



PRIVACY POLICY

Effective: September 2023

Update: First version



Privacy policy

IRIS Mundial is a charitable organization dedicated to improving the visual health of people in need in developing countries and in Canada.

IRIS Mundial invites you to read its privacy policy to learn about the rules it applies to the protection of personal information. This privacy policy will tell you how we collect, use and disclose your personal information, how we protect it and what rights you have regarding it.

Purpose of collecting personal information

Information is collected in accordance with the purposes and objectives set out in this privacy policy.

In general, we collect and process the data and information necessary to carry out our mission, including personal information:

- To enable you to become a member of our organization and to communicate with you at general meetings;
- To build up a bank of volunteers, enabling us to contact you according to your needs, interests and areas of expertise;
- To keep you informed about our organization through our newsletter or other means of communication;
- To enable you to make donations: whether online, by bank transfer or by cheque;
- To respond to your communications;
- To enable us to organize and carry out your international mandates;
- To employ new staff;
- To monitor and analyze the use of our website, in order to optimize and improve its usability.

Personal information collected

IRIS Mundial may collect personal information in various forms but will do so only by lawful means and only for the necessary purposes disclosed to you, as described in this Policy.

Personal information" is information about you that allows you to be identified directly or indirectly (for example, by combining it with other information).

We may collect, use, retain and transfer various types of personal information as categorized below:

- Personal identity information, such as your first name, last name, title, date of birth, gender, etc.
- Personal contact information, such as your e-mail address, mailing address, postal code, telephone number, etc.
- Information enabling us to manage the international mandates of our employees, volunteers, consultants and partners, such as copies of travel documents (plane tickets, visas, passports, etc.), insurance information, medical information.



- Information related to your profession and/or field of expertise, such as diplomas, curriculum vitae, rights of practice, area of specialization, etc.
- Technical personal information, such as your IP address and geolocation information, cookies and other technologies on the devices you use to access our website.
- Internet activity information, such as your browsing history, search history and interactions with our website.

Please note that online donations are made via an online donation platform, Zeffy, which has its own privacy policy.

How personal information is collected

We collect personal information in the situations listed below.

During direct interactions with you, such as:

- When you register as an IRIS Mundial member and/or volunteer;
- When you register for one of our international projects;
- When you take part in (and register for) a fundraising event or an activity reserved for members and volunteers;
- During correspondence by mail, telephone or e-mail;
- When you contact us via our social networks;
- When you take part in our online training courses;
- When you complete a survey prepared by us;
- During our recruitment and human resources management processes.

During automated interactions

- When you browse our website, we may automatically (with your consent) collect technical personal information and information about your Internet activity. We collect this information using cookies. You can manage your consent to our use of cookies at any time by clicking on "Customize cookies".

Information received from our partners

- From time to time, we receive personal information from the beneficiaries of our projects through our partners. Please note that this information is used for statistical purposes only and is not disclosed to any outside parties.
- These partners are responsible for their own collection, use and disclosure of personal information in accordance with the law, including obtaining any necessary consent.

Disclosure of personal information

IRIS Mundial may share your personal information with certain third parties, including the following:



- To our service providers who assist us in fulfilling the purposes for which your personal information was collected, including server hosting providers who assist us in storing your personal information;
- To third parties when necessary to comply with our obligations under law or regulation, investigation, subpoena or order of a court or administrative or governmental authority;
- With a law enforcement or government agency in connection with an investigation of actual or potential fraud, a violation of a law, regulation or the terms of use of the website, or for the protection of the property rights or safety of IRIS Mundial or our partners.

Personal information held by IRIS Mundial may be disclosed outside Quebec, for example, when IRIS Mundial uses cloud service providers whose server(s) are located outside Quebec or when IRIS Mundial deals with subcontractors located outside the province.

Retention period of personal information

IRIS Mundial retains personal information only as long as necessary for the purposes for which it was collected or as long as necessary to comply with any applicable legal obligations. The length of time we retain personal information varies depending on its nature and may extend beyond the end of the relationship between an individual and IRIS Mundial.

Protection of personal information

To protect the confidentiality of your personal information, we use administrative and technological safeguards appropriate to the sensitivity of your personal information. We use secure data networks protected by password-protected systems. Only those staff members who need to process your personal information in order to perform their duties have access to it.

Nevertheless, communications over the Internet are never perfectly private or secure. Therefore, despite IRIS Mundial's efforts to protect your personal information, we cannot guarantee the security of any personal information you transmit to us. Please contact us immediately if you have any reason to believe that your interaction with us is no longer secure, so that we can resolve the problem.

Protecting children's privacy is extremely important. This website is intended for adults and is designed to be used by adults. We do not knowingly collect information from children under the age of 14. If we learn that we have collected personal information from a child under the age of 14, we will delete that information. We ask parents and other guardians to monitor their children's use of the Internet for their protection.

Rights concerning personal information

To exercise his or her right of access, rectification or withdrawal of consent, the person concerned must submit a written request to this effect to the IRIS Mundial Privacy Officer, at the e-mail address indicated in the following section.



Subject to certain legal restrictions, individuals may request access to and correction of their personal information held by IRIS Mundial if it is inaccurate, incomplete or equivocal. They may also demand that IRIS Mundial cease disseminating personal information about them, or de-index any hyperlink attached to their name allowing access to this information by a technological means, when the dissemination of this information contravenes the law or a court order. They may do the same or require that the hyperlink providing access to this information be reindexed, when certain conditions provided for by law are met.

IRIS Mundial's Privacy Officer must respond in writing to such requests within 30 days of receipt. Any refusal must be justified and accompanied by the legal provision justifying the refusal. In such cases, the reply must indicate the remedies available under the law and the deadline for exercising them. The person in charge must help the applicant understand the refusal if necessary.

Subject to applicable legal and contractual restrictions, the persons concerned may withdraw their consent to the communication or use of the information collected.

They may also ask IRIS Mundial what personal information is collected from them, which categories of IRIS Mundial employees have access to it and how long it is kept.

Use of cookies and similar technologies

For detailed information about the cookies we use, please refer to our Cookie Policy below, which forms part of this Privacy Policy.

Links to other sites

The IRIS Mundial site provides hyperlinks to other sites and to external documents belonging to those sites. Information exchanged on these sites is not subject to the present privacy policy, but to that of the external site, if one exists.

For more information about this policy

If you have any questions regarding this policy, we invite you to contact us using one of the means of communication presented in the section "[Contact us](#)".

Person responsible for access to documents or protection of personal information

The person responsible for applying the [Act respecting access to documents held by public bodies and the protection of personal information](#) is also responsible for ensuring compliance with this policy. If you have any comments or complaints about non-compliance with this policy, please contact:

Julie Roegiers

General manager

IRIS Mundial

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