

PRIVACY POLICY

As an organization that works to raise funds for the international cooperation sector, we collect, use, and disclose information on a daily basis for the purposes of providing our services in terms of soliciting contributions in various forms and participating in events. Providing information on confidentiality is important to us. We adhere to the highest ethical standards when handling all information, especially personal information.

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 website, by completing an event registration form, by e-mail, in person or by telephone), you agree to its processing as set out in this Privacy Policy, and you authorize Humanity & Inclusion Canada (HI Canada), 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 Humanity & Inclusion Canada is not responsible for, any third-party websites that may be accessed through links from this website. 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.

WHO WE ARE AND WHAT WE DO

Humanity & Inclusion Canada (HI Canada) is an independent and impartial international solidarity organization working in situations of poverty and exclusion, conflict and disaster.

Working alongside people with disabilities and vulnerable populations, it acts and speaks out to meet their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights.

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), date of birth, and telephone number(s);
- Biographical information such as job title, employer, professional and/or personal background, photos, and video or audio content;
- Marketing information and communication preferences, as well as related information such as food preferences, comments, and survey responses;
- Information related to contribution history, participation in organization events, billing and financial information, such as a billing address, bank account information or payment data;
- Service-related information, such as details of services we have provided to you;
- Information about your professional background, networks, social involvement, professional affiliations and family ties;
- Recruitment information, such as curriculum vitae, education and work history, details of professional affiliations and other information relevant to potential recruitment by HI Canada;
- Website usage and other technical information, such as details about visits to our websites, your interaction with our advertising and online content, or information collected through cookies and other tracking technologies;
- Information provided to us by or on behalf of our customers or generated by us in the course of providing our services, which may, where relevant, include special categories of personal information (such as racial or ethnic origin, political opinions, religious or philosophical beliefs, etc.);
- Any other personal information you provide. Please note that if you provide us with personal information about other persons (such as your customers, directors, officers, shareholders or beneficial owners), you must ensure that you have duly notified them that you are providing us with their information and that you have obtained their consent to such disclosure;
- Where applicable, evidence of consent given to us (date, time, means) in circumstances where such consent is necessary for the processing of personal information;

We do not knowingly collect information from children or others under the age of 14. If you are a minor under the age of 14, please do not provide us with any personal information without the express consent of a parent or guardian. If you are a parent or guardian and you are aware that your children have provided us with personal information, please contact us. If we learn that we have collected personal information from children who are minors without verification of parental consent, we will take steps to delete that information from our servers.

HOW DO WE COLLECT YOUR PERSONAL INFORMATION?

We collect your personal information from you and during our interactions with you, as follows:

- When you register for events, training courses and newsletters;
- When registering for benefit events;
- When you make a donation to our organization, whatever the form of your gift;
- When you register as a volunteer for our organization;
- In the course of the services we provide;
- In exchanges by mail, e-mail or telephone.
- When you sign a petition.

We also collect publicly available information on public platforms, including our website.

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:

- In order to provide our services and for the conduct of our business, to administer and perform our services, such as organizing events, including fulfilling our obligations under any agreement between you and us.
- In order to facilitate the use of our websites and ensure that the content of our websites is relevant, and presented in the most effective manner for you and your device.

- For marketing and business development purposes - to provide details of new services, information on developments in our organization and sector, and invitations to seminars and events where an individual has opted to receive such information.
- For research and development purposes (including security) - to perform analyses to better understand our customers' service and marketing requirements and to better understand our organization and develop our services and offerings.
- Recruitment purposes - to enable us to process job applications and assess whether an individual meets the requirements of the position for which they may be applying at HI Canada.
- To meet our legal, regulatory or risk management obligations.
- To prevent fraud and/or conduct other background checks that may be required at any time by applicable law, regulation and/or best practices (if false or inaccurate information is provided or fraud is detected or suspected, information may be forwarded to fraud prevention organizations and may be recorded by us or such organizations). When processing special categories of personal information, we may also rely on important public interests (crime prevention or detection) or legally founded claims;
- To enforce our rights, to meet our legal or regulatory reporting obligations or to protect the rights of third parties.
- To ensure we get paid - to collect payments owed to us and, where appropriate, to enforce such collections by debt collection agencies or other legal means (including legal proceedings).
- In order to reorganize or change our organization - if we undertake a reorganization (for example, by merging, consolidating or divesting part of our organization's mission), we may need to transfer some or all personal information to an applicable third party (or its advisors) as part of any due diligence process or transfer to such reorganized entity or third party for the same purposes as set out in this Privacy Policy or for the purposes of analyzing any proposed reorganization. In such a situation, we will take all possible steps to ensure the protection and security of personal information.

