



MTS | PARALEGAL SERVICES

Small Claims Court...It's What We Do.

Privacy Policy

MTS Paralegal Services is committed to respecting the privacy of individuals/companies and recognizes the need for the appropriate management and protection of any personal information provided.

Our Privacy Management Plan includes guidelines on the collection, storage, use and retention of personal/business information as follows:

Collection:

The organization collects personal/business information in order to better manage its business and serve its customers. The organization will limit the collection and use of personal information to that required for valid business purposes or to comply with the Law Society and legislation.

Accuracy:

The organization will make every reasonable effort to ensure that the personal information it collects and uses is accurate and complete.

Storage:

The organization will store personal information using electronic means in such a way as to prevent unauthorized collection, access, use, disclosure or disposal of the personal information.

Retention:

The organization has established a fixed retention period for all personal information collected, after which it is securely destroyed.

In addition to the care that MTS Paralegal Services takes directly, we are also working with all of our partner organizations that may at some point handle personal information gathered by us in the course of their relationship with service to us. Each third party has agreed to meet our standard of privacy, confidentiality and security,

All employees and third party staff who in any way handle or manage Personal Information have acknowledged and agreed to adhere to our internal Privacy Code and any applicable government legislation.

For further information contact our Chief Privacy Officer:

Phone: 226-444-4882

Email: info@mtsparalegalservices.com

55 King Street West, Suite 700, Kitchener, ON N2G 4W1,
Tel: (226)444-4882 Fax: (226) 240-9199 Cell: (226) 792-3265
www.mtsparalegalservices.com