

QAHN PRIVACY POLICY

I: MEASURES IN PLACE TO REDUCE THE POSSIBILITY OF A DATA BREACH AND ITS EFFECTS:

Personal Data:

--Personal data is protected at all times to the best of QAHN's ability. This includes the names, mailing addresses, telephone numbers, and email addresses of QAHN members, board members, employees, volunteers, interns, service providers, and other individuals and organizations with which we may have dealings.

--Paper documents are kept under lock and key.

--Digital files (eg., Excel files, email accounts, and so on) are password-protected.

--Personal email addresses are never shared through mass emails, e-bulletins, and other forms of digital communication; when multiple recipients are involved, all recipients are always blind-copied (bcc) to ensure their privacy.

--Personal data is never shared by QAHN with a third party, except in rare cases when doing so is necessary to insure the completion of a service or transaction. Example: QAHN's membership list is transmitted four times annually to our printer so that labels may be affixed to our magazines for mailing.

Exception:

In rare instances when data is shared with a third party, such as in the above example, the following disclaimer is attached (to the email) to ensure that the data is not shared with unauthorized persons:

"The content of this email is confidential and intended for the recipient specified in the message only. It is strictly forbidden to share any part of this message or attachment thereof with any third party, without the express written consent of the sender. If you received this message in error, please reply to the sender indicating this fact, and immediately delete the message and any attachments, so that we may ensure that such an error does not reoccur in the future."

--Personal data is never sold or exchanged for purposes of marketing, research, or otherwise.

Personnel Files:

--Personnel files (names, contact information, contract and other employment information, internship agreements, and so on) are protected at all times:

Paper documents are kept under lock and key, and accessible only to QAHN's Privacy Officer (or, in rare cases, to designated accounting personnel).

Digital files (eg., employment contracts, and so on) are password-protected, and accessible only to QAHN's Privacy Officer.

Data not collected by QAHN:

--QAHN does not record personal banking / debit / credit card information.

--Nor do we collect information on date or place of birth, employment status, civil status, citizenship, and so on, meaning minimal risk to QAHN members or others.

II: RESPONSE PLAN IN THE EVENT OF A DATA BREACH:

In the unlikely event that a breach of personal data occurs, QAHN's Privacy Officer will immediately notify Quebec's Commission d'accès à l'information (CAI) as well as all persons affected.

A register of any data breaches will be always kept by QAHN's Privacy Officer.