

PRIVACY POLICY

VASECTOPRO

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Who are we?

VasectoPro (VasectoPro, the organization, NPO, nonprofit, we, us, our) is a registered nonprofit organization incorporated and based in Quebec City (Quebec, Canada).

1. Introduction

1.1 Purpose of the policy

This policy aims to regulate the collection, use, and protection of personal information. It establishes guidelines for protecting personal information in the field of information security within VasectoPro, ensuring a consistent approach.

1.2 Scope

This policy applies to all employees, contractors, candidates, partners of our organization, customers, and users. These include:

- Permanent and temporary staff
- External consultants
- Service providers
- Candidates
- Customers
- Visitors to our websites

This policy applies to all our websites and services.

1.3 Other policies

Read the document entitled: [Cookie Policy](#)

2. Roles and Responsibilities

2.1 Privacy Officer

The person designated as Privacy Officer (PO) and Data Protection Officer (DPO) is:

Isabelle Labrecque, General Manager of VasectoPro

She is responsible for ensuring compliance with and implementation of obligations relating to the protection of personal information.

2.2 Staff and External Consultants

- Understand, comply with, and apply the policy
- Participate in required training
- Report incidents or violations

2.3 Other persons

- Understand and comply with the policy
- Report incidents or violations

3. Regulatory framework

This policy is a sub-policy of our information security policy.

This policy complies with the following laws and regulations:

- Personal Information Protection Act (federal = PIPEDA) in the private sector (Act 25, P-39.1) in Quebec
- For European Union countries: General Data Protection Regulation (GDPR) and for the United Kingdom: The UK GDPR | ICO.
- There is no specific federal framework or regulatory authority for a privacy law in the United States, Article consulted: Protecting Personal Information: A Guide for Business | Federal Trade Commission

4. Activity with your data

4.1 Collection of Personal Information

Our web platform provider, WordPress collects the following browsing data on our website:

- Email address

- IP address

We may also collect personal information through forms and through interactions established between you and us via any media or technological communication means.

- Registration form
- Order form
- Application form
- Email correspondence
- Telephone correspondence
- Correspondence via electronic messaging from other sites
- Connection to one of our websites

We also use cookies and/or logs to collect information about you, as indicated in section 4.7.

4.2 Use and processing of data

We use the personal information we collect for the following specific purposes:

- Human resources management: The personal information of employees, members of the nonprofit organization, members of the board of directors, and candidates is processed for personnel management, payroll administration, skills assessment, training and professional development, and to meet our legal obligations regarding employment.
- Statistical Analyses: We may use your data in an aggregated and anonymized form for internal statistical analyses to improve our services, understand usage trends, and optimize our offerings. These analyses do not allow us to identify individuals.
- Marketing Communications: With your explicit consent, we will use your contact information to periodically send you newsletters and information about our products and services, and promotional offers that may be of interest to you. You may withdraw your consent at any time by using the unsubscribe link in each communication or by contacting our PRP – DPO.
- Customer Service: We use your contact information to respond to your requests for information, track your orders, resolve any issues, and maintain our customer relationships.

We are committed to not using your personal information only for purposes other than those for which it was collected, unless we obtain your consent or are authorized or required to do so by law.

4.3 Who we share your data with

We only share your personal information when required by law or for the specified purposes at the time of collection. The categories of recipients are as follows:

1. Service providers and partners: for operational purposes. See WordPress privacy policy.
2. Legal obligations and public authorities.
3. Commercial transactions: in the event of a merger, acquisition, or asset sale, your data may be transferred to the acquiring entity, subject to a privacy impact assessment and a confidentiality agreement.

4.4 Where your data is sent and stored

Communication details may be sent to a third-party provider for the following purposes:

- Sending mass emails
- Managing your customer lifecycle
- Recruitment tools

Automated services may verify and analyze connection data to our websites.

