

## Privacy and Data Use Policy

Thanks for visiting RQMP website and read its confidentiality policy (hereinafter the Policy).

By browsing our website or using our systems or services, you acknowledge that you have read and understood this policy and consent to your personal data and information being processed in accordance with it, where applicable.

This privacy policy consists of the following elements:

1. Objectives of the privacy policy,
2. Coming into force,
3. Conditions for obtaining consent,
4. Objectives of data collection,
5. Purposes of data processing,
6. Personal information collected,
7. The treatment processes used,
8. Terms of access and control of personal information,
9. Sharing and reasons for sharing personal information with third parties,
10. Use of cookies and similar technologies,
11. Retention of personal information.

### **1. Privacy Policy Objectives:**

Respect for privacy and the protection of personal information are essential to us, which is why, through this Policy, we intend to protect them in accordance with the laws in force.

In order to ensure this protection, the RQMP undertakes to only collect, process and share information allowing an individual to be identified when the latter has consented.

The Policy aims to inform users of the reasons and how the RQMP, or any person acting on its behalf, will collect and use their personal information. It is intended to be in clear language in order to ensure informed consent from users.

For the purposes of this Policy, “personal information” means any information about an identifiable or identifiable individual. Where possible, we will anonymize, pseudonymize and/or aggregate these so that they no longer identify an individual.

### **2. Coming into force**

This Policy applies from September 22, 2023.

### **3. Procedures for obtaining consent**

We are committed to obtaining consent before collecting an individual's personal information. Consent may be express or implied and may be provided directly by the individual, his or her direct supervisor or by his or her authorized representative.

We prioritize obtaining explicit consent, either verbally, electronically or in writing. However, implied consent can be reasonably inferred from a person's action or inaction. For example, providing a name and address or a name and telephone number to receive a communication, to register for one of our activities, or to obtain an answer to a question is considered implied consent to the collection of information containing personal information. To determine the appropriate type of consent, we consider the sensitivity of the personal information involved, the purposes for which it is collected and the reasonable expectations of an individual in a similar situation.

If we want to use personal information for a new purpose, we will describe the intended use and ask for consent again.

#### 4. **Objectives of data collection**

The information collected is in accordance with the purposes and objectives set out in this confidentiality policy.

Here are some of the reasons we collect your personal information:

- **To provide RQMP services:** We will collect and process the data and information necessary to fulfill our mission.
- **To improve our services:** The data collected during your interactions with our services may be used for the purpose of analyzing and improving the operation of our services.
- **To offer personalized services:** The collection and analysis of data generated by your interactions with our services allow us to develop our services.
- **To protect the privacy of our users:** The data collected allows us to verify the identity and protect the privacy of people who communicate with us by telephone, electronically or otherwise.

#### 5. **Personal information collected**

RQMP may collect personal information in various forms but will only do so by lawful means and only for the necessary purposes disclosed to you, as described in this Policy, or when permitted or required by law.

The personal information collected, as well as its sensitivity, may vary depending on the context in which the interactions between you and the RQMP take place. This is why we must first inform you of the nature of the personal information we use.

We protect all personal information collected. Among the personal information that may be collected and used, we pay particular attention to:

- **Name and contact details:** First and last name, email address and other similar data used to communicate with you.
- **Research information:** Information contained for example in the common Canadian CV or other information, which is transmitted by researchers to the RQMP, for example for evaluations, renewal of its grant, or to extract aggregated statistics.
- **Content of communications:** The content of your communications with our services, in particular your projects requiring the services of the RQMP, will not be disclosed outside the services of the RQMP or the persons concerned.
- **Other data:** Other data provided when you use our website, including data from Google Analytics.

#### **6. The purposes of data processing:**

**Communications:** We use the data we collect to provide surveys, activity registration and communications. You can purchase subscriptions by email, respond to surveys or register for RQMP activities through an online form or other similar means. For more information on managing your contact details and email subscriptions, see the How to access and control your personal information section of this Policy.

**Report writing:** We use various personal and research data to write various requested reports (activity reports, research production reports from our members, composition of the RQMP, etc.).

