

**Law Firm**  
**Consent to Collect, use and disclose**  
**Your Personal Information**

***There are three methods of drafting and obtaining a consent including notice necessary for implied client consent.***

- 1. The consent can be drafted into your file opening form;***
- 2. it could be a separate form including all notices outlining your law firm's purposes for the collection, use and disclosure of the client information; or***
- 3. it could be a hybrid where the law firm Privacy Statement is attached to this signed client consent.***

Law Firm name, \_\_\_\_\_, requires the following information about you, \_\_\_\_\_ (name of Client) for the purpose of providing reasonable and legal services to you as described below. You have requested that the Law Firm provide the following legal services:

\_\_\_\_\_ (outline legal services)

I, \_\_\_\_\_, (*name of individual*) consent to the law firm collecting, using and disclosing the following Personal Information (“Information”) for the reasonable purposes identified.

For a comprehensive and independent signed consent i.e. no Privacy Statement attached or referred to, your law firm must describe the following in relation to your law firm’s business.

- Collection: Identify the business purposes for collecting personal information;<sup>1</sup>*
- Use: Identify the types of personal information collected;*
- Disclosure: Describe third parties who may need this personal information for the stated purposes.*

**Personal Information:**

**Your Name:** \_\_\_\_\_

<sup>1</sup> See Sample Privacy Statement for guidance

<b>Home Address:</b>		
<b>Telephone:</b>	(home)	Email:
	(fax)	(cell)
<b>Business Address:</b>		
<b>Telephone:</b>	(work)	Email:
	(fax)	(cell)

**(Modify according to your practice)** The types of Personal Information that we will be collecting for the purposes of providing you with legal services are:

- Personal contact information
- Financial information, such as mortgage information
- Medical information
- Family member information (for example, in a family law or personal injury claim)
- Names and addresses of witnesses for litigation purposes
- Property location, access, etc.
- Other \_\_\_\_\_

We will use this Personal Information to provide you with legal services. We will only provide the Personal Information to those individuals who ‘need to know’ some of your personal information for the purposes of providing you with legal services.

We respect and are committed to protecting the privacy and security of the personal information of individuals with whom we interact, such as clients, including former and potential clients. We safeguard your personal information against unauthorized or improper disclosure. Our Privacy Statement is attached as Schedule “A” to this consent which provides you with a full explanation of our privacy commitment to you.

Dated: \_\_\_\_\_

\_\_\_\_\_ *(Individual's signature)*

Witness:

\_\_\_\_\_ *(Witness signature)*

For further information on our Privacy Statement contact, \_\_\_\_\_ (Website, 1-800 number, email: [privacymanager@lawfirm.ca](mailto:privacymanager@lawfirm.ca))