WITH WHOM DO WE SHARE PERSONAL INFORMATION?

HI Canada 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 Humanité & Inclusion network. We may also share personal information with certain third parties, including the following:

- Volunteers and clients of HI Canada for the purposes of recruiting human resources, volunteers and soliciting financial or other contributions;
- Third-party service providers and/or partners, including those who provide us with donation solicitation, database analysis, Web site, application development, hosting, maintenance and other services. 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. More specifically, 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, in response to a court order or subpoena or government search warrant, or otherwise to cooperate with such government authorities and law enforcement agencies;
- The purchaser, successor or assignee in connection with any merger, acquisition, debt financing, asset sale or similar transaction, as well as in the event of insolvency, bankruptcy or receivership involving the transfer of personal information as a business asset to one or more third parties;
- 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.

The organization uses the services of third-party sites, such as Facebook, LinkedIn, YouTube and Google, to promote its content and offers.

When you visit our website, these third parties may use cookies, web beacons or similar technologies on your hard disk to collect or receive information about your browsing on the website and elsewhere on the Internet. These technologies enable us to deliver relevant advertising targeted to your interests. You can consult cookies and delete them if you wish. You, therefore, have full control. Please refer to your browser settings to make the appropriate changes.

If you would like third-party sites to store cookies on your hard drive in order to offer you targeted advertising, you can activate this option.

For further information, please consult our [Cookie Policy](#) (see p. 12).



HOW LONG DO WE KEEP PERSONAL INFORMATION?

We will retain personal information only as long as necessary for the purposes set out in this Privacy Policy and to comply with our legal and regulatory obligations.

To find out more about how long we keep personal information, please contact us at the coordinates indicated in the "How to contact us" section.

WHERE DO WE STORE PERSONAL INFORMATION AND TRANSFERS OUTSIDE QUEBEC?

As the computer server used by HI CANADA is located on the premises of the Fédération Humanité Inclusion-Handicap International in France, HI's General Policy on the Protection of Personal Data ensures that access to the premises in question is limited to persons who require access to personal information or to IT personnel responsible for maintaining the server.

The Humanité & Inclusion network's Information Systems Director is responsible for risk management and assessment. When a processing operation is likely to give rise to a high risk for the rights and freedoms of the persons concerned, HI carries out a Data Protection Impact Assessment (DPIA) on the processing operation, prior to its implementation. HI also ensures that a prior assessment is carried out for any new processing operation to determine the level of risk of the Processing and, consequently, whether a DPIA needs to be carried out.

However, our practices regarding your personal information will at all times continue to be governed by this Privacy Policy.

HOW DO WE PROTECT PERSONAL INFORMATION?

We follow generally accepted industry standards to protect the information submitted to us, both at the time of transmission and once we have received 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?

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

- **Access:** the right to ask whether we process 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 we hold.
- **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 prejudice or contravenes the law or a court order (right to erasure or oblivion).
- **Anonymization:** the fact that our organization can, 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).
- The right to be informed when you are the subject of a decision based exclusively on automated processing;
- The right to be informed when identification, location or profiling technology is used and of the means available to activate these functions;

Finally, it is also possible to lodge a complaint with a data protection supervisory authority, more 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 (see page 11).

