



Mériscopie is a registered Canadian charity whose mission is to protect marine ecosystems in general and marine mammals in particular through research, education, public awareness and conservation.

Policies and Practices Managing the Governance of Personal Information

Mériscopie is committed to protecting all personal information collected and used in the management of its activities.

Policy objectives

Our Privacy Policy describes the standards for the collection, use, disclosure, and retention of your personal information. It also explains how we protect your personal information and your right to access it.

Policy statement

Personal information in the custody or control of Mériscopie is only created, collected, retained, used, disclosed, and disposed of in a manner that complies with the Privacy Act. We respect the privacy rights of individuals whose personal information is in our possession, in accordance with these requirements.

Personal information

Personal information is defined as any information or combination of information that relates to a natural person and that allows that person to be identified. However, an individual's name, as well as their professional contact information, i.e., their title, address, telephone number and professional email address, are not personal information. Personal information must be protected regardless of its medium and whatever its form: written, graphic, audio, visual, computerized or other.

Consent

When we obtain information about you, we will ask for your written consent to collect, use or disclose your information for the purposes indicated. We will seek your consent for any other use, disclosure or collection of your personal information or when the purposes for which your information was collected change.

Our organization undertakes to use the information provided only for the purposes for which it was collected and to keep it for the duration necessary to carry out the requested service.

However, we may collect, use or disclose personal information without your consent where permitted or required by law. In certain limited circumstances, we may collect, use or disclose personal information without your knowledge or consent. These circumstances include those where, for legal, medical or security reasons, it is impossible or unlikely to obtain your consent or where the information is necessary to investigate a possible breach of contract, prevent or detect fraud or enforce the law.

Limits on the collection, use and disclosure of personal information

The purposes for which information is collected are generally to confirm an individual's identity, create a file, and comply with legal requirements (certain information required for tax purposes). We limit the collection, use, and disclosure of your personal information to only the purposes we have indicated to you. Your personal information may only be accessed by certain authorized individuals, and only for the purposes for which they have been assigned.

Retention of information

We retain your personal information for as long as necessary for the purposes for which it was collected. We will destroy this information in accordance with the law and our records retention policy. When we destroy your personal information, we take steps to ensure its confidentiality and that no unauthorized person can gain access to it during the destruction process.

Accuracy

Personal information shall be as accurate, complete and up-to-date as is necessary for the purposes for which it is to be used.

Personal information that is used on an ongoing basis, including personal information that may be disclosed to third parties, will generally be accurate and up-to-date unless limitations on the accuracy of such information are clearly established.

We do not routinely update personal information unless necessary to fulfill the purposes for which it was collected.

The degree of accuracy, updating and completeness of the personal information will depend on the entry of your data in the collection consent form.

Responsibility

We are responsible for the personal information in our possession or custody.

Our Privacy Officer oversees this Privacy Policy and related processes and procedures to protect personal information. Our staff are informed and properly trained on our privacy policies and practices.

Security measures

We have implemented and continue to develop strict security measures to ensure that your personal information remains strictly confidential and is protected against loss or theft and against unauthorized access, disclosure, copying, use or modification. These security measures include organizational measures such as limiting access to what is necessary; backing up and archiving data using a secure system.

Access to personal information

Only authorized personnel may have access to your information. The company ensures that these individuals are qualified to access this information and that access is necessary for the performance of their duties.

Request for access to information and modifications

Subject to the exceptions provided for in the Privacy Act, any individual may access, review, or receive a copy of their personal information held by the organization by submitting a written request to the organization's Privacy Officer. We will provide such information to you within a reasonable time from the date we receive the written request. A reasonable fee may also be charged to process your request.

In certain specific circumstances, we may refuse to provide you with the requested information. Exceptions to your right of access include the fact that the requested information concerns other individuals, that the information cannot be disclosed for legal, security or copyright reasons, that the information was obtained as part of a fraud investigation, that the information can only be obtained at prohibitive costs, or that the information is the subject of litigation or is privileged.

When we hold medical information about you, we may refuse to share it with you directly and may request that it be shared with a healthcare professional you have designated to share it with you.

You may verify the accuracy and completeness of your personal information and, if necessary, request its modification. Any modification request will be processed within a reasonable timeframe.

Any request for access to personal information or modification of personal information can be sent to the address below :

Privacy Officer

Name of officer : Dany Zbinden
Email address : info@meriscope.com
Phone : 1-581-323-1027

Complaints and questions

Any complaints or questions regarding the protection of personal information should be directed to the Privacy Officer at the address above.

We will investigate all complaints. If a complaint is found to be justified, we will take appropriate action, including, if necessary, amending its policies and practices.

Training and awareness

Mériscope promotes best practices and respect for rights in terms of transparency and protection of personal information in various ways :

- It informs all the staff of its team;
- It displays the name and contact details of the person responsible for personal information;
- It mobilizes various means of awareness, among others:
Information sessions on the protection of personal information, reminders during team meetings, training for staff, an action plan for personal information, etc.

Application

If for any reason you believe that the organization has not adhered to these principles, please notify us by contacting our Privacy Officer. We will then take steps to determine and correct the problem within a reasonable time. Please indicate "Privacy Policy" in the subject line.

Policy update

This policy must be reviewed every three years. It must also be updated when there are any substantial changes to legislation or regulatory requirements.

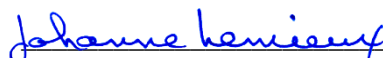
Updated: July 23, 2024

Signatures of two members of the board of directors:

Directors :



Dany Zbinden, president



Johanne Lemieux, secretary

Date : July 23, 2024