



**Femmes  
du monde**  
à Côte-des-Neiges

## Privacy and personal data protection policy

Femmes du monde à Côte-des-Neiges respects the right to privacy of all individuals and is committed to protecting the confidentiality and security of personal information collected in the course of its activities. This includes personal information relating to but not limited to Femmes du monde à Côte-des-Neiges', salaried employees, contract workers, interns, volunteers, organizational partners, and community members. Femmes du monde à Côte-des-Neiges restricts access to personal information to authorized individuals who require such information to fulfill their duties, and implements appropriate administrative, technical, and physical safeguards to ensure its confidentiality.

Adopted by the Board of Directors on December 10, 2025

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## 1. Purpose of the policy

The privacy and personal data Protection policy of the organization Femmes du Monde à Côte-des-Neiges aims to protect the privacy and personal information of individuals interacting with the organization, including service users, members, employees (salaried or otherwise), and volunteers.

Femmes du Monde à Côte-des-Neiges is committed to collecting, using, disclosing, and storing personal information in a responsible, transparent, and secure manner. This policy sets out the principles and procedures Femmes du Monde à Côte-des-Neiges follows to ensure confidentiality, security, and proper management of personal information.

This policy describes the types of personal information collected by Femmes du Monde à Côte-des-Neiges, the purposes for which it is used, the circumstances under which it may be disclosed to third parties, and the administrative, technical, and physical safeguards in place to protect such information.

This Policy is intended to comply with applicable privacy legislation, including Québec's Law 25, which sets out additional requirements for the protection of personal data.

## 2. The mission of Femmes du Monde à Côte-des-Neiges

Femmes du monde à Côte-des-Neiges is a center whose mission is to break the isolation experienced by women, helping them (re)discover their potential and reclaim their power through a lens of intersectional feminism, decolonization, and social justice.

Femmes du monde à Côte-des-Neiges is a safe and confidential space, a place for support, exchange, awareness-raising, and civic participation.

### **3. Definitions**

#### ***3.1. Personal information***

“Any information that relates to a natural person and allows that person to be identified, directly or indirectly. Personal information is confidential. Its confidentiality stems from the right to privacy, which allows individuals to exercise control over the collection, use, disclosure, and circulation of their personal information.” (Commission d'accès à l'information du Québec).

Thus, for Femmes du monde à Côte-des-Neiges, personal information is any information provided or communicated to us by any medium (verbal, written, audio, visual, digital or otherwise) that relates to a natural person using our services or a worker and that can be used to identify them, including: their name, phone number, address, email address, gender, sexual orientation, and any information concerning their health.

#### ***3.2. People likely to provide their information***

People likely to provide their information include, but is not limited to, service users, members of the center, volunteers, board members, and workers (salaried or otherwise).

#### ***3.3. Worker(s)***

For the purposes of this Policy, the term “worker(s)” refers to any individual who performs work for or on behalf of Femmes du monde à Côte-des-Neiges and receives compensation, such as salaried employees and contract workers, as well as anyone who is not compensated, such as interns and volunteers

#### ***3.4. Co-coordination***

Co-coordination is a management model in which leadership and coordination of Femmes du Monde à Côte-des-Neiges, are shared among several people. This role is carried out by three individuals who jointly assume these responsibilities within the organization. The co-coordination role is distinct from other positions within the team of workers at Femmes du Monde à Côte-des-Neiges.

## 4. Principles

### 4.1. Principle of accountability

The responsibility of protecting confidential data and information collected lies with the workers of Femmes du monde à Côte-des-Neiges. However, it is the responsibility of each worker to ensure the protection of personal information by complying with the privacy and personal data protection policy and following the guidelines that have been put in place. Workers' responsibilities include obtaining informed and written consent from concerned persons, ensuring the security of their laptops, mobile devices, and other work tools, and reporting any actual or suspected breach of confidentiality or privacy incident as soon as possible.

### 4.2. Principle of data minimization

Personal information should be collected only to the extent necessary for the performance of tasks and responsibilities and in accordance with the identified purposes.

### 4.3. Non-disclosure principle

Personal information must not be disclosed to unauthorized third parties, either inside or outside the organization, without the explicit consent of the individual concerned.