In the event of transfer outside Quebec or Canada, our partners and supplier's guarantee:

- Equivalent protection
- A prior risk assessment

For more information about the third parties we use, please refer to:

Providers	Links to their policies	Use and function
Cloudflare	Confidentialité et protection des données Cloudflare Cookies : Cloudflare Cookies · Cloudflare Fundamentals docs	Network and application protection, Functional
Global Payments	Confidentialité Global	Online payments,

	Payments (FR) Privacy Statement Global Payments (EN)	Functional
Lära LMS/ SVi eSolutions	Conformité et sécurité des données : Protégez votre entreprise et vos utilisateurs	Learning Management System (LMS)
LinkedIn	Privacy policy	Marketing, Statistics, Preferences
YouTube	Privacy Policy	Marketing
WordPress	La confidentialité et WordPress – WordPress en Français	Web Site

4.5 How long are your data retained?

If you leave a comment, it and its metadata are retained indefinitely. This allows subsequent comments to be recognized and approved automatically instead of being held in the moderation queue.

For registered users, we also store the personal data indicated in their profile. All users can view, modify, or delete their personal information at any time (except for their username). Site administrators can also view and modify this information.

Data retention is carried out according to a maximum retention schedule. Below is an excerpt on personal data:

Personal data	Data retention
Data related to a contract	7 years
Data not related	2 years

4.6 Cookies

If you leave a comment on our site, you will be given the option to save your name, email address, and website in cookies. This is solely to make your life easier so you won't have to reenter this information if you leave another comment later. These cookies expire after one year.

When you go to the login page, a temporary cookie is created to determine whether your browser accepts cookies. It does not contain any personal data and will be deleted automatically when you close your browser.

When you log in, we set cookies to store your login information and screen preferences. The lifetime of a login cookie is two days, and a screen option cookie is one year. If you select “Remember me”, your login cookie will be stored for two weeks. Logging out of your account will delete the login cookie.

When you edit or publish an article, an additional cookie will be stored in your browser. This cookie does not contain any personal data. It simply indicates the ID of the article you have just edited. It expires after one day.

This website uses WordPress open-source platform. WordPress, which is not based in Canada, collects and stores browser- and device-based consent. VasectoPro does not maintain an IP address database for this feature and is not responsible for WordPress use of your data. For more information, see WordPress' privacy policy.

4.7 Media

If you share media files, such as images, photos, or videos, with us on the website, by email, or by any other method, please remove any metadata (EXIF), including GPS coordinates.

We cannot be held responsible if users of our websites or a third-party sites (e.g., LinkedIn), where we may have reposted content, retrieve this information.

4.8 Embedded content from other websites

Articles and our sites may include embedded content (e.g., videos, images, articles, etc.). Embedded content from other sites behaves in the same way as if the visitor were visiting that other site.

These websites may collect your data, use cookies, install third-party tracking tools, or track your interactions with such embedded content if you have an account with them and are logged in to their website.

5. Compliance and control

5.1 Security measures

The personal information we collect is stored in secure environments. Our employees are required to respect the confidentiality of your information.

To ensure the security of your personal information, we use the following measures:

- TSL protocol
- Access management — authorized persons
- Access management — persons concerned
- Network monitoring software
- Computer backup
- Username/password
- Firewall

We select our suppliers based on security criteria. We are committed to maintaining a high level of confidentiality by incorporating the latest technological innovations to ensure the security of your transactions. However, since no mechanism offers total security, there is always some risk involved when transmitting personal information on the Internet.

We periodically reevaluate our security measures and have indicators in place.

5.2 What are your rights regarding your data?

If you have an account or have left comments on one of our sites, you can request a file containing all the personal data we have about you, including what you have provided us. You can also request the deletion of your personal data. However, this does not include data stored for administrative, legal, or security purposes.

Right to object and unsubscribe

We are committed to offering you the right to object and withdraw your personal information.

The right to object means that you can refuse to allow your personal information to be used for certain purposes mentioned at the time of collection.

The right to unsubscribe means you can request that your personal information no longer appear on a mailing list, for example, on a mailing list.

To exercise these rights, you can contact us:

Email: communication@vasectopro.org

Right of access

We recognize the right of data subjects to access, modify or delete information concerning them.

To exercise these rights, please contact us.

Email: communication@vasectopro.org

5.3 Reporting an incident

If you notice or suspect that a security incident involving personal data has occurred and that we may be responsible, please inform our PRP-DPO at the following email address: communication@vasectopro.org.

6. Review and update

Date	Update	User Impact	Version	Next Review
31/07/2025	Creation, revision	Effective date	1	31/07/2027
27/04/2026	Update	Effective date	2	30/04/2028