

# de Lint LLP

## Immigration Law

Last revised: June 19, 2020

### Introduction

de Lint LLP (referred to below as "de Lint", "we," "us," and "our") is a privacy conscious organization with a registered office address at 22 Adelaide St W, Toronto, ON M5H 4E3. This privacy statement explains what information we gather about you, what we use that information for and who we give that information to. It also sets out your rights in relation to your information and who you can contact for more information or queries. Click on the links below to take you to the more detailed sections of this statement:

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### Who this privacy statement applies to and what it covers

This privacy statement applies to de Lint LLP with registered office address at 22 Adelaide St W, Toronto, ON M5H 4E3.

We are committed to protecting your privacy and handling your information in an open and transparent manner.

This privacy statement sets out how we will collect, handle, store and protect information about you when:

- providing services to you or our clients
  - you use "our Website" or [About de Lint](#)
  - performing any other activities that form part of the operation of our business.
- When we refer to "our Website" or "this Website" in this policy we mean the specific webpages of [de Lint LLP](#).

de Lint LLP ("de Lint") is an independent global immigration law firm allied with Deloitte LLP ("Deloitte"), a Canadian limited liability partnership that is a member firm of Deloitte Touche Tohmatsu Limited ("DTTL"), a United Kingdom private company limited by guarantee. de Lint, Deloitte, DTTL and each member firm of DTTL are legal separate and independent entities. de Lint's practice is limited to Canadian and U.S. immigration law matters. de Lint LLP practices exclusively in the area of immigration law. The firm was established to provide expert and efficient immigration legal service

to corporations, businesses, the legal sector and individual clients. Employees at the firm, both staff and lawyers, have extensive experience and expertise in the full range Canadian and U.S. immigration matters, including consular processes, port of entry applications and many other related concerns. To learn more about Deloitte, please see [About Deloitte](#).

This privacy statement also contains information about when we share your personal data with Deloitte Touch Tohmatsu Limited ("DTTL") or one of its independent member firms or their related entities (collectively, the "Deloitte Network") or other third parties (for example, our service providers).

In this privacy statement, your information is sometimes called "personal data" or "personal information". We may also sometimes collectively refer to handling, collecting, protecting and storing your personal information as "processing" such personal information.

## **What information do we collect?**

In the course of providing services to you or our client and performing due diligence checks in connection with our services (or discussing possible services we might provide), we will collect or obtain personal data about you. We may also collect personal data from you when you use this [Website](#).

We may collect or obtain such data because you give it to us (for example, when you directly email us), because other people give that data to us (for example your employer or adviser, or third party service providers that we use to help operate our business) or because it is publicly available.

We may also collect or obtain personal data from you because we observe or infer that data about you from the way you interact with us or others. For example, to improve your experience when you use this [Website](#) and ensure that it is functioning effectively, we (or our service providers) may use cookies (small text files stored in a user's browser) and Web beacons which may collect personal data. Additional information on how we use cookies and other tracking technologies and how you can control these can be found in our [cookie notice](#).

The personal data that we collect or obtain may include but is not limited to: your name; age; date of birth; gender; e-mail address; home address; country of residence; your IP address; your browser type and language; your access times; complaint details; details of how you use our products and services; details of how you like to interact with us and other similar information.

The personal data we collect may also include so called 'sensitive' or 'special categories' of personal data, such as details about your: citizenship / residency, family circumstances (for example, your marital status and dependents); employment and education details (for example, the organization you work for, your job title and your education details); and passport and visa information; and dietary requirements (for example, where we would like to provide you with lunch during a meeting).

The types of personal data and special categories of personal data that we collect may vary depending on the nature of the services that we provide to you or our client, or how you use our [Website](#). In some rare circumstances, we might also gather other special categories of personal data about you because you volunteer that data to us or we are required to gather that data as a result of legal requirements imposed on us. We will, where necessary, obtain your explicit consent to collect and use such information.

Where we are provided with personal data about you by our client, we take steps to ensure that the client has complied with the privacy laws and regulations relevant to that information; this may include, for example, that the client has provided you with notice of the collection (and other matters) and has obtained any necessary consent for us to process that information as described in this privacy statement.

