



PROTECTION OF PERSONAL INFORMATION

INFORMATION NOTE FOR MEMBERS

This information note aims to inform you of the Centre's commitments regarding the protection of personal information. It is intended to help you better understand the Centre'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 only collects your personal information necessary for creating your account, sending communications, and processing your membership payment. The Centre uses this information exclusively for these purposes.

2. How do we collect your information?

The Centre collects your personal information during any communication, whether by phone, email, or in person.

3. Who has access to your information?

Only individuals who need access to your personal information to perform their duties can access it. This includes the management team, the communications advisor, and the accounting technician.

4. To whom do we disclose your personal information outside the Centre?

In principle, the Centre must obtain your consent to disclose your personal information to a third party. However, in the course of its activities, the Centre 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. This may include the following:

- a. Donor and member management platforms ("Logilys ProDon" or others);
- b. IT service providers.

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. 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.