

PRIVACY POLICY

This Privacy Policy is intended to help you understand our practices regarding the collection, use, disclosure and retention of personal information. By providing us with personal information (through our Web site, by completing an event participation form, by e-mail, in person or by telephone), you agree to its processing in accordance with this Privacy Policy, and you authorize *La Fondation des Ancien.ne.s du Collège militaire royal de Saint-Jean Ex-Cadet Foundation* (hereinafter: The Foundation), its third parties and service providers to process your personal information for the purposes set out below.

This Privacy Policy does not apply to, and The Foundation is not responsible for, any third-party Web sites that may be accessed through links on this Web site. If you follow a link to a third-party Web site (e.g. our partners' logos/links on our site), they will have their own privacy policies that you should review before submitting any personal information.

WHAT PERSONAL INFORMATION DO WE COLLECT?

We may collect and process various types of personal information in the course of our business and provision of services, including:

- Professional and/or personal contact information, such as first name, last name, address(es), e-mail address(es), and telephone number(s);
- Biographical information such as job title and employer;
- Marketing information and communication preferences;
- Information related to contribution history, participation in Foundation events, billing and financial information, such as a billing address;
- Web site usage and other technical information, such as details of visits to our Web site, or information collected through the use of cookies.

HOW DO WE COLLECT YOUR PERSONAL INFORMATION?

We collect personal information from you and through our interactions with you as follows:

- As an ex-cadet of RMC Saint-Jean, we obtain your contact information through the Fort Saint-Jean Chapter, which maintains a master list of all ex-cadets (college number, first name(s) and last name(s)), and if known your contact information as described above.
- When registering for events, webinars and newsletters;
- When registering for benefit events;
- When you make a donation to our organization, in any form whatsoever;
- When you volunteer for our organization;
- When you communicate with us by mail, e-mail, telephone or in person.

HOW DO WE USE PERSONAL INFORMATION?

We may use personal information in any of the ways listed below, with your consent or, where applicable, under another legal basis. In each case, we indicate the purposes for which we use your personal information:

- To carry out our activities and projects;
- To facilitate the use of our website and to ensure that the content is relevant, and to ensure that the content of our website is presented in the most effective way for you and your device;
- For marketing purposes - to solicit donations, to provide details of new projects, information on developments at The Foundation and invitations to events where an individual has opted to receive such information;
- To meet our legal and regulatory obligations, such as invoicing donations and issuing tax receipts.

WITH WHOM DO WE SHARE PERSONAL INFORMATION?

The Foundation is a non-profit organization duly incorporated and recognized as a charitable organization, therefore, the personal information we collect may be transmitted to and processed by any entity in The Foundation's network. We may also share personal information with certain third parties, including the following:

- Volunteers on The Foundation's Board of Directors for the purposes of recruiting human resources, volunteers and soliciting financial or other contributions;
- Third-party service providers and/or partners, in particular those who provide us with Web services, hosting and our transactional site;
- These third parties may access or process personal information in connection with the services they provide to us. We limit the information we provide to these service providers to that which is reasonably necessary for them to perform their functions, and our contracts with these service providers require them to maintain the confidentiality of such information;
- Government authorities and law enforcement agencies where required by applicable law. For greater clarity, we may disclose personal and other information if we are required to do so by tax or other laws, or if we believe in good faith that such disclosure is necessary to comply with applicable laws;
- We will only use personal information for the primary purpose and the applicable legitimate purpose for which it was collected, or for purposes consistent with that primary purpose.

WHERE DO WE STORE PERSONAL INFORMATION?

Personal information is stored on the Foundation's server as well as on the <https://www.imakeanonlinedonation.org/facmr/> transactional platform with which we collect donations and manage event registrations.

HOW DO WE PROTECT PERSONAL INFORMATION?

We follow generally accepted industry standards to protect information submitted to us, both at the time of transmission and once we receive it. We maintain appropriate physical, technical or administrative safeguards to protect personal information against accidental or unlawful destruction or accidental loss, alteration, unauthorized disclosure or access, misuse or other unlawful forms of processing of personal information in our possession. We have taken steps to ensure that the only employees who have access to your personal information are those who have a need to know or whose duties reasonably require them to know it.

