

Assurance LAWPRO^{®1} Personal Information Statement for Québec Notaries/Lawyers² **(Ongoing Collection, Use and Disclosure by LAWPRO of Personal Information)**

Assurance LAWPRO[®] ("LAWPRO") collects, uses, discloses and maintains the information provided in the notary's/lawyer's application forms and otherwise collected from third parties in connection with the notary's/lawyer's application for LAWPRO's optional insurance programs (or which may be provided verbally or in writing at other times prior to or after commencement of policy coverage) for a number of purposes fundamental to operating LAWPRO's optional insurance programs. The information may be provided by the notary/lawyer, the Chambre des notaires du Québec (the "Chambre"), the Barreau du Québec (the "Barreau"), or by a firm with whom the notary/lawyer has, had or intends to have a relationship, such that the notary/lawyer is, was or is to be named as an insured in the insurance policy of such firm.³

All personal information provided to and/or maintained by LAWPRO is used in respect of LAWPRO optional programs, to the extent needed for the purposes stated below:

Optional insurance programs

For optional insurance programs operated by LAWPRO in which the notary/lawyer:

- participates or has participated; or
- applies to be, is, was or is to be named as an insured,

personal information may be collected, used or disclosed (as applicable):

- to establish insurance coverage;
- to determine and collect premiums and other amounts owing;
- to underwrite and rate the insurance programs, including the development of statistics for underwriting and risk management purposes;
- to detect and prevent fraud;
- to handle claims, including determining the extent of insurance coverage (if any) and investigating, evaluating, negotiating, litigating and/or resolving claims; or
- for such other purposes as are later specifically identified to the notary/lawyer

Risk management

Personal information may be used to provide information to or contact the notary/lawyer, the firm and/or its staff regarding:

- the insurance programs and other loss control programs/initiatives operated by LAWPRO; or
- methods of reducing or managing risk associated with legal practice.

Passwords

Personal information may be used to establish passwords that enable the notary/lawyer, the firm and/or its staff to access secure technology systems operated by LAWPRO, its partners or agents.

Reinsurance and Regulatory requirements

Personal information may be collected, used or disclosed (as applicable) by LAWPRO to:

- obtain reinsurance and comply with reporting and auditing requirements of reinsurers; or
- fulfill LAWPRO's regulatory, other legal, and accounting obligations.

In particular, in respect of LAWPRO's optional programs, LAWPRO may disclose the notary's/lawyer's personal information to the following entities from time to time:

- the Chambre/Barreau (as applicable),
 - to enable the Chambre/Barreau to fulfill its regulatory obligation to maintain membership status records, undertake audits, and regulate the profession, insofar as the personal information relates to insurance status and transaction levy information, if applicable; or
 - to apprise the Chambre/Barreau of any activities considered by LAWPRO to be dishonest or criminal or which may have had, or may have, the effect of causing serious damage as a consequence of an apparent breach of the Code of ethics of Advocates/Code of ethics of notaries, or in any circumstances that a notary/lawyer would be mandated to report to the Chambre/Barreau in respect of other notaries/lawyers pursuant to the Code of ethics of Advocates/Code of ethics of notaries;
- third parties involved in a claim (including counsel, adjusters, experts, mediators and adjudicators, other insurers and any compensation fund operated by the Chambre/Barreau) reported to LAWPRO as the insurer, where the notary/lawyer and/or the firm is a party to the claim and to the extent disclosure of the personal information is necessary for handling of the claim;
- regulatory bodies having jurisdiction over insurance and financial service companies, to the extent they require disclosure of, or access to, personal information;
- a firm (or its insurance representative, administrator or reciprocal, or representative or administrator thereof) where the notary/lawyer is, has been, or intends to be a partner, associate, employee, sole practitioner, "of counsel" or in association (or officer, director or shareholder of the management company of such firm), to the extent that the personal information is relevant to any optional insurance coverage of such firm in which the notary/lawyer is, was or is to be named as an insured; or
- with respect to name and contact details only, members of the public, lenders and real estate agents seeking names of TitlePLUS[®] eligible notaries/lawyers, if the notary/lawyer is a TitlePLUS eligible notary/lawyer and has not advised LAWPRO in writing that they do not wish to receive referrals.

If previously, now or in the future the notary/lawyer:

- participates or has participated; or
- applies to be, is, or is to be named as an insured,

in any optional LAWPRO program, the notary/lawyer consents to the collection, use and disclosure of personal information as set out in this Statement. This consent is an ongoing consent in respect of the current and all future policy years for information previously, now or in the future provided to and/or maintained by LAWPRO as set out in this Statement, and binds heirs and estate trustees. If LAWPRO intends to collect, use or disclose the personal information in any manner other than as set out in this Statement in respect of the LAWPRO optional programs, it will, if required by law:

- communicate such change to this Statement by broadcast e-mail, letter or posting on the LAWPRO Website and consent to such change will be implied; or
- for use or disclosure situations unique to an individual notary/lawyer, communicate directly with such notary/lawyer and obtain appropriate consent.

LAWPRO will establish an insurance file about the notary/lawyer for the purposes described above, which file shall be accessible through the offices of our insurance representative. For current contact information, visit www.lawpro.ca/quebecrepresentative.

*For a copy of the most current version of the **LAWPRO Personal Information Statement for Quebec Notaries/Lawyers** or the **LAWPRO Privacy Code**, please visit our website at www.lawpro.ca/privacy or contact our Customer Service Department at (416) 598-5899 or 1-800-410-1013, or [e-mail service@lawpro.ca](mailto:emailservice@lawpro.ca).*

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¹ Assurance LAWPRO is a registered name used in Quebec by Lawyers' Professional Indemnity Company.

² Applicable to notaries/lawyers in Quebec. For lawyers in Ontario, please consult the Personal Information Statement for Ontario LAWYERS and PARALEGALS (LICENSEES).. For lawyers in all other Canadian jurisdictions, please consult the Personal Information Statement for Canadian Lawyers. All personal information statements are available at lawpro.ca.

³ In this Statement, "firm" includes all forms of partnerships, associations and law corporations, and includes the plural version, where applicable.