

PRIVACY POLICY

Last Updated: Wednesday September 2nd 2026

Effective Date: Wednesday September 2nd 2026

[Balde Avocat] ("we", "us", "our" or the "Firm") respects the privacy and confidentiality of individuals who interact with us, including clients, prospective clients, website visitors, service providers, and other individuals whose personal information we may collect, use or disclose in connection with our legal practice.

This Privacy Policy explains how we collect, use, disclose, retain and protect personal information and the rights individuals may have in relation to their personal information.

This Privacy Policy applies to personal information collected through our website, electronic communications, telephone communications, in-person interactions, client intake processes, legal services and other interactions with the Firm.

Because we provide legal services in Canada, our privacy practices may be subject to applicable federal and provincial privacy legislation, including, as applicable, the **Personal Information Protection and Electronic Documents Act (PIPEDA)**, Quebec's **Act respecting the protection of personal information in the private sector**, as amended by Law 25, and applicable Ontario privacy legislation and professional obligations.

Where another law, professional obligation, court order, solicitor-client privilege, litigation privilege or other legal requirement imposes different obligations, the applicable legal requirement will govern.

1. RESPONSIBILITY FOR PRIVACY

The person responsible for the protection of personal information at the Firm is:

Law Firm: [Balde Avocat]

Email: [info@baldeavocat.com]

Telephone: [+1 866 488 1742]

Questions, requests, complaints or concerns regarding our privacy practices may be directed to the Privacy Officer using the contact information above.

2. WHAT IS PERSONAL INFORMATION?

For the purposes of this Privacy Policy, "personal information" generally means information about an identifiable individual, subject to the definition and exceptions contained in applicable privacy legislation.

Depending on the nature of our relationship with you and the legal services requested, personal information may include:

- name and contact information;
- residential, mailing or business address;
- telephone number;
- email address;
- date of birth;
- identification information;
- government-issued identification information where necessary;
- information relating to family members, dependants or other individuals;
- employment and professional information;
- financial and banking information;
- billing and payment information;
- information concerning assets, liabilities, income and expenses;
- information relating to legal matters;
- information contained in documents provided to us;
- information concerning disputes, claims, litigation or legal proceedings;
- correspondence and communications with you;
- information provided during consultations or client intake;
- photographs, recordings or other media where applicable;
- IP address, browser information and technical information when interacting with our website;
- information collected through cookies and similar technologies; and
- any other information reasonably necessary to provide legal services or operate our practice.

Certain information may be subject to solicitor-client privilege, litigation privilege, confidentiality obligations or other legal protections.

3. HOW WE COLLECT PERSONAL INFORMATION

We may collect personal information from a variety of sources, including:

- directly from you;
- during consultations or client intake;
- through our website or online forms;
- by telephone, email, text message or other electronic communications;
- through documents and information you provide to us;
- from your authorized representatives;
- from opposing parties, counsel, witnesses or other participants in a legal matter;
- from government authorities, courts, tribunals or public records;
- from experts, investigators, consultants or other professional service providers;

- from third-party service providers;
- from publicly available sources; and
- where permitted or required by law, from other sources.

Where appropriate, we will explain the purposes for which information is being collected at or before the time of collection.

4. PURPOSES FOR COLLECTING PERSONAL INFORMATION

We may collect, use and disclose personal information for purposes including:

Providing Legal Services

- assessing whether we can act for you;
- opening and administering client files;
- providing legal advice and representation;
- preparing legal documents;
- conducting legal research;
- communicating with you regarding your matter;
- communicating with opposing counsel, courts, tribunals, government authorities and other parties as necessary;
- conducting investigations and gathering evidence;
- negotiating, mediating or litigating matters;
- complying with legal and professional obligations; and
- otherwise carrying out the services you have requested.

Administration and Business Operations

We may also use personal information to:

- communicate with clients and prospective clients;
- schedule consultations and appointments;
- process payments and invoices;
- maintain accounting and financial records;
- administer our website;
- maintain and improve our systems;
- maintain records required by law or professional regulation;
- detect and prevent fraud, unauthorized activity and security incidents;
- manage conflicts of interest;
- obtain professional, technical or administrative assistance;
- establish, exercise or defend legal claims;
- comply with applicable laws, regulations, court orders and professional obligations; and

- operate and manage our law practice.

Marketing and Communications

Where permitted by law and subject to applicable consent requirements, we may use contact information to send information about the Firm, legal updates, publications, events or other communications.