### 4.4. Principle of non-discussion

Sensitive information must not be discussed with persons who are not involved or authorized to process such information, to preserve the confidentiality and privacy of the person(s) concerned.

### 4.5. Principle of data security

Appropriate security measures are put in place to ensure the protection of personal information against unauthorized access, disclosure, alteration, or destruction.

### 4.6. Notification principle

Any breach of confidentiality or situation that could compromise the security of personal information must be reported immediately.

#### ***4.7. Respect for rights principle***

The rights of the individuals concerned regarding confidentiality, in particular access to, rectification and deletion of their personal information, must be respected in accordance with Femmes du monde à Côte-des-Neiges' Privacy and Personal Data Protection Policy.

### **5. Consent**

#### ***5.1. Methods of obtaining consent***

Femmes du monde à Côte-des-Neiges is committed to obtaining the consent of the individuals concerned before collecting, using, or disclosing their personal information, except in instance required by law. Consent may be given expressly, including in writing, for example by signing a paper or electronic form when registering as a member, agreeing to volunteer, signing an employment or other contract, or completing a consent form authorizing the sharing of personal information collected during interventions (see Appendices F and G), etc.

#### ***5.2. Information provided prior to obtaining consent***

In order to obtain individuals' free and informed consent to collect confidential information about them, an explanation must be provided as to why their information is being requested and how it will be used. If an individual has trouble understanding due to language barriers, Femmes du Monde à Côte-des-Neiges commits to taking all reasonable measures to ensure that the individual concerned adequately understands the explanation provided.

#### ***5.3. Confirmation of consent***

In order to confirm their consent, on any form or employment contract (paper or digital), individuals must provide a manual or electronic signature. In some cases, such as online forms or survey forms, they will have to check a box to accept the privacy and personal data protection policy.

#### ***5.4. Consent documentation and record-keeping***

Femmes du monde à Côte-des-Neiges retains documentation demonstrating the consent provided by individuals; all signed documentation is stored for a period of five (5) years in a secure location accessible only to Femmes du monde à Côte-

des-Neiges workers. In regards to personal information collected during individual interventions services, such information is retained for one (1) year after the completion of follow-up intervention services.

### ***5.5. Rights of individuals regarding their personal information***

The individual may request to modify the information obtained at any time and even withdraw their consent. To do so, the individual must inform a worker of Femmes du monde à Côte-des-Neiges of their desire to modify their personal information or withdraw their consent. Upon withdrawal of consent, all information concerning the person concerned will be deleted from the databases of Femmes du monde à Côte-des-Neiges. Where an individual withdraws their consent, Femmes du monde à Côte-des-Neiges will inform them of the foreseeable consequences of such withdrawal, including, but not limited to, the potential impact on their ability to receive information about the Centre's services and activities.

## **6. Collection of personal information**

### ***6.1. Types of personal information collected***

Femmes du monde à Côte-des-Neiges only collects personal information that is relevant and necessary for its operations. The types of personal information collected includes:

- First and last name
- Mailing address
- Email address
- Phone number(s)
- Date of birth
- Marital status
- Level of education
- Sexual orientation and gender identity

- Photos and videos taken during activities and other events
- Sensitive information gathered during interventions

Femmes du monde à Côte-des-Neiges collects personal information in a lawful and transparent manner and uses it solely for the specific purposes for which it was collected. Personal information is collected directly from the individuals concerned, unless they have expressly consented in writing (email, letter, etc.) to its collection from another source or unless otherwise permitted by law.

Femmes du monde à Côte-des-Neiges undertakes not to disclose this information to third parties, except in the following circumstances:

- Personal information will only be disclosed with the explicit consent of the individuals concerned.
- Personal information may be disclosed, in good faith, without the consent of the individual where such disclosure is necessary to protect the vital interests of that individual or another person. Where circumstances permit, the individual will be informed prior to the disclosure. For example, in the context of a remote intervention involving a suicidal crisis, Femmes du monde à Côte-des-Neiges may contact emergency services 911 and disclose necessary information, such as the individual's address, after informing the individual of the concern and the intention to proceed.
- Femmes du monde à Côte-des-Neiges may disclose personal information where required to comply with applicable laws or where necessary for the establishment, exercise, or defence of legal rights.

