



# The Quebec Association of Preschool Professional Development

## PRIVACY POLICY FOR THE COLLECTION OF PERSONAL INFORMATION BY TECHNOLOGICAL MEANS

The Quebec Association of preschool Professional Development (hereinafter referred to as the "QAPPD) is committed to protecting the privacy and confidentiality of the personal information it receives or that it collects when our website is visited or any other interactions via the use of technology.

In this regard, this privacy policy (hereinafter the "Policy") is designed to inform of the personal information we collect, the purposes for which it is collected, the communications that may be made and, in general, the safeguards in place. It also deals with the use of cookies, where applicable.

The Privacy Policy is adopted pursuant to section 8.2 of the [\*Act respecting the protection of personal information in the private sector, c. P-39.1\*](#) (hereinafter the "Private Sector Act").

### Consent

If you use our website or services or submit your personal information to the QAPPD, you will be deemed to have given your consent for the purposes set out below, for which The Association collects and uses your personal information.

### Use of cookies (hereinafter referred to as "cookies")

The "QAPPD" uses cookie technology to help users of its website navigate more quickly and to offer them the content that interests them most.

A cookie is a string of information sent by a website and stored on the hard disk or temporarily in the memory of a computer.

The use of cookies is standard industry practice, and many popular browsers are initially set up to accept them. You can reconfigure yours to refuse or accept cookies, or to alert you when a cookie is set on your computer. Please note that if you refuse to accept cookies, you may not be able to use certain features of the Association's site.

### What type of information do we collect?

You are solely responsible for deciding whether to provide us with your personal information. In general, you can visit our website or communicate with us without having to provide your personal information. However, in some cases, it may be necessary for us to collect your personal information.

- **Identification:** your first and last name.
- **Contact details:** your telephone number and e-mail address.
- **Interactions:** When you communicate with us by e-mail, by chat, by submitting a comment, by making an appointment, by subscribing to our newsletter or by visiting our Customer Centre (if applicable), or if you send us your résumé when applying for a job with us (if applicable), we record your interaction and, where applicable, each attachment.
- **Use of our site:** when you browse our website, we automatically collect certain personal information from your browser's cookies, including your IP address, language preference, date and time of visit and pages viewed.

### **Use of personal information collected by our site**

Our site, hosted and maintained by **MarketingBlenz** collects whatever technological information it requires for the user to easily navigate through its pages. The personal data collected is limited to your IP address, CPE name and email address.

### **Information sharing and communication**

The QAPPD may only share your personal information with other organizations with your consent. We may disclose your personal information without your consent if we are required or permitted to do so by law, but in such cases, we will provide only the information that is required.

### **Storage and safety**

All personal information you provide to the QAPPD is stored on secure, restricted-access QAPPD servers. The Association takes reasonable technical measures to ensure a secure environment and to protect your personal information, such as firewalls, antivirus software, access management, intrusion detection and regular backups. However, given the nature of the Internet as a public network, you acknowledge and agree that the security of Internet transmissions cannot be guaranteed. Consequently, the QAPPD cannot guarantee nor assume any responsibility for any breach of confidentiality, hacking, virus, loss, or alteration of data transmitted via the Internet.

### **Conservation**

The QAPPD uses and retains personal information for as long as necessary to fulfill the purposes for which it was collected, or as permitted or required by law.

The Association reserves the right to retain, for a reasonable period, certain personal information to comply with the law, prevent fraud, resolve a claim or certain other related problems, cooperate in an investigation and for any other act permitted by law. Once this period has expired, your personal information will be removed from the QAPPD's servers.

## **External links**

This Policy does not apply to, and the QAPPD is not responsible for, any third-party web sites that may be accessed through links from this web site. The Association makes no representations whatsoever about any other site which you may access through this site. If you follow a link to a third-party website, that site will have its own privacy policies that you should review before submitting any personal information.

While using the QAPPD's site, you may be led to consult other third-party web sites, via hyperlinks. However, the Association is not responsible for the privacy practices, policies, or actions of such third parties. We therefore recommend that you carefully read the privacy statements appearing on these sites so that you can make an informed decision as to whether you wish to use these sites considering their privacy practices.

In addition, a link to such a site does not mean that the QAPPD endorses it or accepts any responsibility for its content or the use that may be made of it. It is up to you to take precautions to ensure that whatever you select for your use is free of such items as viruses and other items of a destructive nature.

## **Liability**

The QAPPD is not responsible for the accuracy of the information you provide on our website.

The QAPPD cannot be held responsible for any damage whatsoever caused directly or indirectly by the use or non-use of information published on the site.

The QAPPD does not warrant that the site or its contents will be uninterrupted or error-free, that defects will be corrected, or that the site or the server that hosts it are free of viruses or other harmful components.

## **Additional information**

For any inquiries or updates regarding your personal information, please contact the Privacy Officer, Hallie Moyse, the president of the QAPPD via e-mail at [hm.qappd@gmail.com](mailto:hm.qappd@gmail.com).

## **Modification**

The QAPPD reserves the right to modify its Privacy Policy at its discretion and will make any changes to this Privacy Policy available on its website.