

## Privacy Policy

### 1. Purpose

Fiducie Rockmont ("the Trust") recognizes the importance of protecting the Personal Information (as defined below) of users of its website ("the Website"), as well as individuals who subscribe to the newsletter or communicate with us, notably via the Website or by email (collectively, "you," "your").

This Privacy Policy ("the Policy") aims to describe how the Trust collects, uses, discloses, and destroys your Personal Information. It also explains your rights in this regard.

### 2. Scope

This Policy does not apply to third-party websites, including those accessible through links that may appear on the Trust's Website. In such cases, we invite you to review their privacy policies.

This Policy does not apply to the Personal Information of employees, trustees, and collaborators of the Trust.

### 3. Definitions

Personal Information means any information relating to an individual that allows, directly or indirectly, their identification.

### 4. Personal Information Collected by the Trust

The Trust only collects Personal Information necessary to establish, manage, and maintain our relationship with you. Specifically:

- To send you our newsletter, the Trust collects via the "Newsletter" section on the Website homepage: First and last name; Email address; Place of residence: Wendake or outside Wendake territory.
- To process an unsolicited job application, we collect via email sent to [info@fiducierockmont.ca](mailto:info@fiducierockmont.ca): Curriculum vitae (CV); Where applicable, information contained in your email, including a cover letter.

Generally, the Trust collects your Personal Information directly from you when you contact us or fill out a form on our Website. However, collection may also occur, with your consent, from a third party.



## **4.1 Cookies and Similar Technologies**

When you browse our Website, we collect certain Personal Information through cookies and other tracking technologies.

### **4.1.1 Cookies**

Cookies are small text files containing a unique ID automatically placed on a visitor's computer. Session cookies track information during an open session and are stored only temporarily in your computer's memory. Persistent cookies remain on a visitor's computer until they expire or are deleted.

Upon your first visit to the Website, and later by clicking "Consent Choices" (bottom left of the screen), a pop-up will allow you to select which categories of cookies you accept, except for necessary cookies:

- Necessary cookies: Crucial for basic Website functions; cannot be disabled.
- Functional cookies: Enable features like sharing Website content on social media, collecting feedback, and other third-party functionalities; you may refuse them.
- Analytical cookies: Used to understand how you interact with the Website (e.g., visitor count, bounce rate, traffic source). Performance cookies: Used to analyze key performance indicators to improve your experience.

### **4.1.2 Other Technologies**

We also use Google Analytics to collect information about your Website usage (e.g., most visited pages, error messages).

## **5. Consent**

BY VISITING OR USING THE WEBSITE OR OTHERWISE COMMUNICATING WITH THE TRUST, YOU AGREE TO BE BOUND BY THIS POLICY AND CONSENT TO THE COLLECTION, USE, RETENTION, DISCLOSURE, AND DESTRUCTION OF YOUR PERSONAL INFORMATION AS DESCRIBED HEREIN. IF OTHER CONDITIONS APPLY, WE WILL DESCRIBE THEM AT THE TIME OF COLLECTION.

If you do not wish your Personal Information to be collected, used, or disclosed in this manner, please refrain from providing it or exercise your right to withdraw consent using the contact details in Section 10.

YOU UNDERSTAND THAT CERTAIN WEBSITE FEATURES MAY NO LONGER BE ACCESSIBLE OR MAY BE LIMITED IF YOU REFUSE TO PROVIDE REQUIRED INFORMATION OR WITHDRAW YOUR CONSENT.

## **6. Security and Governance**

The Trust has implemented measures to ensure the protection of Personal Information that are reasonable given its sensitivity, purpose, quantity, distribution, and format.

## **7. Disclosure of Personal Information**

The Trust may disclose Personal Information to third parties with your consent or, without consent, in certain circumstances permitted by law. When such disclosures occur, the Trust takes necessary legal measures to adequately protect your Personal Information.

## **8. Retention of Personal Information**

The Trust retains Personal Information only for as long as necessary to fulfill the purposes for which it was collected or to comply with legal retention requirements. The Trust reserves the right to establish destruction policies from time to time. If you request destruction of your Personal Information, the Trust will make reasonable efforts to comply unless authorized or required by law to retain it.

## **9. Your Rights**

You have the following rights:

- The right to withdraw consent to the collection, use, and disclosure of your Personal Information (not retroactive; may affect access to services).
- The right to access your Personal Information.
- The right to correct inaccurate or ambiguous Personal Information and complete incomplete data.
- The right to obtain your Personal Information in a commonly used digital format.
- The right to be informed of a privacy incident involving your Personal Information that could cause serious harm.

You may exercise these rights at any time by sending written notice to the Privacy Officer listed in Section 10. The Trust responds within 30 days unless the law allows an extension. If access or correction is refused, reasons and applicable legal provisions will be provided, along with information on available remedies.

## **10. Contact Information**

For more information on protecting your Personal Information or to exercise your rights or file a complaint, contact Sophie Lachance, Privacy Officer, at: [info@fiducierockmont.ca](mailto:info@fiducierockmont.ca)

## **11. Changes**

This Policy may be updated from time to time to reflect legislative or operational changes within the Trust. While update notices may be used, posting the revised Policy will be deemed sufficient notice. Continued use of our Website constitutes acceptance of this Policy and any updates.

Date: November 10, 2025