We also take steps to ensure the security of the personal information we hold, in accordance with applicable privacy standards and laws.

## ***6.2. Photographs or recordings***

At Femmes du monde à Côte-des-Neiges activities, we take photos and/or videos. These may be included in our annual report at the end of the year, on our social media accounts, and in other forms of record keeping at center. Therefore, every individual has the choice of whether or not they consent to being photographed or recorded (video/audio). Adequate proof of consent requires an image release form to be signed by concerned individuals for each activity. In addition, since photographs or videos are captured using personal mobile devices or cameras of Femmes du Monde à Côte-des-Neiges workers, Femmes

du Monde à Côte-des-Neiges requires that such content be transferred promptly to the organization's secure cloud database (SharePoint) and permanently deleted from personal devices once the transfer has been completed.

### ***6.3. The purposes of data collection and use***

The personal information collected by Femmes du Monde à Côte-des-Neiges is mainly used for the following purposes:

- To contact members, participants, and service users.
- To send them our quarterly and special newsletters.
- To communicate our activities and services.
- To send them programming and other relevant documents by mail.
- To evaluate and improve activities and services.
- To maintain contact information up to date.
- To enable workers to carry out administrative tasks required or permitted by law (taxes, group insurance, etc.).
- To provide support and intervention services
- To comply with our legal obligations (in the case of workers and other contract employees).

Only workers at the center will have access to the data collected. With regard to information about workers themselves, only authorized persons (co-coordinators and the finance officer) may have access to this information. The information will not be shared with any person or other organization without the explicit written consent of the person concerned.

## **7. Use of internet cookies**

Cookies are “tiny data files used to track your online activities and information when you browse a website. The data collected is stored in your browser and is

used to personalize information [...] when you revisit that page." (Government of Canada, 2022).

The Femmes du monde à Côte-des-Neiges website does not collect cookies.

## 8. Third-party websites

With regard to our website, we would like to advise our visitors that when they click on a link that may take them to a third-party site, our privacy policy no longer applies. Therefore, they should familiarize themselves with the privacy policy of the third-party site.

## 9. Work and data management software

Femmes du monde à Côte-des-Neiges, uses digital work and data management platforms such as Microsoft SharePoint and Hestia platforms. These platforms are designed to securely collect and organize the information needed for our work. Access to personal information is restricted to authorized workers, based on their roles and responsibilities. Femmes du Monde à Côte-des-Neiges implements appropriate administrative, technical, and physical safeguards to protect personal information stored on both the Microsoft SharePoint and Hestia platforms which both comply with the requirements of Quebec's law 25 regarding the protection of personal information.

## 10. Security measures to protect personal data

Femmes du monde à Côte-des-Neiges uses several methods to protect personal data from loss, theft, misuse, unauthorized disclosure, and alteration. These measures include:

- **Physical and technical barriers:** protection of premises where personal information is physically stored, use of a security alarm system, Webroot antivirus software, work sessions are password protected and without administrator rights, physical records containing personal information are

stored in locked filing cabinets located in employees' offices or in secured filing cabinets within shared storage areas of the building.

- **Access management:** implementation of procedures such as two-factor authentication (Hestia and Microsoft), such as placing keys in a confidential and secure location to ensure that only authorized persons can access them.
- **Staff awareness:** raising staff awareness of the importance of confidentiality and implementing policies and procedures to ensure the protection of personal information.
- **Incident management:** implementation of procedures to manage emergencies and security incidents. See Appendices B, C, D, and E.
- **Hestia platform:** data management software compliant with Law 25, accessible only to authorized personnel via password.
- **Digital documents:** files are stored in our shared space on SharePoint and Hestia, two platforms that comply with Law 25, with access restricted exclusively to employees.

Femmes du monde à Côte-des-Neiges strives to keep personal information secure and regularly assesses the threats to information confidentiality. In the event of a security incident, the center must take appropriate measures to contain the incident, assess its impact, and inform those affected in accordance with applicable legal requirements.

