



PRIVACY POLICY

This privacy policy outlines the practices of the Table de quartier sud de l'Ouest-de-l'Île (TQSÔI) regarding the collection, use, and storage of personal information.

COLLECTION OF PERSONAL INFORMATION

Newsletter Subscribers

When you subscribe to our newsletter, we collect the following information:

- First and last name;
- Email address;
- The specific newsletter(s) you subscribe to.

You provide this information by filling out the subscription form. We use these details to send you our newsletters. These details are stored in the Mailchimp database, meaning some personal information (name, email address) is shared with this service provider to facilitate sending and receiving the newsletter.

Participants in Workshops and Events (AGMs, member meetings, forums, etc.)

If you register for one of our workshops or another public event organized by TQSÔI, we may request the following information:

- First and last name;
- Phone number;
- Email address;
- Job title and organization;
- City of residence;
- Accessibility needs.

This information is collected through Zeffy, and some of it may also be stored in our organizational Google Drive.

Job Applicants, Employees, and Board Members

TQSÔI receives job applications via job search websites and Gmail. Applications are then stored in our Google Drive for six months. The following information may be collected:

- First and last name;
- Email address and phone number;
- Responses to employment-related questions;
- Any information you choose to provide regarding employment equity;

- Your resume;
- Your cover letter.

Sensitive employee and board member data, such as financial details, social insurance numbers, identification cards, and other HR-related documents, are stored in TQSOL's password-protected Google Drive, accessible only to the Executive Director and Executive Assistant.

Other employee-related information, such as employment contracts and salary details, is also stored in the TQSOL Google Drive with the same access restrictions.

AUTHORIZED ACCESS AND SECURITY PRACTICES

Access to personal information at TQSOL is limited to individuals who need it for the purposes for which it was collected. Specifically:

- The coordinator organizing the workshop or event and other staff members involved have access to the personal information collected for that purpose.
- Communications coordinators have access to subscriber information and data collected via Mailchimp.
- The Executive Director and Executive Assistant have access to HR-related documents, such as social insurance numbers, financial information, health-related data, IDs, and board member addresses.

Occasionally, TQSOL works with external service providers, including:

- Accountants and bookkeepers, who have access to employee financial information;
- External workshop and event facilitators, who may access participant lists and accessibility requirements.

TQSOL is committed to maintaining up-to-date security practices to protect the confidentiality of your personal information. These include:

- Limiting access to sensitive data to those who require it;
- Protecting sensitive documents with passwords;
- Minimizing the local storage of personal information on devices.

DURATION OF PERSONAL INFORMATION STORAGE

- TQSOL will retain personal information of workshop and event participants for a period of three years, after which the personal information will be anonymized. However, the names of organizations that participated in the workshop will be retained. The email address used for event registration will also be kept on the workshop newsletter mailing list unless you request its removal.
- TQSOL will retain job applications for a period of six months, after which they will be deleted.
- If you have subscribed to our newsletter, we will retain your name and email address until you request to be removed from the newsletter.
- TQSOL retains personnel records unless a former employee requests the deletion of their information after leaving TQSOL (subject to legal obligations). The same applies to current and former board members.
- In cases where TQSOL is legally obligated to retain certain information for periods longer than those defined in this policy, such legal obligations will take precedence over this policy.

ACCESSING YOUR INFORMATION, FILING A COMPLAINT, OR EXERCISING YOUR RIGHTS

You may at any time:

- Request access to the personal information we hold about you;
- Request corrections to your personal information;
- Withdraw your consent to the storage of your personal information;
- File a complaint regarding the use of your personal information.

To exercise any of these rights, please contact our Privacy Officer by email at: confidentialite@tqsoi.org