



PROTECTION OF PERSONAL INFORMATION

INFORMATION NOTE AND CONSENT FOR VOLUNTEERS

This information note aims to inform you of the Centre and its Foundation's commitments regarding the protection of personal information. It is intended to help you better understand the Centre and its Foundation's practices regarding the collection, use and/or disclosure, and retention of your personal information.

1. Why do we collect your personal information?

The Centre and its Foundation only collect your personal information that is necessary to manage volunteering. The Centre and its Foundation use this information exclusively for these purposes.

2. How do we collect your information?

The Centre and its Foundation collect your personal information during any communication, whether by phone, email, or in person.

3. Who has access to your information?

Only individuals who need to access to your personal information to perform their duties can access it. These individuals are the management team and the volunteer coordinator.

4. To whom do we disclose your information outside the Centre or its Foundation?

In principle, the Centre and its Foundation must obtain your consent to disclose your personal information to a third party. However, in the course of their activities, the Centre or its Foundation may disclose it to third parties, service providers, or partners, in accordance with the *Act respecting the protection of personal information in the private sector*, when such disclosure is necessary to carry out a mandate or fulfill a service or business contract entrusted by the Centre or its Foundation. This may include, but is not limited to, the following individuals:

- Volunteer management platforms ("BetterImpact" or others);
- IT service providers;
- Our external advisors (lawyers, accountants, etc.).

5. How and for how long do we retain your personal information?

Your personal information is stored in a restricted-access area and/or on our password-protected servers and databases. For this reason, your personal information may be stored and processed outside of Quebec. It is retained for a period of 7 years after the last entry in your file.

6. Can you access your personal information or withdraw your consent?

At any time, you may request access to your personal information, correct it, withdraw your consent for its use and/or disclosure, or file a complaint regarding the protection of your information by sending a sufficiently detailed written request to Johanne Bélisle, Executive Director, by email at: adminloi25@centredesfemmesdemtl.org. All Requests will receive a response within thirty days of receipt.

I declare that I understand this information and consent to the Centre and its Foundation using and/or disclosing my personal information in accordance with this information note and the *Act respecting the protection of personal information in the private sector*.