It is important to note that, although we strive to protect personal information, no method of electronic transmission or storage is completely secure. Therefore, Femmes du monde à Côte-des-Neiges cannot guarantee the absolute security of personal information but is committed to acting with due diligence to ensure its protection. We are committed to regularly updating these measures to adapt to changes in technology and security threats.

## 11. Teleworking

At Femmes du Monde à Côte-des-Neiges, workers have the option of working from home for at least half a day per week.

Anyone who teleworks and uses their personal computer is required to ensure data confidentiality. To do so, they must ensure that they:

- Do not use a computer shared by other members of the household.
- Log out of their work session after each use.
- Delete any documents downloaded to their personal computer.

If the person working remotely decides to do so in a café or other public place, they must ensure that the Wi-Fi network used in that space is protected by a secure password.

If a teleworker brings their work computer home, they must ensure that:

- Log out of their work session after each use.
- Use secure password protected work sessions
- Notify the Réseaux-Lution technicians in the event of theft or loss of the computer so that they can take the necessary steps to deal with such a situation.

During our outings, we may use our personal phones to access our Hestia or Microsoft platforms. To ensure data security, it is recommended that workers set up two-factor authentication.

## 12. Management of confidential information

Responsibility for managing information is delegated to one person in writing. The Femmes du monde à Côte-des-Neiges website must clearly identify the person responsible for the protection of personal information, under the title “Person Responsible” and provide the contact information required to reach them. The person responsible ensures that a confidentiality incident log is kept.

The co-coordination is authorized to access any confidential information held by Femmes du monde à Côte-des-Neiges. Other workers are authorized to access confidential information to the extent that such access is necessary for the performance of tasks in the exercise of their duties.

## 13. Data retention

Workers with access to confidential information undertake to:

- Ensure that confidential information is protected from physical damage or unauthorized access.
- Ensure that all electronic documents containing confidential information, including those copied to portable storage devices, are encrypted and password protected. These passwords must be changed whenever the individuals with access to the relevant files are replaced.
- Keep confidential information in paper format in lockable filing cabinets and ensure that the cabinets are locked at the end of each workday. The keys to the filing cabinets must be kept in confidential and secure locations.

## 14. Destruction of confidential information

Personal information relating to members and service users is retained for a period of up to five (5) years following the end of their membership and participation in activities, and for one (1) year after the end of an intervention follow-up. Personal information relating to workers is retained for a period of up to five (5) years following the end of their employment.

Once personal information is no longer needed to achieve the objectives and the five-year or one-year period has elapsed (employment, membership, volunteering, etc.), it is securely and permanently destroyed; paper documents are shredded and electronic documents are permanently deleted.

## 15. Confidentiality incident

For the purposes of enforcing the law, a confidentiality incident corresponds to any access, use, or communication of personal information that is not authorized by law, as well as the loss of personal information or any other breach of its protection. For information on the procedures to follow in the event of a confidentiality incident, see Appendix B.

## 16. Appeal

In the event that personal information is used or disclosed in violation of this policy, individuals can file a complaint with the board of directors of Femmes du monde à Côte-des-Neiges. As provided by law, a person who has been denied access to or correction of confidential information concerning them may file a complaint with the *Commission d'accès à l'information* for review of the disagreement within 30 days of Femmes du monde à Côte-des-Neiges' refusal to grant their request or the expiration of the deadline for responding to it.

## 17. Designated person responsible for data protection

Christchna Pierre ([c.pierre@femmesdumondecdn.org](mailto:c.pierre@femmesdumondecdn.org)) is responsible for data protection and confidentiality within the organization. As the designated data protection officer, she ensures that policies, procedures, and principles relating to the confidentiality and security of personal information are implemented and complied with. She is also responsible for receiving and handling questions, concerns, and requests from members and concerned individuals regarding the protection of personal information.

## 18. Policy changes

Femmes du monde à Côte-des-Neiges reserves the right to modify this policy at any time. Any changes will take effect immediately after they are posted on our website. We encourage you to check this page regularly for any changes to our policy.

