



PRIVACY STATEMENT

Policy Concerning Clients' Personal Information

Yeti Law (YL) is dedicated to maintaining high standards of confidentiality with respect to the information that has been provided to it. This Privacy Policy Statement has been prepared to affirm YL's commitment to maintaining the privacy of Clients and others and to inform you of YL's practices concerning the collection, use and disclosure of Personal Information provided to YL.

For the purposes of this statement, "Client" means an individual or other legal person who has retained YL to represent, assist or counsel in any legal matter and those who seek to become clients of YL. YL's obligations also apply to all directors, officers, employees, contractors and agents who provide services to or on behalf of YL in connection with its delivery of products and services.

What is Personal Information?

YL considers "Personal Information" to mean any information, recorded in any form, about an identified individual or a legal person or an individual or a legal person whose identity may be inferred or determined from such information, and can include name, title, business name, business address, telephone and fax numbers, e-mail address and credentials.

Why YL Collects Personal Information

YL collects information provided in writing and via its website or verbally about Clients to fulfill Law Society of Upper Canada (LSUC) requirements and other regulatory and legal requirements. Information is used for:

- Communicating with and determining the needs of Clients and potential clients;
- Providing services to Clients;
- Managing its relationship with Clients and potential clients;
- Meeting legal and regulatory requirements; and
- Such other purposes consistent with the foregoing purposes.

How YL Uses Personal Information

YL only collects, uses and discloses Personal Information for purposes that would be considered reasonable in the circumstances and only such information as is required for the purposes of providing services to or about its Clients and as stated above. YL will use only fair and lawful methods to collect Personal Information. YL's use of Personal Information is limited to the purposes described in this Statement.

When YL May Disclose Personal Information

As a general rule, all information concerning a Client is held in strict confidence and, except in limited circumstances including those outlined in this Privacy Statement, is not revealed to anyone unless expressly or implicitly authorized by the Client. YL does not lease the name, address, telephone number and e-mail address of Clients to affiliated organizations, Preferred Suppliers and other reputable organizations other than in those cases referenced in the Privacy Policy.

Consent

Unless permitted by law, no Personal Information is collected, without first obtaining the consent of the individual concerned to the collection, use and dissemination of that information. If a Client consents, his/her personal information shall be used for the purposes indicated in this statement. If a Client does not consent, then his/her personal information shall be used by YL for purposes of communicating with the Client only and shall not be provided to anyone else. If a Client wishes to withdraw his/her consent to have his/her YL information disclosed the Client can do so by electronic means or should contact YL.

The Accuracy and Retention of Personal Information

YL endeavours to ensure that any Personal Information provided by its Clients and in its possession is as accurate, current and complete as necessary for the purposes for which YL uses that information. If YL becomes aware that Personal Information is inaccurate, incomplete or out-of-date, YL will request that the client revise or YL shall at the request of the Client revise the Personal Information. Information about a former client may not be actively maintained and, for so long as it is held by YL, YL cannot assure the accuracy of such information. YL shall keep Personal Information only as long as it is required for the reasons it was collected. This period may extend beyond the end of a Client's relationship with YL but it will be only for so long as it is necessary for YL to communicate with former Clients or to have sufficient information to respond to any issues that may arise at a later date.

When Personal Information is no longer required, YL shall destroy, delete, erase information in a secure manner or convert it into an anonymous form. Currently, the principal place in which YL holds Personal Information is the City of Toronto.

Protection of Personal Information

YL endeavours to maintain appropriate physical, procedural and technical security with respect to its offices and information storage facilities so as to prevent any loss, misuse, unauthorized access, disclosure, or modification of Personal Information. This also applies to our disposal or destruction of Personal Information. YL further protects Personal Information by restricting access to it to those directors, officers, employees, contractors and agents that the Privacy Officer of YL has determined need to know that

information in order that YL may provide its services. If any director, officer, employee, contractor or agent of YL misuses Personal Information, this will be considered as a serious offence for which disciplinary action may be taken, up to and including termination of employment.

Access To Personal Information

YL permits the reasonable right of access and review of Personal Information held by us about a Client at the Client's request. YL will endeavor to provide the information in question within a reasonable time and no later than 30 days following the request. Where information will not or cannot be disclosed, the individual making the request will be provided with the reasons for non-disclosure. Further information concerning YL's access policy and procedures may be obtained by contacting our Privacy Officer. YL will not charge a Client for verifying or correcting their Personal Information.

Visiting YL's Web site

A visitor to YL's web site (<http://www.yetilaw.com>) is not required to reveal any individually identifiable information, such as name, address, or telephone number. Nor is such information collected passively by electronic means.

Use of Cookies

In browsing the Internet, one will encounter a technology called "cookies" which can be used to provide specific information from a web site as well as provide the operator of a web site with information about the user. "Session" cookies are temporary bits of information that are erased once one exits the web browser window or otherwise switches their computer off. Session cookies are used to improve navigation on web sites and to collect aggregate statistical information. YL's site uses session cookies to only record session information. Most Internet browsers are initially set to accept cookies. If one does not wish to accept cookies, adjust settings to refuse cookies or provide an alert when cookies are being sent.

Web Site Usage Reporting

YL's web server does collect visitor information in the form of the Internet Protocol (IP) address and does collect information regarding which pages are being accessed. This information is used internally, only in aggregate form, to better serve visitors by helping YL to:

- Manage the Site;
- Diagnose any technical problems; and
- Improve the content of the Site.

Following its use, the information collected is not retained but, rather, is discarded in a secure manner.

How YL collects information on its website

Information is collected when an individual voluntarily provides it in the following circumstances on the website:

- Their computer leaves a data trail when you access the site;
- When an individual e-mails any YL employee directly through the site; and
- When the 'Contact Us' web page is used.

Information is collected, used or disclosed in a manner consistent with this statement. E-mail addresses are also collected during the initial contact. Clients and others may indicate that they do not wish to receive any unsolicited electronic communication.

Through use of e-mail addresses, YL can provide Clients and others with information about services and information related to law.

Evolving Practices

This statement is in effect as of December 1, 2009. YL will from time to time review and revise its privacy practices and this statement. In the event of any amendment, a notice will be posted on <http://www.yetilaw.com>. Policy changes will apply to the information collected from the date of posting to the YL's web site as well as to existing information held by YL.

Other sites you can link to from www.yetilaw.com are not covered by this privacy statement. If you link to another site it is recommended that you review their commitment to privacy.

In the event of questions about information provided on the website, our collection, use, management or disclosure of Personal Information, or this Privacy Statement, then please contact YL by submitting a message using the 'Contact Basecamp' web page or by sending an email to info@yetilaw.com