



Women's Centre
of Montréal



Foundation of
the Women's Centre
of Montréal

PROTECTION OF PERSONAL INFORMATION

INFORMATION NOTE FOR DONORS

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 the personal information necessary to open and manage your file, process donations, issue tax receipts, and send communications and/or solicitations from the Centre. 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, and through a donation management platform (such as "Logilys ProDon").

3. Who has access to your information?

Only individuals who need to access your personal information to perform their duties can access it. These individuals are mainly the management team, the coordinator of the Christmas campaign donations, and the accounting technician.

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:

- Donation, donor, and member management platforms ("Logilys ProDon" 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. 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 (in compliance with CRA requirements), 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@centredesfemmesdmtl.org. All requests will receive a response within thirty days of receipt.