Carly Romanow, Privacy Officer
1650 - 2002 Victoria Avenue
Regina, Saskatchewan S4P 2R7
Email: info@pblsask.ca
Tel: 306-569-3098
Fax: 306-569-2198

In the event that you disagree with a decision of the Privacy Officer, you may apply in writing with your appeal to the Board of Directors of Pro Bono Law Saskatchewan at the contact information indicated above.