

Privacy Notice

Purpose

This notice describes the privacy policies and practices implemented by APF Villeneuve (hereinafter referred to as the "Organization") in connection with this service (hereinafter referred to as the "Service").

General Consent

By accessing the Service, you consent to the collection, use, disclosure and retention of personal information as described in this notice. If you do not consent to these terms, please do not use the site or disable the use of cookies using your browser options.

Collected Personal Information

Information related to an individual (hereinafter referred to as the "User") that allows for their identification, directly or indirectly, is considered personal information ("PI").

The Organization only collects PI that is necessary for the purposes of using the Service. Except for specific contexts (described below), the Service does not require or collect any PI that directly identifies a User.

Collection of non-identifying PI is limited to the following information:

- IP Address
- Browser and Operating System
- Usage Schedule and Duration

Specific Contexts

The Organization may ask the User to provide PI for identification purposes in contexts that require such identification. In such cases, the Organization explicitly presents the required PI and its usage so that the User can provide explicit consent for its collection.

Examples of specific contexts include:

- Account creation;
- Submitting an application;
- Requesting information;
- Subscribing to a mailing list.

PI collected in specific contexts is subject to rules ensuring its destruction or anonymization, either completely or partially, upon reaching the prescribed processing period for the context.

A User account, if applicable, can be self-deleted at any time by the account holder, resulting in the complete and irreversible destruction of associated PI. If a User is not able to delete their account themselves, they can request the Organization to do so promptly.

Uses

The Organization collects, uses, and discloses personal information for the following purposes:

- Creation and management of a user account for the Service;
- Authentication and management of access and use of the Service;
- Responding to and processing user requests;
- Customizing user subscription preferences for the Service;
- Issuing notices based on user preferences for the Service.

Collection Method and Consent

Personal information is collected directly from the User. The provided PI must be accurate, complete, and up-to-date.

The Organization obtains your consent for the collection, use, and disclosure of your PI, or relies on applicable exceptions.

Withdrawal of Consent

It will generally not be possible to withdraw your consent for the use of your personal information for the management and administration of the Service by the Organization. The uses of the collected PI described above are required for the management and operation of the Service. Thus, while you have the right to withdraw your consent for the use of your personal information, the Organization will no longer be able to provide you access to the Service.

Access and Communication

Your personal information is accessible only to Organization staff members who need access as part of their roles.

The Service may contain hyperlinks to third-party websites that are independent of this Service. The Organization is not responsible for the content and policies of these sites. The Organization recommends reviewing the policies of these sites before using them. The personal information you transmit through these third-party sites will be subject to their respective privacy policies.

In exceptional cases, the Organization may also grant access to or disclose your personal information to third parties, including service providers, for the purpose of executing service contracts or to public authorities. For example:

- An individual acting on your behalf with your consent;
- Our service providers, including the company managing the Service;

- A public investigative or law enforcement agency, including criminal prosecution authorities.
- The Access to Information Commission (the authority in charge of personal information protection) and all persons authorized to obtain such information under the law.

The Organization does not rent, sell, or trade your personal information.

Retention/Destruction/Location

The Organization retains your personal information for the duration required for the purposes for which it was collected and for applicable legal retention periods, which may sometimes justify longer retention periods. Destruction or anonymization (removal of information that identifies a person) is carried out securely.

The Organization uses systems and technology service providers that ensure the secure retention of your personal information to maintain its confidentiality.

Your personal information is retained in Quebec.

Browsing Cookies and Google Analytics

Browsing Cookies

Browsing cookies (commonly referred to as "cookies") are used to facilitate and optimize your navigation on the Service. Cookies consist of files that are downloaded and stored on a device used for internet browsing. The cookies used by the Organization do not collect personal information about users.

Most browsers used to access the internet accept cookies by default. A user can modify their browser's privacy settings to block or delete cookies already saved. This action does not prevent access to the Service but might affect its performance during your visit.

Google Analytics

The Organization uses analytics tools (Google Analytics) for its Service. These tools allow for the collection, analysis, measurement, and presentation of data about visits made in order to understand and optimize Service usage.

The Organization retains this type of information for counting, among other things:

- The number of visitors;
- The most visited pages;
- The technology used by the Service's customers;
- Referring sites;
- The country of origin of the Service users.

Security

The Organization applies security measures proportionate to the sensitivity of your personal information to maintain its confidentiality.

The Organization uses encryption to preserve the confidentiality of information transmitted between a user's device and the Service.

The Organization also applies administrative and physical measures to ensure the security of your personal information.

Although the Organization implements appropriate security measures to protect your personal information and minimize the risk of breaches, it cannot guarantee 100% confidentiality or integrity in case of a security breach. If you believe your personal information has been compromised while using the Service, please contact the office of the responsible person for personal information protection, whose contact information is provided below.

Responsible for Personal Information Protection: [Erick Villeneuve](#), President

Your Rights

The Organization respects the rights granted to you by law regarding your personal information and follows procedures to address the following requests:

Access and Correction of Your Personal Information

You may access the personal information that the Organization has collected or obtained about you in connection with the use of the Service, verify its accuracy, and modify it if necessary, subject to exceptions provided by law. Access and correction requests are free. However, reasonable fees may apply for transcription, reproduction, or transmission of your personal information. Your access or correction request must be submitted to the office of the responsible person for personal information protection, whose contact details are provided below and will be processed according to applicable requirements.

Responsible for Personal Information Protection: [Erick Villeneuve](#), President

Automated Processing

If the Organization implements a decision-making process that is solely based on automated processing (without human intervention) of personal information and relies solely on an algorithm, you will be informed and given the opportunity to provide your comments regarding this decision.

Portability

You may request a copy of the personal information that has been collected or obtained about you in connection with the use of the Service. Unless there are serious practical difficulties, you may request that your personal information be provided to you in a structured, commonly used, and technologically readable format.

Question or Complaint

Any questions about your personal information or complaints should be directed to the office of the responsible person for personal information protection, whose contact information is provided below.

Responsible for Personal Information Protection: [Erick Villeneuve](#), President

Contact Information for the Responsible Person for Personal Information Protection

In the absence of a designation by the Organization, the highest executive of the Organization acts as the responsible person for personal information protection.

Modification

The Organization may periodically modify the content of this notice. In such cases, a notice to this effect will be displayed on the Organization's website.

Last Updated: June, 2024