

**RICCI, ENNS, ROLLIER & SETTERINGTON LLP**  
**CONSENT RE: COLLECTION, USE, DISCLOSURE AND RETENTION OF PERSONAL**  
**INFORMATION – CIVIL LITIGATION**

I/WE understand that Deborah L. Rollier is the privacy officer for the law firm of Ricci, Enns, Rollier & Setterington LLP. In the event that I/we have any issues or concerns relating to any aspect of the collection, use, disclosure, and/or retention of my/our personal information these will be brought to her attention and discussed with Deborah L. Rollier.

I/WE acknowledge that Ricci, Enns, Rollier & Setterington LLP relies upon the accuracy of information provided by me/us in order to assist me/us with my/our legal matter(s). Some of the information that I/we will have to provide to Ricci, Enns, Rollier & Setterington LLP will be personal information. I/we understand and agree that Ricci, Enns, Rollier & Setterington LLP may use my/our personal information only to the extent necessary for the following purposes:

- To provide legal advice;
- To make a referral to another professional;
- To handle claims;
- To handle my/our legal defence;
- To complete other legal transactions/matters on my/our behalf.

I/WE further understand and agree that: Ricci, Enns, Rollier & Setterington LLP may disclose our personal information to third parties involved in any claim/defence for which they are acting on my/our behalf including other counsel, insurance companies including claims adjusters, experts, mediators and adjudicators, medical professionals, property valuers and any other necessary party, but only to the extent disclosure of my/our personal information is necessary for handling or resolution of the claim/defence;

I/WE further acknowledge and agree that Ricci, Enns, Rollier & Setterington LLP may disclose personal information to courts and regulatory bodies having jurisdiction over my/our legal matter, to the extent that they require disclosure of, or access to, personal information;

I/WE further acknowledge and agree that Ricci, Enns, Rollier & Setterington LLP may retain our personal information only for the time that it is required and for the purposes described. When it is no longer required, it will be destroyed or made anonymous. I/we understand that government and bureaucratic authorities such as the Law Society of Upper Canada and Canada Customs and Revenue Agency may require that files, which include personal information, be retained longer than these files are required by Ricci, Enns, Rollier & Setterington LLP to assist me/us with my/our legal matter. I/we consent to the retention by Ricci, Enns, Rollier & Setterington LLP of my/our personal information for so long as they are required by a government office or regulatory body to do so.

I/WE understand that I/we may revoke this Consent in writing at any time.

DATED at \_\_\_\_\_, Ontario this      day of      ,      .

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Name:  
Occupation:

\_\_\_\_\_  
Name:  
Occupation:

I hereby consent to the disclosure of my personal information to my spouse or common-law partner by Ricci, Enns, Rollier & Settrington LLP. It is my responsibility to notify Ricci, Enns, Rollier & Settrington LLP of any change in my marital or common-law status that would impact on this consent.

I understand that I can revoke this Consent in writing at any time.

DATED at \_\_\_\_\_, Ontario this      day of      ,      .

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Name: