# PRIVACY POLICY

Lord Attorneys encourages you to read its privacy policy to learn about the rules applied to the protection of personal information.

# **USE OF COOKIES**

This site does not place any permanent cookies on the hard drives of visitors' computers, but only temporary cookies required to improve the performance of certain site functions.

# **USE OF GOOGLE ANALYTICS**

Lord Attorneys uses Google Analytics as a web analytics tool. Google Analytics collects information about your use of this website, which is stored on servers located in the United States. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. The information collected by the tool includes, for example, the pages you visit, the date, time, duration and frequency of your visits, and the links you click on. The type and language of your computer's operating system, the name of your Internet service provider and your geographical location (region) are also part of the information collected. Your IP address is also collected but anonymized to ensure the confidentiality of your information. "Anonymizing an IP address prevents the identity of an Internet user from being known by means of that address." Google uses the information collected only to produce statistics and reports on navigation on this site, which allows Lord Attorneys to improve its electronic service delivery. Google will not associate the information collected on this site with any other data held by Google.

# INFORMATION EXCHANGED AUTOMATICALLY

When you access the Lord Attorneys website, your computer, tablet, telephone and the website server automatically exchange information. This communication is necessary to transmit a file compatible with the computer equipment you are using.

The information exchanged is as follows:

- the domain name of your Internet service provider;
- your IP address, the unique number assigned to your computer when it is connected to the Internet;
- the type of browser (Explorer, Firefox, etc.) and operating system (Windows, Mac OS, etc.) used;
- the date and time of your visit; the pages you visit;
- the address of the referring site, if you access the Lord Attorneys site from another site.

This information is kept and used by Lord Attorneys for statistical purposes. It is used to count the number of visits, the most frequently visited pages, the technology used by visitors, the referring sites and the country of origin of visitors.

#### INFORMATION SENT BY E-MAIL OR BY FORM

Lord Attorneys is committed to protecting the confidential information you entrust to us. If you voluntarily communicate personal or otherwise confidential information, by e-mail or by membership form, donation form or any other request. We use only the information required to enable our team to respond to your message and follow up on your request. Electronic correspondence is treated with the same confidentiality measures as other paper documents.

# LINKS TO OTHER SITES

Lord Attorneys provides hyperlinks to other sites and to external documents belonging to those sites. (Information exchanged on these sites is not subject to the present privacy policy).

# FOR MORE INFORMATION ABOUT THIS POLICY

If you have any questions about this policy, we invite you to contact us using one of the methods presented in the Contact us section.

# PERSON RESPONSIBLE FOR ACCESS TO DOCUMENTS OR THE PROTECTION OF PERSONAL INFORMATION

The person responsible for applying the Act respecting access to documents held by public bodies and the protection of personal information is also responsible for ensuring compliance with this policy.

If you have any comments or complaints about non-compliance with this policy, please contact:

Nicole Raymond, administrative assistant 5005 Boul. Lapinière, Bureau 4040 Brossard (QC) J4Z 0N5 nraymond@lordavocats.com

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