

CONSEIL DES AÎNÉS DE SAINT-LAMBERT
SAINT-LAMBERT COUNCIL FOR SENIORS

PRIVACY POLICY

(as required by Quebec Law 25: Act to modernize legislative provisions
as regards the protection of personal information)

The Saint-Lambert Council for Seniors respects everyone's fundamental right to privacy. We take great care to collect only necessary personal information and to preserve and protect the confidentiality of the information you share with us.

Becoming a member, or employee or instructor, of the Saint-Lambert Council for Seniors indicates your consent to our collecting, using, disclosing and retaining your personal information in accordance with this policy.

1. What Are the Objectives of the Privacy Policy?

This policy's aim is to inform you of the reasons and ways in which the Saint-Lambert Council for Seniors will collect, use and disclose your personal information.

2. What Personal Information Do We Collect?

Personal information is collected only from you at the time you become a member, an employee or an instructor, and in accordance with applicable laws. From time to time we ask you to verify this information so that it remains up to date.

This information can include:

- First name, last name, mailing address, telephone numbers, e-mail address, language choice so that we can communicate with you
- Emergency contact name and telephone number to be used in case of medical issue
- Birth date in order to establish your eligibility for membership, employee and instructor records—this may also be required for some trips
- Banking information if we issue you a cheque for any reason (e.g. a refund)
- Social insurance number for employees and instructors as required by law for payroll and income tax matters
- Any other personal information you voluntarily provide to us

3. How Do We Collect Your Personal Information?

We collect your personal information from you at the time you become a member, when you register for a course or activity or when you sign up to take one of our trips. We may also collect some information from you via telephone or e-mail.

We do not collect personal information about you from other individuals, organizations or entities.

4. For What Purposes Do We Use Your Personal Information?

We use your personal information to enable us to organize and manage our regular operations which provide you with a variety of services: classes, activities, meetings, informal get-togethers, trips, etc. For employees and instructors this information enables us to meet our legal obligations as required by applicable laws.

These may include:

- communicating with you by e-mail or telephone
- registering and preparing lists of members for classes and activities
- organizing transportation, visits and tours for trips
- medical services such as foot care and blood pressure monitoring
- collecting payments for our services
- any other purpose within the mandate of the Saint-Lambert Council for Seniors which is legal or required by law

5. Who Has Access to Your Personal Information and With Whom Can It Be Shared?

Access to your personal information is limited to our personnel who need it in the course of their duties. They are committed to protecting the confidentiality of your information they have access to.

The Treasurer has access to your personal information so that he/she can accomplish his/her fiduciary duties.

We do not share your personal information with other members, individuals, organizations or entities without your consent or as required to comply with applicable laws and regulations.

6. Do We Use Technology to Collect Your Personal Information?

The Saint-Lambert Council for Seniors does not use cookies, internet tags, or other tracking technologies to collect personal information when you visit our website.

7. How Long Do We Retain Your Personal Information?

We keep your information for as long as necessary to communicate with you, provide our services, manage our operations and comply with applicable laws and regulations.

Certain information, such as class registrations, may be retained for statistical and archive purposes.

Periodically we transfer current information to our secure archives, as may be required by law, or destroy it when it is no longer required.

8. How Do We Ensure the Security and Confidentiality of Your Personal Information?

We take reasonable physical and technical measures to ensure data and documents that contain personal information.

Some of these include:

- Information is stored on office computers that are password protected and accessible only by our personnel
- Paper documents are stored in file cabinets that are monitored during working hours and locked outside those hours
- We do not use outside servers or cloud storage
- Requests for the personal information of members from other members or outsiders are refused without the consent of the member

9. What Are Your Rights Regarding Your Personal Information?

You have the right to review your personal information that we have and to make corrections, if necessary, upon written request and confirmation of your identity.

You may withdraw your consent to our having your personal information. However, withdrawing your consent may mean that you are prevented from benefitting from some of our services.

10. How Can You Contact Us?

If you have questions, comments or complaints about this policy or our practices, you can contact our Privacy Officer, in writing, at:

dg.maisond@videotron.ca

- Please use PRIVACY POLICY in the subject line

OR

General Manager and Privacy Officer
St. Lambert Council for Seniors
574 Notre-Dame Avenue
Saint-Lambert, QC J4P 2K9

- Please indicate CONFIDENTIAL on the envelope

This policy came into effect on April 15, 2025