## 19. How to contact us

Femmes du monde à Côte-des-Neiges is committed to responding to all inquiries and resolving any questions or concerns related to our privacy policy as quickly as possible. Please contact us:

- By phone or email: 514-735-9027 / [info@femmesdumondecdn.org](mailto:info@femmesdumondecdn.org)
- In person: 6767 ch. de la Côte-des-Neiges, office 597

## References

1. Commission d'accès à l'information du Québec. Qu'est-ce qu'un renseignement personnel? <https://www.cai.gouv.qc.ca/protection-renseignements-personnels/sujets-et-domaines-dinteret/reseignement-personnel-definition>
2. Fondation Béati (2023). Politique de confidentialité et de protection des données personnelles.
3. Gouvernement du Canada (2022-12-02). Ce qu'il faut savoir sur les cookies Internet. <https://www.pensezcybersecurite.gc.ca/fr/bloques/faut-savoir-cookies-internet>

## Appendix A

### *Privacy Statement*

I, the undersigned, declare that I have read the Privacy Policy of Femmes du monde à Côte-des-Neiges and agree to abide by its terms. I acknowledge and agree that my obligation of confidentiality continues after the termination of my employment, internship, or volunteer work with Femmes du monde à Côte-des-Neiges.

I, the undersigned, in Montreal on this \_\_\_\_\_ (day) of \_\_\_\_\_ (month),  
\_\_\_\_\_ (year).

Full name (in block letters): \_\_\_\_\_

Signature: \_\_\_\_\_

## Appendix B

### *Confidentiality incident response plan*

Examples of a confidentiality incident are:

- The theft or loss of a laptop or unsecured USB drive containing confidential information.
- Sending an email to the wrong person.
- Losing data as a result of a cyberattack.
- Disclosing personal information to third parties without consent.

#### **Steps to take**

- When a worker, member or service user becomes aware of a confidentiality incident, they must promptly notify the person responsible for the protection of personal information using the reporting form provided for this purpose. The form may be requested in person at the reception desk or by email and submitted in person or electronically to Femmes du monde à Côte-des-Neiges
- The person responsible identifies reasonable measures to reduce the risk of harm and prevent further incidents.
- The person responsible assesses whether the incident poses a risk of serious harm, as defined in Appendix E.
- In the event that the incident presents a risk of serious harm, the person responsible shall immediately notify the Commission d'accès à l'information (CAI) using the form provided for this purpose, as well as any person(s) whose personal information is affected.
- The information concerning the incident, as well as the measures taken to reduce the risk that serious harm may be caused to the individual(s) concerned, must be recorded in Femmes du Monde à Côte-des-Neiges' confidentiality incident register. This register must retain information relating to a confidentiality incident for a period of five (5) years.
- The responsible person responds to the CAI's request for a copy of the register, if applicable.

## Appendix C

### *Confidentiality Incident Reporting Form*

1. The date on which you completed the form:

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2. The date or period during which the incident occurred (or an approximation if exact information is not known):

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3. The date or period during which the organization became aware of the incident:

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4. Are you :

- A worker at the center
- A member
- A person who uses our services
- Other. Specify : \_\_\_\_\_

5. Provide a description of the personal information affected by the incident or, if this information is unknown, the reasons why it is impossible to provide such a description.

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6. A brief description of the circumstances of the incident.

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7. The number of people affected by the incident:

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## Appendix D

### *Confidentiality incident: content of the communications to concerned persons*

#### **When**

As stated in this policy, Femmes du monde à Côte-des-Neiges must notify “promptly” all individuals whose personal information has been affected by a privacy incident. This notification must be sent directly to the individual(s) concerned. However, the [Confidentiality Breach Regulations](#) of Quebec foresees situations where disclosure may be made exceptionally by means of a public notice, including where the transmission of the notice is likely to represent an undue hardship for the organization or increase the harm to the individual(s) concerned.

#### **Content**

As with the written notice to the CAI, the written notice to the person(s) concerned must contain the following information:

- A description of the personal information affected by the incident or, if this information is unknown, the reasons why it is impossible to provide such a description;
- A brief description of the circumstances of the incident;
- The date or period during which the incident occurred (or an approximation if this information is not known);
- A brief description of the measures that the organization has taken or intends to take following the incident in order to reduce the risk of harm;
- The contact information of the person from whom the individual(s) concerned may obtain further information about the incident.

