



PROTECTION OF PERSONAL INFORMATION

INFORMATION NOTE FOR PARTICIPANTS

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 collect only your personal information necessary for opening your file, sending communications and/or surveys, and supporting your participation in our activities and services. 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 throughout the processing of your file.

3. **Who has access to your information?**

Only individuals who need your personal information to perform their duties have access to it. This includes management, staff and volunteers assigned to the service you participate in, as well as the counselors or advisors assigned to your file.

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

The Centre and its Foundation do not disclose your personal information to anyone without your consent.

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 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.