

The Institute Fraser-Hickson, Montreal

Privacy and Protection of Personal Information Policy

Last Updated 14 September 2024

Introduction

The Institute Fraser Hickson (from now on referred to as “we,” “our,” or “us”) is a registered charity that engages in early literacy outreach projects in Montreal and across Quebec. We are committed to protecting your privacy and have reviewed our practices under the requirements of Law 25.

This Privacy Policy (“the policy”) informs you about our practices regarding collecting, using, disclosing, and retaining personal information. Personal information is the information that identifies a person directly or indirectly.

We collect personal information when you

1. Donate directly or through a third-party website.
2. Work as an employee or an intern.
3. Provide reference for our potential employees and volunteers
4. Apply to our posted vacancies
5. Volunteer or apply to volunteer for our projects
6. Partner or collaborate with us.
7. Register for the workshops, events and newsletters.
8. Volunteer to be a board member or an honorary board member.
9. Avail our services directly or indirectly
10. Contact us through email exchanges or phone conversations to learn more about us.
11. Share your business card with us.

The kind of information we collect

1. Personal contact information such as First Name, Last Name, Address, Phone Number, Email Address, and Date of Birth.
2. Professional information such as job title, employer name, and professional background.
3. Photos and audio-visual content.
4. Survey responses to register for events hosted by us.
5. Survey responses to provide feedback on our operations.
6. Data collected during interviews during the evaluation of our projects.
7. Bank information for remuneration.
8. Volunteer participation and hours contributed.
9. Partner and volunteer testimonials.
10. Information collected during recruiting for a position to work with us like CVs, list of references etc.

Using our website

We do not collect any active information from visitors to our website. Our website includes links to other partners, collaborators, and fundraising (Canada Helps) websites. This privacy policy does not extend to these linked websites, and the exchange of personal information on these linked websites will be subject to their privacy policies.

Policy

We are committed to maintaining your right to privacy. Below is how we will ensure that.

- 1) We will collect only relevant data necessary to the mission and operations of our organization.
- 2) We will ensure your consent regarding collecting and using your personal information.
- 3) We will ensure that your information is used with your consent unless required by law or a court order.
- 4) We will ensure explicit consent to use the photos and audiovisual material before each event. When children are participating, we will also ensure we have explicit consent from their parents.
- 5) The ED (direction@minibiblioplus.org) is the designated Privacy Officer responsible for protecting the personal information held and administered by the organization.
- 6) We will use best practices to safely and securely store your information on paper and electronically.
- 7) You can access, correct, and modify your personal information held by us by writing to the privacy officer. You can also request that we delete the personal information we hold, but this may not always be possible.
- 8) In case of any data and confidentiality breach, we will ensure that you are made aware as soon as possible, and the required steps will be taken.

Asha Dixit
Executive Director
The Fraser-Hickson Institute, Montreal
3755 rue Botrel Montreal, H4A 3G8
Phone: 514 872 0517