Individuals may unsubscribe from non-essential electronic marketing communications at any time using the unsubscribe mechanism provided or by contacting us.

5. CONSENT

Where required by applicable law, we will obtain meaningful consent before collecting, using or disclosing personal information.

Depending on the circumstances and applicable law, consent may be expressed or implied.

By providing personal information to us, you acknowledge that we may collect, use and disclose that information for the purposes identified at or before the time of collection, or for other purposes permitted or required by law.

Where consent is required for a purpose that is not necessary to provide our services, we will provide an appropriate opportunity to provide or refuse consent.

You may withdraw consent where permitted by law. Withdrawal of consent may not apply where the collection, use or disclosure is necessary to provide legal services, required or permitted by law, necessary to establish, exercise or defend legal claims, or otherwise subject to a legal or professional obligation.

Requests to withdraw consent may be directed to:

[info@baldeavocat.com]

6. LEGAL AND PROFESSIONAL OBLIGATIONS

As a law firm and/or legal professional, we may be required to collect, retain, use or disclose information to comply with applicable legislation, regulations, professional rules, court orders and other legal obligations.

This may include obligations relating to:

- professional regulation;
- conflicts of interest;
- client identification and verification;

- anti-money-laundering requirements;
- accounting and trust accounting;
- tax reporting;
- document retention;
- court and tribunal proceedings;
- subpoenas and production orders;
- regulatory investigations; and
- other legal requirements.

Where disclosure is legally required, we will disclose only information that we are legally required or authorized to disclose, subject to applicable law and professional obligations.

7. DISCLOSURE OF PERSONAL INFORMATION

We do not sell personal information.

We may disclose personal information where reasonably necessary for the purposes described in this Privacy Policy, including to:

- employees and lawyers of the Firm;
- agents and authorized representatives;
- opposing counsel and parties;
- courts and tribunals;
- government authorities;
- experts, consultants and investigators;
- translators and interpreters;
- process servers;
- accountants, auditors and insurers;
- technology and cloud-service providers;
- document management and electronic-signature providers;
- payment processors;
- IT, cybersecurity and technical support providers;
- professional service providers;
- third parties where you have provided authorization; and
- other persons where disclosure is required or permitted by law.

Third-party service providers may process personal information on our behalf and may be subject to contractual, legal or professional obligations concerning the protection of that information.

8. INFORMATION PROCESSED OUTSIDE CANADA OR QUEBEC

Some of our service providers, technology providers or other third parties may store or process personal information outside Ontario, outside Quebec or outside Canada.

Where personal information is transferred, stored or processed outside the applicable jurisdiction, it may be subject to the laws of the jurisdiction in which it is located.

Where applicable law requires additional safeguards, assessments, contractual protections, consent or notice in connection with such transfers, we will take the measures required by law.

9. SOLICITOR-CLIENT PRIVILEGE AND CONFIDENTIALITY

Our professional obligations include duties of confidentiality to our clients.

Information provided to us in the course of a solicitor-client relationship may be protected by solicitor-client privilege, litigation privilege or other legal protections.

Nothing in this Privacy Policy is intended to waive, limit or otherwise affect any applicable legal privilege or professional duty of confidentiality.

Privacy legislation may also contain exceptions relating to information subject to solicitor-client privilege and other protected information.

10. RETENTION OF PERSONAL INFORMATION

We retain personal information only for as long as reasonably necessary to fulfill the purposes for which it was collected, to provide legal services, to comply with legal and professional obligations, to resolve disputes, establish or defend legal claims, maintain business records, or as otherwise permitted or required by law.

Client files and other records may be retained for periods required by applicable legislation, professional requirements, insurance requirements, limitation periods and the Firm's document-retention policies.

When personal information is no longer required, we will take reasonable steps to securely destroy, erase or anonymize it, subject to applicable legal and professional obligations.

11. ACCURACY OF PERSONAL INFORMATION

We take reasonable steps to ensure that personal information in our custody or control is accurate, complete and up to date to the extent necessary for the purposes for which it is used.

Individuals may request correction of inaccurate or incomplete personal information, subject to applicable law.

12. SECURITY SAFEGUARDS

We use reasonable administrative, technical and physical safeguards appropriate to the sensitivity of the personal information we hold.

Safeguards may include:

- access controls;
- confidentiality obligations;
- secure document storage;
- password protection;
- encryption where appropriate;
- authentication measures;
- network and system security;
- employee training;
- secure disposal procedures;
- monitoring and security procedures; and
- other measures appropriate to the circumstances.