However, no method of transmission over the Internet, nor any means of electronic storage, is 100% secure. We therefore cannot ensure or warrant the security of any information you transmit or provide to us, and you do so at your own risk. Nor can we guarantee that such information will not be accessed, obtained, disclosed, modified or destroyed as a result of a breach of our physical, technical or administrative safeguards. If you have reason to believe that your personal information has been compromised, please contact us as indicated in the "How to contact us" section. In the event of a privacy incident involving your personal information, we will notify you as soon as we become aware of the incident. We will take reasonable steps to minimize the risk of harm and to prevent similar incidents in the future.

WHAT RIGHTS DOES AN INDIVIDUAL HAVE WITH RESPECT TO HIS OR HER PERSONAL INFORMATION?

In certain circumstances and in accordance with applicable data protection laws, an individual has the following rights:

- Access: the right to ask whether we are processing information and, if so, to request access to personal information. Subject to applicable law and, where applicable, the payment of a monetary sum, the individual may thus receive a copy of the personal information we hold and certain other information concerning him or her;
- Accuracy: we are required to take reasonable steps to ensure that personal information in our possession is accurate, complete, non-misleading and up-to-date;
- Rectification: the right to request rectification of any incomplete or inaccurate personal information held by us;
- De-indexing: the right to request that we stop disseminating their personal information or de-index any hyperlink attached to their name giving access to information if such dissemination causes them harm or contravenes the law or a court order (right to erasure or forgetting);
- Anonymization: the fact that our organization may, instead of destroying personal information, anonymize it and use it only for serious and legitimate purposes (e.g., keeping information required for tax inspection purposes).

Finally, it is also possible to lodge a complaint with a data protection supervisory authority, specifically in the country, province or state in which you normally reside (in Quebec, the

Commission d'accès à l'information), in which we are located or in which an alleged breach of data protection laws has occurred.

To exercise any of these rights, please contact us as indicated in the "How to contact us" section.

HOW DO WE USE COOKIES AND SIMILAR TECHNOLOGIES?

For detailed information about the cookies we use, please refer to our Cookie Policy below, which forms part of this Privacy Policy.

HOW TO CONTACT US

If you have any questions, comments or complaints about this Privacy Policy or your personal information, or if you wish to exercise your rights, file a complaint or obtain information about our policies and practices regarding our service providers outside Canada, please contact our Privacy Officer at the following coordinates:

Eric Michaud
Fondation des Anciens du Collège militaire royal de Saint-Jean Ex-Cadet Foundation
15, rue Jacques-Cartier Nord
Saint-Jean-sur-Richelieu (Québec) J3B 8R8
514 867-5264
info@fondation-anciens.com

HOW DO WE UPDATE THIS PRIVACY POLICY?

We may change the content of our website and the way we use cookies without notice, and therefore our Privacy Policy and Cookie Policy may change from time to time in the future. We therefore encourage you to review them each time you visit the website to stay informed about how we handle personal information.

This policy was last updated on September 23, 2023.

COOKIE POLICY

Consent

By using our website <https://fondation-anciens.com/en/>, you consent to the use of cookies in accordance with this cookie policy. You will have seen an invitation to do so on your first visit to this Web site; although it is not usually displayed on subsequent visits, you may withdraw your consent at any time by following the instructions below.

Deactivate cookies

Most browsers allow you to manage the cookies that are stored on your computer. Please see how to disable cookies stored on your device through your browser.

Visit the page corresponding to the browser you are using to learn more:

- [Google Chrome](#)
- [Mozilla Firefox](#)
- [Microsoft Edge](#)
- [Microsoft Internet Explorer](#)
- [Opera](#)
- [Apple Safari](#)

If your browser is not in the list, we invite you to visit your browser's website.

Cookie policy does not cover third-party websites

Please note that this Cookie Policy does not apply to, and we are not responsible for, the privacy practices of third party websites that may be linked to or from this website.