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

Humanity & Inclusion Canada | 50, Sainte-Catherine West - Suite 500b | H2X 3V4

Montreal

Tel: (514) 908-2813 | info@canada.hi.org

HOW DO WE UPDATE THIS PRIVACY POLICY?

We may change the content of our websites and the way we use cookies without notice and, as a result, 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 19, 2023.

Witness Policy

Consent

By using our (insert link) website, 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.

Disable indicators

Where the organization setting the cookie offers an automatic deactivation tool for that cookie or those cookies, we indicate the name of that organization, the category of cookies it is setting and a link to its automatic deactivation tool. In all other cases, we indicate the name of the cookies themselves and their source as of the date of this Cookie Policy so that you can easily identify them and disable them if you wish using your browser controls.

If you do not agree to the use of cookies, please disable them by following the instructions for your browser at the following site ([All About Cookies](#)) or use an automatic disabling tool, if available. However, some services will not function as well if cookies are disabled.

After your initial visit to this Web site, we may change the cookies we use. This Cookie Policy will always tell you who is setting cookies, for what purpose and how to disable them if you check back from time to time.

What types of cookies are used by the ORGANIZATION?

The categories of cookies used by the ORGANIZATION and its suppliers are described below.

Strictly necessary cookies

These cookies are essential to enable you to browse the website and access its functionalities.

Without these cookies, the services you request (such as page navigation) cannot be provided.

Performance indicators

We use analytical cookies to analyze how our visitors use our websites and to monitor website performance. This allows us to ensure a high-quality experience by personalizing our offering and quickly identifying and correcting any problems. For example, we may use performance cookies to track which pages are most popular, to establish which method of linking pages is most effective, and to determine why certain pages receive error messages. We may also use these cookies to target items or services on the site according to their relevance to you based on your use of the website. We or our suppliers do not link the information collected by these cookies to your personal information.

Website functionality cookies

We use cookies to provide you with certain functionality. For example, to remember the choices you make (such as your username, language or region) or to recognize the platform from which you access the site and to provide you with enhanced and more personal functionality. These cookies are not used to track your browsing on other sites.

Targeting indicators

Targeting cookies (or advertising cookies) collect information about your browsing habits and are used to better target advertising to you and your interests. They are used by services provided by third parties, such as the Like or Share buttons. The above-mentioned cookies are also examples of targeting cookies. Third parties provide these services in exchange for acknowledging that you have visited our website.

When you use LinkedIn, X (formerly Twitter) or other available sharing buttons, you are directed to a page controlled by these companies, which may place cookies (including targeting cookies), and you will be subject to the cookie policies of LinkedIn, X (formerly Twitter) or other relevant website, respectively.

Use of IP addresses and Web logs

We may also use your IP address and browser type to help diagnose problems with our server, to administer our Web site and to improve our service to you. An IP address is a numeric code that identifies your computer on the Internet. Your IP address may also be used to gather broad demographic information.

We may perform IP address lookups to determine the domain you came from (e.g., google.com) in order to get a better picture of our users' demographics.

Information from these types of cookies and technologies is not combined with information about you from any other source and will not be used to identify you.

Invisible pixels in HTML e-mails and webinars

Our marketing e-mails contain a unique campaign-specific "web beacon" that notifies us if our e-mails are opened and, combined with other technology, verifies clicks on links within the e-mail. We may use this information for a variety of purposes, including to determine which of our e-mails are of most interest to you, and to ask users who do not open our e-mails if they wish to continue receiving them. The pixel will be removed when you delete the e-mail. If you do not want the pixel to be downloaded to your device, you should choose not to click on the links we send you. This information may be linked to your personal identity.

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.

Changes to the witness policy

We may update this Cookie Policy from time to time, and we encourage you to review the policy from time to time to stay informed about how we use cookies. This Cookie Policy was last updated on September 19, 2023.

Humanity & Inclusion Canada | 50, Sainte-Catherine West - Suite 500b |
H2X 3V4 Montreal
Tel: (514) 908-2813 | info@canada.hi.org