We understand the importance of protecting children's privacy. Our Website and services are not designed for, or intentionally targeted at, children. It is not our policy to intentionally collect or store information about children unless the information relates to your dependent(s), in which case, any personal information will be managed in accordance with this privacy statement and any supplemental privacy consent form(s) we may ask you to sign on behalf of your dependent(s).

## **How we use information about you?**

### **Use of personal information to provide services to our clients**

We will use your personal data to provide you or our client with services. As part of this, we may use your personal data in the course of correspondence relating to the services. Such correspondence may be with you, our client, other members of the Deloitte Network, our service providers or competent authorities. We may also use your personal data to conduct due diligence checks relating to the services.

Because we provide a wide range of services to our clients, the way we use personal data in relation to our services also varies. For example, we might use personal data:

- about a client's employees to help those employees manage their immigration and work visa affairs when working overseas;
- about a client or client's employees when managing their port of entry applications; and
- To provide immigration assistance to an individual, either directly or on behalf of a client.

### **Use of personal information for other activities that form part of the operation of our business**

We may also use your personal data for the purposes of, or in connection with:

- applicable legal or regulatory requirements;
- requests and communications from competent authorities;
- client account opening and other administrative purposes;

- financial accounting, invoicing and risk analysis purposes;
- client relationship purposes, which may involve: (i) sending you thought leadership or details of our products and services that we think might be of interest to you; (ii) contacting you to receive feedback on services; (iii) contacting you for other market or research purposes; or (iv) managing our own customer relationship management processes;
- recruitment and business development purposes (for example testimonials from a client's employees may be used as part of our recruitment and business development materials with that employee's permission);
- services we receive from our professional advisors, such as lawyers, accountants and consultants;
- data analytics to better understand your digital interactions with us; and
- protecting our rights and those of our clients.

We may also use your personal data for marketing purposes, or to send you promotional materials or communications regarding services provided by us or other members of the Deloitte Network that we feel may be of interest to you. We may also contact you to seek feedback on our services or for market or other research purposes. You may at any time request that we discontinue sending you emails or communications generated in response to your provision of personal information via the [Contact Us](#) link on this [Website](#).

### Use of personal information collected via our Website

In addition to the purposes connected to the operation of our business above, we may also use your personal data collected via our [Website](#):

- to manage and improve our [Website](#)
- to tailor the content of our Website to provide you with a more personalized experience and draw your attention to information about our products and services that may be of interest to you
- to manage and respond to any request you submit through our [Website](#).

### **The legal grounds we use for processing personal information**

We are required by law to set out in this privacy statement the legal grounds on which we rely in order to process your personal data.

As a result, we use your personal data for the purposes outlined above due to:

- (a) our legitimate interests in the effective delivery of our services to you or our client;
- (b) our legitimate interests in the effective and lawful operation of our business so long as such interests are not outweighed by your interests;
- (c) the legal and regulatory obligations that we are subject to, such as keeping records for our own tax purposes or providing information to a public body or law enforcement agency; or
- (d) the information is required in order to provide our services to you or our client.

To the extent that we process any sensitive personal data relating to you for any of the purposes outlined above, we will do so because either: (i) you have given us your explicit consent to process that data; (ii) we are required by law to process that data in order to ensure we meet our 'know your client' and 'anti-money laundering' obligations (or other legal obligations imposed on us); (iii) the processing is necessary to carry out our obligations under employment, social security or social protection law; (iv) the processing is necessary for the establishment, exercise or defence of legal claims or (v) you have made the data public.

Where we are legally required to obtain your explicit consent to provide you with certain marketing materials, we will only provide you with such marketing materials where we have obtained such consent from you.

If you do not want to continue receiving any marketing materials from us, you can click on the unsubscribe function in the communication, where applicable, or e-mail [dgilawenquiries@dgilaw.com](mailto:dgilawenquiries@dgilaw.com).

