



OUR PRIVACY POLICY

Here is our privacy policy, how to access your personal information, how to request an update or a withdrawal.

Who we are and what we do

Corpo Juri-Forget Inc. ("CJF", "Corpo Juri-Forget", "we", "us", "our") is a paralegal service office that offers its services to legal representatives: lawyers, notaries and in-house counsels in various areas of law including corporate and tax law, business law, labour law, real estate law, mining law, securities, etc.

By collaborating in carrying out mandates under the instructions and supervision of lawyers and notaries, we collect or have access to the personal information of our clients and our clients' clients.

Corpo Juri-Forget values your privacy and cares about the handling of your personal information.

Collection, Use and Disclosure of Personal Information

We collect your personal information from you and during our interactions with you, in the course of providing paralegal services to you.

Personal information means any information about an identifiable or identifiable individual. Generally, this term does not include your name or the address or contact information of your place of work, such as your title, email address or business telephone numbers, that you provide to us for marketing purposes. We usually collect personal information that you voluntarily provide to us, but we may also collect information from third parties and as agents of our customers, if we have or have obtained the required consent or if permitted or required by law. We may also collect information through our website, although this information is usually limited to your name and email address.

We will obtain your consent before collecting, using or disclosing personal information for any purpose, except as permitted or required by law. Consent may be provided orally or in writing; it may also be implied, for example when you continue to provide us with personal information as part of our ongoing relationship or when you provide your personal contact information to members of your legal clients or our Corpo Juri-Forget team acting as an agent for one of our clients as part of the mandate. By providing us with personal information, you consent to our collection, use and disclosure of that personal information in accordance with this Privacy Commitment and as permitted or required by law. To the extent that you provide us with personal information about another individual, you represent that you have the consent or authority to allow us to collect, use and disclose that personal information for the purposes described in this commitment.

We collect, use and disclose personal information primarily for the purpose of providing services, including paralegal services, to our legal clients and thereby to their clients, current and prospective clients, administrative management and client relationship management (including the development and administration of our knowledge management systems and the marketing and delivery of Corpo Juri-Forget's services) or for other purposes authorized or required by law. We may occasionally use third-party service providers to perform certain functions for us, such as office services and data processing. In these cases, these third-party service providers are contractually required to protect the personal information transferred to them using measures comparable to those we use and described in this commitment, and not to retain, use or disclose personal information transferred to them for any purpose other than providing services to Corpo Juri-Forget's legal clients. Personal information provided to us is confidential and we only provide it to third parties when we have your consent or when permitted or required by law. We do not sell any personal information.

We retain personal information only as long as we need it for the purposes for which we collect it or to comply with the law or professional standards and also for as long as files are open and ongoing for you. We have procedures in place to destroy or erase personal information that is no longer required for the purposes for which it was collected.

Security

We treat your personal information as confidential information and ensure that it is protected and secure at all times, regardless of format. Most modes of communication are not completely secure and security measures can impede the effective sharing of information. Email is often our preferred method of communication and unless you object, we usually use unencoded plain text emails when communicating with you.

Online payment solutions

For our customers, all the solutions we recommend, and use, allow us to manage payments in redirection. In this way, no banking information is saved in our databases.

Online Information Collection Forms

The information collected in the various online forms is stored in a secure database and protected by cyber surveillance systems. No information will be shared with third parties without your consent.

Our website

We only collect through our website information that you voluntarily provide to us if you communicate with us in this way. This information is usually limited to your name and email address. We do not use any electronic means to automatically collect personal information about individuals who visit or use our site or their computers.

Our website contains links to other websites that may collect personal information about you. Corpo Juri-Forget assumes no responsibility for the practices, policies and measures adopted by the third parties that operate these websites to protect personal information. You should read their privacy policies so that you can decide, in an informed manner, whether or not you wish to provide personal information about yourself to the operators of these sites.

Consent

We may obtain your consent depending on the method and system used. Your consent may be express or implied. It is provided virtually, written or verbally, by you or by an authorized person.

Information collected online through the use of Cookies

When browsing online, we collect information to personalize your browsing and preferences, for example the language of navigation or to count engagement objectives on the actions offered on our website. The cookies installed are saved on your browser. You can accept, refuse or delete them from your browser's cache at any time.

How do you access your information?

We take the necessary and appropriate security measures to ensure the confidentiality of the personal information we maintain.

Only our employees, collaborators and service providers who need your information to perform their duties have access to it.

We will never use or disclose your personal information for any other purpose.

Retention and Destruction of Your Information

We retain information only for the period that we are actively providing services. All unnecessary information is securely destroyed.

All information is kept virtually, no paper records are kept. If necessary, they are digitized and immediately destroyed in a secure manner.

Accessing Your Information and Requesting Verification

When you provide personal information to Corpo Juri-Forget, through the Website or otherwise, you consent to the collection, use and disclosure of such information in accordance with this commitment. You have the right to verify or amend the personal information we have collected about you. You may also withdraw your consent to the collection, use and disclosure of your personal information at any time. You have the right to access your personal information, but this right is not absolute. However, if we refuse your request for access, we will give reasons for our refusal. If you wish to access, verify, amend or make a complaint about your personal information under this commitment, please send a written notice, using our [Privacy Request Form](#), to the following address:

Privacy Officer

Please contact us by email at:
gforget@corpojuriforget.com

Privacy Officer
Corpo Juri-Forget inc.
B201-7900 Taschereau Boulevard
Brossard, Québec J4X 1C2

We will respond within thirty (30) days.

Corpo Juri-Forget reserves the right to modify this commitment on the protection of personal information, so we invite you to consult it regularly.

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