# Privacy & Cookies Policy

**Last Updated: September 2025**  
  
**ToluLegal** (“we,” “our,” or “us”) respects your privacy and is committed to protecting the personal information you share with us. This Privacy & Cookies Policy explains how we collect, use, disclose, and safeguard your information in compliance with applicable laws, including the Personal Information Protection and Electronic Documents Act (**PIPEDA**) and the Law Society of Ontario’s professional obligations.  
  
**1. Information We Collect**

**We may collect the following types of personal information:**  
- **Contact Information:** Name, address, phone number, email address.  
- **Client Information:** Details necessary to provide legal services (e.g., incorporation details, contracts, trademark applications, demand letters, negotiation details, notary documents).  
- **Financial Information:** Billing and payment information.  
- **Website Data:** IP addresses, browser type, pages visited, cookies, and similar technologies for website functionality and analytics.  
  
**2. Use of Personal Information**

We use personal information to:  
- Deliver legal services in corporate and commercial matters.  
- Communicate with you about your legal issues or inquiries.  
- Maintain legal and professional records.  
- Process billing and payments.  
- Improve our website and enhance user experience.  
- Comply with legal and regulatory requirements.  
  
**3. Cookies Policy**

Our website uses cookies and similar technologies to improve functionality and understand how visitors use our site.  
  
**What Are Cookies?**  
Cookies are small text files stored on your device when you visit our website. They help remember preferences, enable certain website functions, and provide analytics about site traffic.  
  
**Types of Cookies We Use:**  
- **Essential Cookies:** Required for the website to function properly (e.g., security, login).  
- **Analytics Cookies:** Help us understand visitor interactions and improve website performance.  
- **Preference Cookies:** Remember your settings and preferences for future visits.  
  
**Managing Cookies:**  
You can control or disable cookies through your browser settings. Please note that disabling cookies may affect website functionality.  
  
**4. Disclosure of Personal Information**

We do not sell or trade personal information. We may share information:  
- With third-party service providers assisting in legal or website services (e.g., IT providers, court filing services).  
- When required by law, regulation, or court order.  
- To protect our rights, prevent fraud, or comply with professional obligations.  
  
**5. Consent**

By using our website or providing personal information, you consent to our collection, use, and disclosure practices as outlined in this policy. You can withdraw consent at any time, subject to legal and contractual requirements.  
  
**6. Security**

We implement reasonable safeguards to protect personal information, including encryption, secure servers, and restricted access protocols.  
  
**7. Retention**

Personal information is retained only as long as necessary for legal, regulatory, or professional obligations.  
  
**8. Access and Correction**

You have the right to request access to your personal information and to request corrections where appropriate. Contact us at the details below.

**9. Third-Party Links**

Our website may link to external websites. We are not responsible for the privacy practices of third-party sites.  
  
**10. Policy Updates**  
We may update this Privacy & Cookies Policy from time to time. Updates will be posted on our website with the effective date.  
  
**11. Contact Us**  
For privacy questions or requests, please contact:  
  
**ToluLegal Professional Corporation**  
admin@tolulegal.com