

Title: PRIVACY POLICY

CLASSIFICATION:
FIRST ADOPTION:

Corporate Affairs
September 22, 2023

Article 1 Preamble

In accordance with the Act to modernize legislative provisions as regards the protection of personal information (hereinafter referred to as "Bill 25"), which updates the framework applicable to the protection of personal information in the Act respecting access to documents held by public bodies and the protection of personal information (hereinafter referred to as the "Access Act"), the College is required to adopt and ensure the application of a privacy policy when it collects personal information on its website.

This document presents the privacy policy (hereinafter the "Policy") established by the College, owner and manager of this Internet site, to ensure the preservation of the confidentiality of your personal information. It should be read in conjunction with the College's information security policy.

The College recognizes the importance of confidentiality and the sensitivity of your personal information and takes reasonable and appropriate measures to ensure its protection against accidental loss and unauthorized access, use, modification or disclosure.

By submitting your registration information or by using any interactive feature available on this site, you consent to all actions taken by the College with respect to information so submitted.

Article 2 Section on the protection afforded by the General Data Protection Regulation (GDPR)

2.1 Designer and publisher

This site was created, is edited and is hosted in Canada by :

Dawson College
3040 Sherbrooke St. West
Westmount Quebec
H3Z 1A4

Privacy Policy: accessinfo@dawsoncollege.qc.ca.

2.2 Protection of personal data

The College is committed to respecting the privacy of those who use its website.

By accessing and using the site, the user acknowledges having read all the legal notices and general conditions of use.

When consulting the site, you may be asked to voluntarily provide certain personal data, such as your name, e-mail address or postal address. This information is required to access certain sections (or services) of the site.

You are free not to provide us with this information. However, the sections requiring this information will not be accessible to you.

In accordance with the French Data Protection Act¹ of January 6, 1978, you have the right to access, rectify, modify and delete any personal data you have provided to us.

2.3 Information on the collection of personal information

You have the right to withdraw your consent to collection at any time, without affecting the lawfulness of the processing based on consent carried out prior to withdrawal.

You have the right to file a complaint with a control authority, the *Commission d'accès à l'information du Québec*.

The College will keep data for no longer than is necessary for the purposes for which it is processed.

Article 3 Collection of personal information

3.1 Personal information that may be collected

The College collects only the personal information required to perform its duties or implement a program under its management.

3.2 Collection methods

Personal information retained by the College is collected only after you have been informed of the purpose of the collection and have voluntarily submitted it, either through a form or by sending us an e-mail.

Article 4 Use of personal information

The College uses personal information about its students, employees and other third parties to carry out its mission and functions. Personal information will not be used for purposes other than those identified at the time of collection, except with your express consent or as required by the Access Act.

Article 5 Disclosure of personal information

5.1 Communication without the consent of the person concerned

The College may disclose certain personal information it holds to comply with a court order, law or legal process, including responding to any governmental or regulatory request, in accordance with applicable laws, or if it believes that disclosure is necessary or appropriate to protect the rights, property or safety of the College or others.

The College may communicate certain personal information it holds to a member of College personnel who is entitled to receive it and when this information is necessary for the performance of his or her duties.

The College may transfer the personal information it collects to service providers and other third parties that support the College. These third parties are contractually obliged to keep personal information confidential, to use it only for the purposes for which it was disclosed by the College, and to handle personal information in accordance with the standards set out in the Policy and in compliance with the law.

The College may disclose certain personal information for the purposes of studies, research or the production of statistics, subject to the conditions set out in the Access to Information Act,

¹ Law no.° 78-17 of January 6, 1978 on data processing, data files and individual liberties (loi informatique et libertés)

including, in particular, a privacy impact assessment and the transmission of the agreement to the Commission d'accès à l'information thirty (30) days prior to its coming into force.

In certain situations, the person responsible for the protection of personal information must record the communication in his or her personal information communication register.

5.2 Communication with the consent of the person concerned

The College may communicate certain personal information it holds to a third party if it has obtained the valid consent of the person concerned.

Article 6 Cookies and audience measurement tools

The College does not use cookies on its website.

The College uses *Google Analytics*, which is a web analysis service provided by Google. Google collects, organizes and provides visualizations of anonymous data collected during a user's browsing session. Data may include browsing habits (including links clicked and pages visited), region of origin (based on IP), traffic source (e.g. referrals), language preferences, browser type and screen size. Google may use this data to contextualize and personalize ads on its own advertising network. The College may also share this data with third-party companies for the purpose of analyzing its web traffic.

You can install the Google Analytics Opt-out add-on on your browser to deactivate Google Analytics and prevent it from recording your data.

Article 7 Protection of personal information

The College has implemented appropriate and reasonable physical, organizational, contractual and technological security measures to protect your personal information against loss or theft, and against access, disclosure, copying, use or modification not authorized by law or contrary to its Privacy Policy.

The College has taken steps to ensure that only those staff members who absolutely must have access to your personal information in the course of their duties are authorized to access it.

Persons working for or on behalf of the College must, in particular:

- Use reasonable efforts to minimize the risk of unintentional disclosure of personal information;
- Take special precautions to ensure that personal information is not monitored, overheard, accessed or lost when working in premises other than College offices; and
- Take reasonable steps to protect personal information when moving from one location to another.

Subcontractors with access to personal information in the custody or control of the College are made aware of this Policy and other applicable policies and processes to ensure the security and protection of personal information. All subcontractors must agree in writing to comply with all applicable policies, processes and laws.

Article 8 Request for access to or correction of personal information

You may submit a request for access to personal information held by the College. You may also request that this information be corrected.

Such requests may be made by contacting the person responsible for the protection of personal information at the following e-mail address: accessinfo@dawsoncollege.qc.ca.

Article 9 External websites

The College website contains links to external sites. The College is not responsible for the content of these sites or their privacy practices, and invites you to read their privacy policies.

Article 10 Policy dissemination and updating

The Director of Corporate Affairs ensures that the Policy is posted and updated on the College's website.

Article 11 Responsibility for policy application and updating

The Director of Corporate Affairs is responsible for the application and review of this Policy.

To ask a question about the Policy or file a complaint, you can contact this person at the following e-mail address: accessinfo@dawsoncollege.qc.ca.

Article 12 Entry into force

This Policy takes effect on September 22, 2023.