#### **7. The Treatment Processes Used**

The RQMP attaches the greatest importance to the security of your personal information and is committed to processing it according to government norms and standards, only for the purposes for which it is collected as described in this policy or in a notice specific for this purpose. However, absolute backup of the latter is impossible given the security limits inherent in transmission via the Internet. The information transmitted to us is therefore ultimately at the user's own risk.

#### **8. Terms of access and control of personal information**

The RQMP ensures that all personal information in its possession is as accurate, current and complete as necessary for the purposes for which it is used.

You have the right to request access to your personal information for verification purposes and to request a correction if it is inaccurate. If you believe that your personal information is inaccurate or if you would like access to your personal information, you can make a request using the contact information provided at the end of this Policy.

To the best of our ability, we will provide you with timely access to your personal information. However, for security reasons, we may need to verify your identity.

Furthermore, there may be circumstances where we cannot give you access to your personal information. In particular, when access may lead to the disclosure of personal information of another person and that person refuses to consent to the disclosure thereof or when legal restrictions apply. If such a situation arises, we will notify you of the reason why we cannot give you access to your personal information.

If your request concerns data appearing on third-party web pages or platforms, please contact those third parties directly.

## **9. Sharing and reason for sharing personal information with third parties**

We do not share your personal information with companies, organizations or individuals outside of RQMP, with the exception of our authorized suppliers and partners who need to have access to the information for the purposes listed in this policy and in its limits, as well as in the following cases:

- With your consent.
- For storage in cloud servers, in which case personal information could pass through third party jurisdictions. Note that we only store data on equipment and services provided by RQMP member institutions, to which they subscribe.
- For external processing purposes: We transmit personal information to other organizations or trusted individuals who process it on our behalf, or with whom we collaborate, according to our instructions, in accordance with this privacy policy, with a degree of data security at least equivalent to ours and in compliance with any other appropriate security and confidentiality measures.
- For legal reasons: We transmit personal information outside of our company if access to it is necessary to comply with applicable laws and regulations.

The RQMP undertakes not to sell or rent your personal information to a third party.

## **10. Cookies and Similar Technologies**

The RQMP may use cookies, Internet beacons, invisible pixels, log files or other technologies to collect certain personal information relating to visitors to our websites, as well as recipients of our newsletters and invitations, and other communications. Cookies are pieces of information transmitted by the server to the browser during a visit to the website and which allow the current connection to be uniquely identified. This data may include information such as your Internet address (IP), browser type, browser version, the pages of our site that you visit, the time and date of your visit, the length of the visit and any other statistics.

The cookies used are used in particular to retrieve search history, to facilitate the user's online browsing experience. It is important to know that activating the cookies option may, depending on the configuration chosen, allow other servers to install cookies on your system. You can set your browser settings to inform you of the presence of cookies, giving you the option to accept them or not.

Please note that our website may contain links or referrals to third-party sites. This policy ceases to apply when you leave our website and RQMP is not responsible for the collection or processing of personal information by these third parties or via these external sources.

## **11. Retention of Personal Information**

The RQMP keeps the collected data for different periods of time, depending on their nature and their usefulness for our services. During the retention period, the RQMP takes physical and technical measures to ensure the security of data containing personal information.

Once the retention period has expired, personal information is destroyed. Only statistics or reports containing depersonalized and anonymized data may be retained for extended periods of time.

### **Other information**

#### *Changes to these rules:*

We make changes to this Privacy Policy from time to time. Any reduction in your rights under this Privacy Policy cannot be applied without your explicit consent. We always indicate the date the last changes were made. If the changes are material, we will post a prominent notice on our website (including, for certain services, by email notification).

#### *Person responsible for compliance:*

If you have any questions, comments or complaints about this policy, you can contact the person responsible for ensuring compliance with this privacy policy:

*Person responsible for coordinating the RQMP*

[info@rqmp.ca](mailto:info@rqmp.ca)

*This policy was written based on the privacy policy model Synapse C is a non-profit organization recognized by the government of Quebec and Canada.*