

# PRIVACY

Each day, your organization faces a looming threat. A loss of confidential, financial or personal information – or a failure to comply with privacy laws – can mean substantial risks and costs for your business.

In the event of a privacy breach, companies that collect and maintain valuable or sensitive personal information risk law suits and costly damages if they or their third-party suppliers or business partners do not properly protect that information. Companies with large customer bases could even risk class action lawsuits.

In all cases, your organization must be able to demonstrate that you've taken appropriate measures to comply with all relevant privacy laws and requirements. This includes having documented policies and procedures in place to protect personal information and to respond immediately in the event of a privacy incident.



## Your Legal Obligations

The number of privacy-related legal and regulatory requirements for organizations can feel overwhelming, and the list of obligations is increasing. This includes:

- Technical safeguards and privacy policies and procedures
- Confidentiality oaths, training and policies for staff and service providers
- Privacy impact assessments
- Privacy incident preparation and response plans
- Policies for reporting security and privacy incidents to regulators and privacy commissioners – most organizations are or will be subject to mandatory reporting and record keeping requirements
- Requirements for contracts and vendor management

## Your Compliance Plan

We're here to help you uncover and make sense of the legal requirements and legal risks that apply to your organization.

From there, we'll work with you to develop a customized compliance/risk mitigation plan along with supporting privacy and related policies and other documentation – all tailored to your unique business needs. We know that a one-size-fits-all approach won't cut it.

If you already have a privacy compliance program in place, we can help you implement it effectively, providing sample policies, training sessions and strategies for supplier and business partner management.

## Your MLT Aikins Privacy Team

Our privacy team members have deep knowledge and experience related to privacy issues facing both public and private sector organizations. Whether you're dealing with personal health information or sensitive personal information including financial information or employee information, we are here to provide guidance and advice; our team has handled it all.

Our lawyers have the right combination of legal know-how and real world experience. We have worked in IT, cybersecurity, tech litigation and privacy law. With lawyers who have served as in-house counsel as well as those who previously worked in the IT industry, we understand issues from a legal, business and technical perspective.

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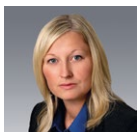


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### Alberta



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## Privacy Compliance Services

We offer a number of tools to help your organization develop, implement and improve its privacy compliance program. These services are available à la carte or in packages. Looking for something not listed below? Let us know!

Package	Tool	Price
Initial Consultation		Complimentary
<b>Basic Package*</b>	Confidentiality Oath/ Pledge for Employees	\$250
	Confidentiality Oath/ Pledge for Service Providers	\$250
	Privacy Policy	\$1,500
	Data Protection Schedule for Vendor Contract	\$500
	<b>Package Price</b>	\$2,000
<b>Basic Add-ons</b>	Customization of Basic Package Tools (2 hours)	\$500
	Privacy Training (1 "train the trainer" session)	\$1,000
	HelpDesk** (1 year support)	Please contact us to request a quote.
	<b>Package Price</b>	
<b>Advanced Add-ons</b>	Privacy Compliance Review	Please contact us to request a quote.
	Privacy Impact Assessment	
	Data Sharing Agreement	
	<b>Package Price</b>	
<b>Privacy Incident</b>	Privacy and Security Incident Response Plan	Please contact us to request a quote.
	Privacy Incident Response HelpDesk** (1 year)	
	<b>Package Price</b>	

Prices exclude taxes and disbursements. All fees will be subject to your approval before being payable.

\* The documents in this package are provided as precedents in Word format with minimal customizations and are customizable for public or private organizations. Any work to further customize the documents will be an extra charge and quoted separately. All documents are provided on a licence basis where they can be used for internal purposes by your organization and your affiliates.

\*\*Helpdesk and coaching services only include initial telephone support and high-level advice. Larger project engagements will be an extra charge and quoted separately.