## Appendix E

### *Confidentiality incident: serious risk assessment questionnaire*

#### **To assess whether the incident poses a risk of serious harm<sup>1</sup>**

For any confidentiality incident, Femmes du monde à Côte-des-Neiges must assess the severity of the risk of harm to the individuals concerned. To do so, it must consider, in particular:

1. How sensitive is the information concerned?
2. What are the anticipated consequences of its use?
3. How likely is it to be used for harmful purposes?

#### **Sensitive information**

- Financial documents;
- Medical records;
- Immigration and citizenship documents;
- Personal information that is commonly shared is not generally considered sensitive (name, address, etc.).

Unless the context makes it sensitive information: names, addresses associated with specialized periodicals or activities that identify them.

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<sup>1</sup> The questionnaire complies with the Privacy Breach Regulations ([Règlement sur les incidents de confidentialité](#)).

Note: The Office of the Privacy Commissioner of Canada has produced a video to assist with the assessment: [https://www.priv.gc.ca/fr/sujets-lies-a-la-protection-de-la-vie-privee/protection-des-renseignements-personnels-pour-les-entreprises/mesures-de-securite-et-atteintes/atteintes-a-la-vie-privee/comment-reagir-a-une-atteinte-a-la-vie-privee-dans-votre-entreprise/atteinte\\_101/atteinte\\_risques/](https://www.priv.gc.ca/fr/sujets-lies-a-la-protection-de-la-vie-privee/protection-des-renseignements-personnels-pour-les-entreprises/mesures-de-securite-et-atteintes/atteintes-a-la-vie-privee/comment-reagir-a-une-atteinte-a-la-vie-privee-dans-votre-entreprise/atteinte_101/atteinte_risques/)

## **Serious harm**

- Humiliation;
- Damage to reputation or relationships;
- Loss of employment opportunities or business or professional opportunities;
- Financial loss;
- Identity theft;
- Legal & immigration harm;
- Risks to a person
- Negative impact on credit rating;
- Damage to or loss of property;

## **To determine the likelihood of misuse**

- What happened and what are the risks that a person will suffer harm as a result of the infringement?
- Who had access to the personal information or could have had access to it?
- How long was the personal information exposed?
- Has there been any misuse of information?
- Has malicious intent been demonstrated (theft, hacking)?
- Has the information been exposed to entities or individuals who could use it to cause harm or who pose a risk to the reputation of the affected person(s)?

If the assessment reveals a risk of serious harm, the organization must notify the CAI and the individual(s) concerned by the incident. Otherwise, it must still continue its efforts to reduce risks and prevent a similar incident from occurring again.



## Appendix F

### *Consent Form for the collection, retention and use of personal information*

#### **Context**

Femmes du Monde à Côte-des-Neiges collects, retains, and uses your personal information for the duration of your membership and for five (5) years after your last renewal. Regarding follow-up intervention files, we retain information for a period of one (1) year after the last intervention service was provided. To proceed, Femmes du Monde à Côte-des-Neiges requires your free and informed consent.

#### **Purposes of the collection**

Femmes du monde à Côte-des-Neiges collects your personal information for general statistical purposes, in order to communicate with you, to send you our seasonal programming, to send you invitations to our activities, to call you to confirm your attendance for an activity, to contact you for volunteer or collective action opportunities, to carry out our interventions and follow-ups. In cases where an intervention requires follow-up, a written intervention record is documented on our Hestia platform so that the intervention workers involved have the information they need to ensure that the follow-up runs smoothly.

Where additional personal information is required, or where it becomes necessary to disclose personal information outside the Organization in the context of an intervention follow-up, Femmes du Monde à Côte-des-Neiges will ensure that informed consent, specific to the situation at hand, is obtained from the service user

Femmes du monde à Côte-des-Neiges is committed to use this information only for the purposes mentioned above.

#### **The types of information we collect include, but are not limited to, the following:**

- First and last name
- Mailing address
- Email address

- Phone number
- Date of birth
- Marital status
- Level of education
- Sexual orientation and gender identity
- Photos and videos taken during activities and other events
- Sensitive information gathered during interventions

## **Method of collection**

Your personal information will be collected when you visit the center and wish to become a member or volunteer, or when we need to follow up on an intervention. The staff member at the reception desk will provide you with a membership form to fill out or will ensure that they have your written consent. This information is stored on our work platform, which only staff members have access to.

