



Kibicho Law
(613) 661-0464
admin@kibicholaw.ca

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PRIVACY POLICY

Effective Date: 9th August 2026

1. Introduction

At Kibicho Law, we recognize that protecting your privacy is essential to maintaining the trust and confidence you place in our Firm. When you seek legal advice or retain our services, you entrust us with personal and confidential information. We are committed to safeguarding that information in accordance with the [Personal Information Protection and Electronic Documents Act](#) (PIPEDA), applicable privacy laws, and the [Rules of Professional Conduct](#) of the Law Society of Ontario.

This Privacy Policy explains how we collect, use, disclose, store, and protect your personal information when you visit our website or use our legal services.

2. Commitment to your privacy

The collection, use, disclosure, and protection of your personal information are governed by the following four principles:

- We collect only the information we need to provide legal services, respond to your inquiries, verify your identity, and meet our legal and professional obligations.
- We use your information only for legitimate purposes, including providing legal advice, managing your file, communicating with you, and administering our practice.
- We never sell or rent your personal information.
- We protect your information using appropriate physical, administrative, and technological safeguards.

You remain in control of your personal information. Subject to legal limitations, you may request access to or correction of your information or withdraw your consent where applicable.

3. What information do we collect?

Depending on your matter, we may collect:

- Your name, address, telephone number, and email address.
- Government-issued identification for client verification.
- Financial, employment, or business information.
- Information relating to your legal matter.
- Information you provide through our website, email, telephone, or consultation forms.



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- Technical information collected through our website, including IP address, browser type, device information, and website usage.

4. Why do we collect your information?

We collect, use, and disclose your personal information to:

- Provide legal services.
- Verify your identity and conduct conflict checks.
- Communicate with you and third parties on your behalf.
- Prepare legal documents and represent your interests.
- Administer billing and payment.
- Respond to inquiries submitted through our website.
- Comply with legal, regulatory, insurance, and professional obligations.
- Improve our website and client experience.

Where you have consented, we may also send you legal updates or information about our legal services. You may unsubscribe at any time.

5. Consent

By providing your personal information, you consent to its collection, use, and disclosure as described in this Privacy Policy or as otherwise permitted or required by law.

You may withdraw your consent at any time, subject to legal and professional obligations. However, doing so may affect our ability to provide you with legal services.

6. Disclosure of personal information

We disclose your personal information only when necessary to provide legal services or where required or authorized by law.

Your information may be shared with:

- Courts, tribunals, government agencies, and regulatory bodies.
- Opposing counsel and other parties involved in your legal matter.
- Financial institutions, experts, consultants, and professional advisors.
- Trusted third-party service providers who assist in operating our practice.
- Other persons where you have provided your consent.



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Note: All service providers are required to maintain appropriate confidentiality and security standards.

7. Website privacy

If you contact us through our website, email, or online forms, we use the information you provide solely to respond to your inquiry or provide the legal services you request.

Submitting information through our website does not create a solicitor-client relationship. A solicitor-client relationship is established only after we have agreed in writing to act for you.

8. Cookies and analytics

Our website may use cookies and similar technologies to improve functionality and understand how visitors use our website.

We may use services such as Google Analytics to collect anonymous statistical information, including website traffic, browser type, pages visited, and general geographic location. This information helps us improve our website and does not identify you personally.

You may disable cookies through your browser settings; however, some website features may not function properly.

9. Email communication

Email is not a completely secure method of communication. While we take reasonable precautions to protect electronic communications, we recommend that highly sensitive or confidential information not be transmitted by unsecured email.

10. Security

We maintain reasonable physical, administrative, and technical safeguards to protect personal information against unauthorized access, loss, misuse, alteration, or disclosure.

Although we take appropriate security measures, no method of electronic transmission or internet storage can be guaranteed to be completely secure.



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11. Retention of information

We retain personal information only for as long as necessary to provide legal services and to comply with applicable legal, regulatory, professional, and insurance requirements. Information that is no longer required is securely destroyed or anonymized.

12. Third-party websites

Our website may contain links to third-party websites for your convenience. Kibicho Law is not responsible for the privacy practices or content of external websites. We encourage you to review their privacy policies before providing personal information.

13. Access and correction

Subject to applicable law, you may request access to the personal information we hold about you or request that inaccurate or incomplete information be corrected.

14. Changes to this Privacy Policy

We may update this Privacy Policy from time to time to reflect changes in our legal obligations or business practices. The most current version will always be posted on our website together with its effective date.

15. Contact Kibicho Law

If you have questions about this Privacy Policy or wish to access, correct, or withdraw consent regarding your personal information, please contact:

Privacy Officer
Kibicho Law
Email: admin@kibicholaw.ca
Telephone: (613) 661-0464