

CHATEAUGUAY VALLEY LITERACY COUNCIL'S PRIVACY POLICY

This document describes the Privacy Policy put in place by the Chateauguay Valley Literacy Council (referred to as CVLC in this document) and the measures taken to ensure the sound management of personal information provided by you.

CVLC acts according to Quebec's privacy protection Act known as Bill 25. It includes the Act respecting the protection and the handling of personal information in the private sector (CQLR c.P-39.1)

This Privacy Policy is effective as of September 22, 2023.

CONTEXT AND REASONS FOR COLLECTING PERSONAL INFORMATION

This Privacy Policy applies to Personal information provided to CVLC by individuals. By providing information to CVLC, you are deemed to unconditionally agree to the terms of this Privacy Policy.

It is therefore important that you read this Privacy Policy. If you do not agree with any aspect of our Privacy Policy, please do not provide your information to CVLC.

This Privacy Policy describes how CVLC collects, uses and protects your Personal Information when visiting and using our website (WWW.CVLC.CA) or registering to activities organized by CVLC.

By Personal Information, we mean:

- **Your first and last name,**
- **Your email address**
- **Your street address**
- **Your postal code**
- **Your phone number**
- **Your age**
- **Your gender etc**

Your name and email address are collected for the following purposes:

- **Inform you of regular and new activities**
- **Provide training schedule to volunteers**
- **Provide members, staff and volunteers with time and date for meetings and get-togethers**
- **Ask you to participate as a volunteer in one of our activities linked to CVLC's mission**
- **Inform you about updates to CVCL's website, Facebook page or this Privacy Policy**
- **Ask you for your comments and suggestions in regard to CVLC's services**
- **Improve CVLC's services**

CORRECT OR UPDATE YOUR PERSONAL INFORMATION

You can correct or update your Personal Information (name, address, etc.) in our database by contacting our Policy Officer at: cvlc.chateauguay@gmail.com

Corrections or updates will take place within fourteen (14) business days.

DURATION FOR KEEPING YOUR PERSONAL INFORMATION

CVLC will retain your Personal Information only for the period of time that is necessary to provide the information as described under the following section of this Privacy Policy: Context and Reasons for Collecting Personal Information.

The information contained in registration forms completed by you to participate in CVLC's activities and programs will be deleted after a period of ninety (90) days following the end of the activity or program.

Information retained for statistical analysis may be retained for an indefinite period of time and will be anonymized as such analysis does not identify you or any other Personal Information about you.

USE OF GOOGLE ANALYTICS

CVLC also uses the Google Analytics Demographic and Interest Reports feature to collect demographic data about the interests of the users of the site. This data is

strictly depersonalized and anonymized to better tailor the content of the site to its users and is not linked to any personally identifiable information (such as name, address, email, phone number, etc.) unless the user gives express consent.

Google Analytics uses cookies to help CVLC analyze how visitors use our website and to analyze information generated by the cookies, which includes your IP address. This information is transmitted to and stored by Google. Google uses that information for the purpose of compiling reports on CVLC's website activity, analyzing your use of our website and providing other services to CVLC related to Internet usage and website activity.

For more information on Google's Privacy Policy, please visit their website at:

<http://www.google.com/analytics/learn/privacy.html>

CVLC does not use cookies. However, even if we do not use them, there might be services or plugins from other companies on our website that use third-party cookies.

A cookie is a small text file containing a unique identification number that is transferred from the Site to your computer's hard drive.

Cookies make it possible to distinctly identify users of the Site and to track certain of their activities on the Site. Cookies are only used to improve the quality of the

site (i.e. number of visitors to the Site) or to provide the user with a better browsing experience (i.e. remember the user's choices during a previous visit).

You may refuse the use of cookies by changing the appropriate settings on your Internet browser. If your browser permits. But by doing so you may be unable to use the full functionality of the website.

USE OF GOOGLE ADWORDS AND FACEBOOK REMARKETING SERVICES

CVLC 's website also uses Google Adwords and Facebook remarketing services, and may use other third party remarketing services to advertise about CVLC across the Internet on third party websites accessed by you once you have visited our website. This remarketing could, for example, be in the form of an advertisement placed on the Google search results page or on Facebook. Google, Facebook and other third party vendors use cookies to serve you such ads on your past visits to our website.

By using CVLC's website, you agree to the use of Google Adwords and Facebook remarketing services.

You can opt out of Google Adwords at:
<http://support.google.com/ads/answer/2662922?ht=en>

You can opt out of Facebook remarketing at:
<http://www.facebook.com/help/www/568137493302217?>

helpref=platform_switcher&ref=platform_switcher&rdrh
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CONSENT

Unless otherwise required by law, we will not collect, use, or disclose your Personal Information without your prior consent. Providing us with your Personal Information is always your choice. You may expressly give your consent in writing, verbally or through electronic means.

You also can withdraw your consent at any time. CVCL will withdraw your consent as quickly as possible, and no later than 14 (fourteen) business days after receiving your request.

When withdrawing your consent, you acknowledge that we may not be able to provide you with certain services or information which may be of value to you.

CVLC will knowingly collect Personal Information from minors (defined as children less than 18 years old) without the express consent of their parents or guardians at the time of collection. By providing your express consent on behalf of your child, you warrant that you have the right and authority to grant such consent.

LINKS TO OTHER SITES

Our website and related social media channels may contain links to other sites. The provision of these links is for your convenience only, and does not constitute an endorsement, recommendation, or approval of such other sites. This Privacy Policy is no longer applicable when you leave this site by way of link or otherwise. Linked sites may or may not maintain their own independent Privacy Policy and procedures. Users should consult these policies and procedures before providing any personal information.

EMAIL COMMUNICATIONS

We will ensure that each email includes an opt-out feature and instructions on how to unsubscribe from CVLC's database. You can unsubscribe using the link included in the email or by using the contact information on our website.

DISCLOSURE AND TRANSFER OF PERSONAL INFORMATION

CVLC will maintain the strict confidentiality of all Personal Information and will not sell, transfer, or otherwise disclose any of your Personal Information to any third party without your knowledge and consent except for the purposes outlined in this Privacy Policy.

Only CVLC or our service provider's employees are granted access to Personal Information that we are accountable for. All such employees will be required as a condition of employment to contractually respect the confidentiality of your Personal Information.

In addition, CVLC will not disclose your Personal Information to any third party or use it for any purpose other than as set in this Privacy Policy.

Unfortunately, no data transmission over the Internet can be guaranteed to be 100% secure. As a result, while we are committed to protecting your Personal Information, we cannot ensure or warrant the security of any information you provide to us.

PRIVACY POLICY CHANGES

Changes can be made at any time to this Privacy Policy without prior notice. Please check back from time to time to ensure that you are aware of any updates or changes in this Privacy Policy. We will indicate at the top of this page the date this Privacy Policy was last revised. Your continued access or use of this Site after any such changes constitutes your acceptance of the Privacy Policy as revised and will be binding on you.

QUESTIONS AND CONTACT INFORMATION

If you have questions about this Privacy Policy, please contact us:

By mail:

Chateauguay Valley Literacy Council (CVLC)

P.O. Box 80041

CSP Principale

Châteauguay, Québec

J6J 5X2

Via the secure website :

<http://www.cvlc.ca>

By email:

cvlc.chateauguay@gmail.com

By phone:

450-698-0342