## **Sources of information**

The personal information must be provided by the individual concerned. In other words, only the person who wishes to be a member, to volunteer or to receive intervention services can provide this information. If an individual experiences difficulty understanding the consent process due to language barriers, Femmes du Monde à Côte-des-Neiges commits to taking all reasonable measures to ensure that the individual concerned adequately understands the nature, scope, and implications of signing the consent form.

## **Information Sharing**

The information collected will not be shared with any other third party, person or organization. In addition, it will not be shared outside of Quebec. If this must be done, we will ensure that we obtain the written consent of the person concerned.

## **Right of access and rectification**

It is possible, at any time, to have access to the personal information collected, used and stored, to be able to modify it and even to withdraw consent to the use of your personal information. *To do so, you must contact Christchna Pierre at: (514) 735-9027 or [c.pierre@femmesdumondecdn.org](mailto:c.pierre@femmesdumondecdn.org).*

## **Data Access and Security**

To protect the information you provide, Femmes du monde à Côte-des-Neiges makes sure that an access code is placed on the document containing the information, and only workers will have access to it. In addition, we use Hestia which is a data management platform that complies with Quebec's Law 25 on the protection of personal data. In addition, during the period in which your information is retained, it will be protected in accordance with all measures and safeguards set out in Femmes du monde à Côte-des-Neiges' Privacy and Personal Data Protection Policy.

## **Consent and signature**

Hereby,

- I confirm that I have **read and understood** this consent form regarding the collection, retention and use of personal information by Femmes du monde à Côte-des-Neiges;
- I confirm that I have asked the questions necessary for my understanding and that I have received clear answers before signing this document;
- I consent to the collection, storage and use of my personal information as described in this form.

I, the undersigned, in Montreal on this \_\_\_\_\_(day) of \_\_\_\_\_(month),  
\_\_\_\_\_ (year).

Full name \_\_\_\_\_

Signature \_\_\_\_\_

## Appendix G

### *Consent form for the sharing of information collected during an intervention with external organizations or entities*

#### **Purpose of the Collection**

Where Femmes du Monde à Côte-des-Neiges requires consultation or guidance from external organizations or entities in order to adequately provide intervention support or follow-up, or where a service user requires a referral to organizations or entities with specialized expertise relevant to their situation, Femmes du Monde à Côte-des-Neiges may, with the service user's consent, share personal and confidential information related to their situation with such individuals or organizations (including those working in areas such as legal, immigration or housing, etc.). Only the personal information strictly necessary to adequately communicate the situation will be disclosed. Where the service user requests that their situation be anonymized when communicating with external organizations or entities, including by avoiding the disclosure of their name or other identifying details, intervention workers at Femmes du Monde à Côte-des-Neiges will take reasonable measures to respect and document the service user's preferences regarding the scope and manner of anonymization.

Accordingly, this form is intended to obtain the consent of

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to share the following information:

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with third-party entities or organizations for the purpose of an external follow-up, for the reason detailed above, as well as for obtaining advice and guidance regarding certain procedures.

List of third party entities or organizations:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## **Types of information collected**

- Context of the intervention
- Information relevant to the follow-up

## **Protection of Information**

The information collected for the proper conduct of the intervention will be deleted one (1) year after the end of the intervention. The individual may withdraw their consent at any time, in which case the information will be deleted at their request. In addition, during the period in which your information is retained, it will be protected in accordance with all measures and safeguards set out in Femmes du monde à Côte-des-Neiges' Privacy and Personal Data Protection Policy.

## **Consent and signature**

I hereby confirm that I have read and understood this consent form relating to the collection of personal information, its retention, and its use by Femmes du Monde à Côte-des-Neiges.

I, the undersigned, in Montreal on this \_\_\_\_\_ (day) of \_\_\_\_\_ (month),  
\_\_\_\_\_ (year).

Full name \_\_\_\_\_

Signature \_\_\_\_\_