No method of electronic transmission or storage can be guaranteed to be completely secure.

Individuals should exercise caution when transmitting sensitive information electronically.

13. PRIVACY INCIDENTS AND DATA BREACHES

We maintain procedures for responding to actual or suspected privacy incidents.

Where a privacy incident occurs, we will assess the incident and take reasonable steps to contain, investigate and remediate it.

Where applicable law requires notification to an affected individual, regulator or other authority, we will provide such notification within the time and in the manner required by law.

14. WEBSITE AND ONLINE SERVICES

When you visit our website, certain technical information may be collected automatically, such as:

- IP address;
- browser type;
- operating system;
- device information;
- pages visited;
- approximate geographic information;
- referring website;
- date and time of access; and
- other technical information.

We may use this information to maintain website security, understand website usage, improve our website and provide requested services.

15. COOKIES AND SIMILAR TECHNOLOGIES

Our website may use cookies, pixels, analytics tools or similar technologies.

These technologies may be used to:

- operate the website;
- remember preferences;
- analyze website traffic;
- improve website functionality;
- detect security issues;
- understand how visitors use the website; and
- where permitted, support marketing activities.

You may be able to control cookies through your browser settings.

Third-party analytics or tracking services used by the Firm:

["NONE"]

Where applicable, additional information about these technologies may be provided through a cookie banner or separate cookie notice.

16. THIRD-PARTY WEBSITES

Our website may contain links to third-party websites.

We are not responsible for the privacy practices, security or content of third-party websites.

Individuals should review the privacy policies of third-party websites before providing personal information.

17. ACCESS TO PERSONAL INFORMATION

Subject to applicable legal exceptions, individuals may request access to personal information that we hold about them.

An access request should generally include:

- the individual's name and contact information;
- sufficient information to identify the records requested;
- the nature of the request; and
- any other information reasonably necessary to process the request.

Requests should be directed to:

Privacy Officer: [Adama Balde]

Email: [info@baldeavocat.com]

We will respond to access requests within the time required by applicable law, subject to lawful extensions and exceptions.

18. CORRECTION OF PERSONAL INFORMATION

If you believe that personal information we hold about you is inaccurate, incomplete or outdated, you may request that it be corrected.

Requests should be sent to the Privacy Officer using the contact information above.

Where appropriate, we will take reasonable steps to correct the information and, where required, communicate the correction to relevant parties.

19. PRIVACY COMPLAINTS

If you have concerns about our collection, use, disclosure or handling of personal information, please contact our Privacy Officer.

We will investigate privacy complaints in accordance with our internal procedures and applicable law.

You may also have the right to bring a complaint to the applicable privacy regulator.

For matters governed by federal privacy legislation, complaints may be directed to the **Office of the Privacy Commissioner of Canada**.

For matters governed by Quebec private-sector privacy legislation, complaints may be directed to the **Commission d'accès à l'information du Québec**.

For matters governed by Ontario legislation, the applicable Ontario privacy oversight body may apply depending on the nature of the organization and information involved.

Nothing in this section limits any rights available to an individual under applicable law.

20. CHILDREN'S INFORMATION

Our services are generally directed toward adults and businesses. We do not knowingly collect personal information from children except where necessary in connection with a legal matter or where otherwise permitted or required by law.

Where a legal matter involves a minor, we may collect and use information concerning that individual as reasonably necessary to provide legal services and comply with our legal and professional obligations.

21. BUSINESS TRANSACTIONS

If the Firm undergoes or considers a merger, acquisition, reorganization, sale, financing, transfer of assets or other business transaction, personal information may be disclosed or transferred as reasonably necessary for the transaction, subject to applicable law and confidentiality obligations.

22. CHANGES TO THIS PRIVACY POLICY

We may update this Privacy Policy from time to time to reflect changes to our practices, technology, legal obligations or regulatory requirements.

The updated version will be posted on our website with a revised "Last Updated" date.

Where required by law, we will provide additional notice or obtain consent before making material changes to our privacy practices.

23. CONTACT INFORMATION

Questions, requests, concerns or complaints regarding this Privacy Policy may be directed to:

[Balde Avocat]

Privacy Officer: [Adama Balde]

Telephone: [+1 866 488 1742]

Email: [info@baldeavocat.com]

Website: [baldeavocat.com]

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