



Les Maisons Transitionnelles O3

3970 Cavendish Blvd. Suite 1
Montreal, Quebec H4B 2N3

Tel: 514-369-0757 • Fax: 514-369-2954

O3 Privacy and Protection of Personal Information Policy

INTRODUCTION:

O3 is a non-profit registered charity in Montreal, Quebec, Canada. We believe in the importance of protecting the personal information of our donors, employees, residents and others who interact with us (hereinafter referred to as "you", "your"). We are subject to the Private Sector Privacy Act, and as such, we are committed to maintaining the confidentiality of the personal information we collect in the course of our business.

Our Privacy Policy (the "Policy") is designed to inform you of our practices regarding the collection, use, disclosure and retention of personal information. By using our website or choosing to provide us with personal information (whether via our website, email, in person or by telephone), you agree to the terms and conditions of this Privacy Policy and authorize us to process your personal information in accordance with it for the purposes set out below. We are committed to protecting the privacy of our users and only collect and use personal information with their consent and as permitted or required by law.

WHO DOES THIS POLICY APPLY TO:

This policy applies to personal information collected from:

- Donors
(both those who donate directly to the organization, and those who donate through a third party donation site. If you donate through a third party platform, please make sure that you are aware of their privacy policy.)
- Employees
- Applicants for Employment
- Residents of O3
- Applicants to be residents in the O3 program
- Volunteers
- Members of the Board of Directors
- Users of our website

USING OUR WEBSITE

USE OF COOKIES



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Our website does not place any permanent cookies on the hard drives of visitors' computers, but it may place temporary cookies required to improve the performance of certain site functions.

ANALYTICAL DATA

We may use third parties, such as Google Analytics, to help us collect and analyze information about the areas visited on the website in order to evaluate and improve the user experience and the website. These third parties may use cookies and other tracking technologies. If you wish to prevent Google from storing and processing this data (including your IP address), you can download and install the browser plug-in available at the following link: [Google Analytics Opt-out Browser Add-on Download Page](#).

You can also read the Google Analytics privacy policy at the following link: [Privacy Policy and Terms of Use - Google](#).

LINKS TO OTHER SITES

Our website includes hyperlinks and embedded links to other sites and to external documents belonging to those sites. Information exchanged on these sites is not subject to this privacy policy, but to that of the external site, if one exists.

FORMS

In order to serve you better, our website features several forms, including a Donation Form, an Application Form, and a Contact Form. Each of these is designed with your privacy and security in mind.

Donation Form: When you choose to donate through our Donation Form, you will be redirected to CanadaHelps. Please note that any information submitted through this form falls under the Privacy Policy of CanadaHelps. For details on how we handle the information collected via this process, kindly refer to the 'Donor Information Usage' section in the table below.

Contact and Application Forms: Information submitted through the Contact Form or the Application Form is received directly by O3 staff. We treat this data with utmost confidentiality and use it only as outlined in the corresponding sections of the table below.

Your trust is important to us, and we are committed to ensuring the privacy and confidentiality of your personal information.

CHILDREN'S PRIVACY

We do not knowingly collect or solicit personal information from children under the age of 13. By using our website, you represent that you are at least 13 years old. If you are under 13, please do not attempt to send us any personal information. If we discover that we have inadvertently

collected personal information from a user under the age of 13, we will attempt to delete that information from our files and records immediately. We also encourage website users under the age of 13 to ask their parent or guardian for permission before sending any information about themselves over the Internet.

If you believe that a child under the age of 13 has provided us with personal information, please contact us using the contact details provided in the following section.

COLLECTION AND USE OF YOUR PERSONAL INFORMATION

The list below is a table outlining the main types of information that we collect about different categories of people who interact with our organization, and our primary purposes for collecting this information.

	Type of information collected	Primary Purpose for collecting information
Donors	Name, contact information, payment information, donation history	Tax receipts, communications, processing donations, sending thank you letters and receipts, updating donors on the impact of their contributions, providing information on future fundraising events and campaigns
Employees	Name, contact details, required personal information, employment history, educational background, references, emergency contact information, financial information (for payroll), health information (for benefits and accommodations)	Employee management and payroll processing, professional development and training, performance evaluation, compliance with employment laws, criminal background checks
Applicants for Employment	Name, contact details, resume information (employment history, educational background)	Candidate assessment, contacting for interviews and follow-up
Residents	Name, age, contact details, emergency contact information, health and welfare information, financial information, information on dependents, any required	Ensuring appropriate care and support, emergency contact and response, tailoring programs to individual needs, sharing information with OMHM for calculation of rental subsidy

	additional personal information	
Applicants to be a Residents at O3	Name, age, contact details, emergency contact information, health and welfare information, financial information, information on dependents, any required additional personal information	Evaluating eligibility and suitability for the program, planning for potential admissions and support services, sharing information with OMHM for assessment of application
Volunteers	Name, contact information, availability and interests, skills and any relevant certifications, required personal information	Matching volunteers with appropriate roles, coordinating volunteer activities and communication, criminal background check
Members of the Board of Directors	Name, contact information, professional background and qualifications, required personal information	Governance related communication and documentation, board meeting coordination and management, updating the registre des entreprises

SECURITY AND DISCLOSURE OF YOUR PERSONAL INFORMATION

Each employee, director, volunteer, independent contractor and ad hoc advisor working on our Board of Directors' committees agrees to respect the personal information we collect. In addition, these individuals undertake to maintain the confidentiality of this information and other information specific to our organization and not to disclose it or use it for personal gain or for the benefit of others. This commitment exists from the moment the employee, director, volunteer, independent contractor or ad hoc advisor takes up their position and continues indefinitely.

Exceptionally, we may disclose your personal information in ways not described in this policy as required by law or by court order.

SECURITY OF YOUR PERSONAL INFORMATION

We have put in place appropriate physical, technical and administrative security measures to protect the personal data you provide to us from unauthorized access, use or disclosure. These measures are regularly reviewed and improved to ensure the optimal protection of your data.



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Although we do our best to protect your personal data, it is important to bear in mind that no method of transmission via the Internet or electronic storage is 100% secure. We therefore cannot guarantee their absolute security.

RETENTION AND DESTRUCTION OF PERSONAL INFORMATION

We will only retain your personal data for as long as necessary for the purposes set out in this privacy policy. We will retain and use it to the extent necessary to comply with our legal obligations, to resolve disputes and to enforce our legal policies.

ACCESS TO INFORMATION, COMPLAINTS AND CONCERNS

You have the right to request to withdraw consent at any time, however, this might not be possible depending on your relationship with us. In many cases, we are obligated to maintain records of personal information (for instance, employee payroll information, resident information.)

You can access any personal information we hold about you at any time by making a written request directly to our Privacy Officer.

Any request for access to the information, request for modification or destruction of personal information, or any concerns or complaints about this policy or about our privacy practises can be sent to the person responsible for the protection of personal information (Privacy Officer) at the following address: director@o3onourown.com

CHANGES TO THE PRIVACY POLICY

We may change this policy from time to time and will post the most current version online. We encourage you to review this privacy policy regularly to stay informed of any changes.

Last update: November 17, 2023