**PRIVACY POLICY**

Your Non-Profit Organization Name

("we," "us," or "our") is committed to protecting the privacy of personal information collected, used, and disclosed in the course of our operations. This Privacy Policy outlines the practices we follow in accordance with Law 25 and other applicable privacy laws in the Quebec province.

1. **Personal Information we collect**
	1. **Staff**

Names, contact information, addresses, Social Insurance Numbers, Health and Safety information, information for insurance purposes including information on family members, professional details and other work related information.

* 1. **Volunteers and Board Members**

Names, contact information, addresses, professional details and other mandate related information.

* 1. **Users of our services**

Names, contact information, addresses, and relevant service-related details.

1. **How we collect Personal Information**

We may collect personal information through various channels, including :

* 1. **Directly from individuals**

Information provided during interactions with our staff, volunteers, or through our services.

* 1. **Third-Party Service Providers**

Information shared by third-party service providers we engage with, ensuring they comply with applicable privacy laws.

1. **How we use Personal Information**

We use personal information for the following purposes :

* Complying with legal obligations.
* Communicating with stakeholders.
* Providing and improving our services.
* Managing staff, volunteers and users of our services.
1. **Consent**

By providing personal information to us, individuals consent to its collection, use, and disclosure as outlined in this Privacy Policy.

1. **Data security**

We implement reasonable measures to safeguard personal information from unauthorized access, disclosure, alteration, and destruction.

1. **Third-Party Service Providers**

We review contracts with third-party service providers to ensure they adhere to the Laws and to privacy and data protection standards.

1. **Retention**

We retain personal information only as long as necessary for the purposes outlined in this Privacy Policy and as required by law.

1. **Individual and De-Indexing Rights**

Individuals have the right to access, correct, or request the deletion of their personal information under certain circumstances. To exercise these rights, please contact us at [contact email/phone].

1. **Updates to Privacy Policy**

We may update this Privacy Policy periodically. The latest version will be posted on our website.

1. **Contact Information**

For questions, concerns, or requests regarding this Privacy Policy, please contact us at [contact email/phone].