

Consent to the collection, use and retention of personal information

The Clinique juridique of the Barreau du Québec is open to the public. Closely supervised by seasoned lawyers, students at the École du Barreau (hereinafter “École”) may perform the following tasks:

- conduct interviews during legal consultations;
- perform legal research and draft legal documents;
- deepen their knowledge of negotiation and dispute prevention and resolution methods.

Personal information

École recognizes the importance of **privacy** and the **sensitivity** of the **personal information** you may share orally or in writing with students or supervising lawyers during legal consultations. This information includes your name, address, email address, telephone number, gender, employment information, health or any other information that, directly or indirectly, identifies you (your “**Personal Information**”).

How we handle and use your Personal Information

Automated and/or paper **processing** and **use** of your Personal Information will be limited to the purposes of the **activities of the legal clinic** and **assessment of the students** of the École by supervising lawyers and the École’s assessment committee, if applicable. As such, the École reserves the right to use your file for the training of other students. In this case, your personal information will have been removed beforehand in order to anonymize your file.

How long we keep your Personal Information

Unless otherwise authorized or required by applicable law or regulation, the École will **keep** your Personal Information **only as long as necessary to fulfill the purposes for which it was collected**, subject to the ethical and professional obligations of the supervising lawyers.

Reasonable security arrangements against risks

The École has put in place **reasonable security arrangements** against such **risks** as unauthorized access, collection, use, disclosure, copying, modification or disposal of your Personal Information.

Accessing or requesting to correct information

You may **access** or **request to correct** your Personal Information at any time by contacting the Clinique juridique at info@cliniquejuridiquebarreau.ca.

Withdrawing your consent

You may **withdraw your consent** to the collection and use of your Personal Information at any time, subject to the ethical and professional obligations of the supervising lawyers.