### **Who we disclose your information to?**

In connection with one or more of the purposes outlined in the "How we use information about you?" section above, we may disclose details about you to: third parties that provide services to us; competent authorities (including courts and authorities regulating us); your employer and/or their advisers; your advisers; credit reference agencies or other organizations that help us make credit decisions and reduce the incidence of fraud and other third parties that reasonably require access to personal data relating to you for one or more of the purposes outlined in the "How we use information about you?" section above. Personal data may also be disclosed to other entities within the Deloitte Network and other third parties in order to respond to your requests or inquiries, as part of a corporate transaction such as a sale/divestiture of reorganization, merger or acquisition, or where those parties handle information on our behalf.

Please note that some of the recipients of your personal data referenced above may be based in countries outside of the Canada, whose laws may not provide the same level of data protection. In such cases, we will ensure that there are adequate safeguards in place to protect your personal data that comply with our legal obligations. Where the recipient is not a member of the Deloitte Network, the adequate safeguard might be a data transfer agreement with the recipient based on standard contractual clauses approved by the European Commission for transfers of personal data to third countries.

Further details of the transfers described above and the adequate safeguards used by us in respect of such transfers (including copies of relevant agreements) are also available from us by contacting [privacyoffice@deloitte.ca](mailto:privacyoffice@deloitte.ca).

We may also need to disclose your personal data if required to do so by law, a regulator or during legal proceedings.

We may share non-personal, de-identified and aggregated information with third parties for several purposes, including data analytics, research, submissions, thought leadership and promotional purposes.

## **Protection of your personal information**

We use a range of physical, electronic and managerial measures to ensure that we keep your personal data secure, accurate and up to date.

These measures include:

- education and training to relevant staff to ensure they are aware of our privacy obligations when handling personal data;
- administrative and technical controls to restrict access to personal data on a 'need to know' basis;
- technological security measures, including firewalls, multi-factor authentication, encryption and anti-virus software; and/or
- physical security measures, such as staff security passes to access our premises.

Although we use appropriate security measures once we have received your personal data, the transmission of data over the internet (including by e-mail) is never completely secure. We endeavor to protect personal data, but we cannot guarantee the security of data transmitted to us or by us.

## **How long we keep your information for?**

We will hold your personal data on our systems for the longest of the following periods:

- (i) as long as is necessary for the relevant activity or services;
- (ii) any retention period that is required by law or professional standards;
- (iii) the end of the period in which litigation or investigations might arise in respect of the services; or
- (iv) as directed by our internal retention policies or practices, the length of which may vary depending on the nature of the information that is held. Further, any copies of personal data stored in our electronic backups will be destroyed in accordance with that backup's ordinary lifecycle.

## Your rights

You have various rights in relation to your personal data. In particular, you have a right to:

- obtain confirmation that we are processing your personal data and request a copy of the personal data we hold about you;
- ask that we update the personal data we hold about you, or correct such personal data that you think is incorrect or incomplete;
- ask that we delete personal data that we hold about you, or restrict the way in which we use such personal data;
- withdraw consent to our processing of your personal data (to the extent such processing is based on consent);
- To the extent prescribed by applicable law, receive a copy of the personal data concerning you, which you have provided to us, in a structured, commonly used and machine-readable format and to transmit such personal data to another party (to the extent the processing is based on consent or a contract); and
- object to our processing of your personal data.

To exercise any of your rights, or if you have any other questions about our use of your personal data, please [Contact Us](#) or write to us at the address below:

### Main Office

De Lint LLP Immigration Law  
22 Adelaide Street West, 9th floor  
Toronto, ON M5H 0A9  
Canada  
[immlaw@dgilaw.com](mailto:immlaw@dgilaw.com)

You may also use these contact details if you wish to make a complaint to us relating to your privacy.

## Right to complain

If you are unhappy with the way we have handled your personal data or any privacy query or request that you have raised with us, you have a right to complain to the Data Protection Authority ("DPA"), or relevant authority in your jurisdiction. If you would like to be directed to the appropriate authority, please [Contact Us](#).

## Changes to this privacy statement

We may modify or amend this privacy statement from time to time.

To let you know when we make changes to this privacy statement, we will amend the revision date at the top of this page. The new modified or amended privacy statement will apply from that revision date. Therefore, we encourage you to periodically review this statement to be informed about how we are protecting your information.