

PRIVACY AND CONFIDENTIALITY POLICY

The present Privacy and Confidentiality Policy establishes BOMA Quebec's practices and aims to inform you about the collection and use of your personal information as a member of BOMA Quebec or as a user of its website. By accessing this website, you consent to the terms and conditions of the present Policy.

1. Personal information collection sources

BOMA Quebec collects personal information within the context of its business dealings with you:

- At the time of your application or renewal of membership;
- At the time of your application for an event;
- At the time of your subscription to our mailing list (Newsletter);
- Whenever you communicate with BOMA Quebec by email, to obtain information, file a complaint or for any other reason.

2. Nature of the personal information collected

In the course of its activities, BOMA Quebec collects the following personal information:

- Name and surname;
- Name of your company;
- Your mailing address as well as your company's;
- Your occupation;
- Your phone number;
- Your email address;
- Your billing address in the event of a transaction on our website.

3. Information excluded in the event of an online payment

Whenever you use a credit card to finalize an order through BOMA Quebec's website, no information related to your credit card is collected by BOMA Quebec on its servers. Your online payment is processed and managed through a secure third party payment and banking service, directly on its secured website.

4. Use of your personal information

In a general manner, BOMA Quebec uses your personal information to:

- Send you the Newsletter;
- Promote BOMA Quebec's activities;
- Process and manage your involvement in activities;
- Answer your requests for information;
- Generate statistics;

- Inform you regarding modifications made to our terms and conditions as well as to our policies, and/or for other administrative matters;
- Protect the security and the integrity of BOMA Quebec's website, its organisation, its members as well as the users of its website.

5. Disclosure of your personal information

Within the framework of its activities, BOMA Quebec will communicate your personal information to BOMA Canada and BOMA International for the same purposes as set out in section 4.

Subject to the foregoing, BOMA Quebec's policy is to not disclose nor sell to third parties personal information concerning its members for purposes of commercial or philanthropic prospection. If we would need to disclose such information to third parties, we shall seek your express consent prior to any such disclosure of personal information.

6. Disclosure required by law

BOMA Quebec reserves the right to disclose certain personal information which concerns you if BOMA Quebec considers that it is required to do so in order to comply with the law or in order to protect its interests. Consequently, BOMA Quebec can also disclose information to respect a Court order. BOMA Quebec can also disclose personal information if requested by a governmental agency or an investigative body. BOMA Quebec does not have the obligation to challenge or verify the legality of such requests.

7. External service providers

In certain cases, BOMA Quebec can share your personal information with service providers with whom it collaborates in order to better serve your needs.

If BOMA Quebec uses external service providers in order to render services, and in the event that personal information is disclosed, in part or in whole, in such cases BOMA Quebec will take all reasonable measures to ensure that its providers are bound by the undertakings related to the protection of your personal information, as set out in the present Policy.

8. Use of cookies

Our website uses cookies which allow, amongst other things, to memorise your preferences and registration information. In general, a cookie is a small text file that contains a chain of numbers and letters which assist us in customizing your computer in a unique manner. The information disclosed depends on your browser's setting, as established by you. However, none of the registered data allows us to personally identify you. The data registered is only used for statistical purposes that indicate to us your preferences and your interests. This allows us to improve the content of our website and to adapt the services provided to you accordingly.

9. Information compiled by our website

When you access our website, information is exchanged automatically between your computer and our server. This information includes: the IP address, the type of browser and operating system, the Web pages visited, as well as the date, time and duration of your visit.

We analyse and compile this information in order to develop new services, improve our website as well as facilitate its usage.

10. Storage and security

All the personal information you provide to BOMA Quebec is stored on secured servers with restricted access. In this regard, BOMA Quebec takes reasonable technical means to ensure a secure environment to protect your personal information.

BOMA Quebec offers its members the possibility to access electronic forms from its website and to subscribe to some business events or activities. Please note that, in order to ensure confidentiality, we use the format « https » to encrypt all internet traffic. We only use the information required to allow our staff to complete the registration and/or to collect the payment regarding a particular event or activity.

However, given the underlying public nature of the internet, you recognize and agree that there can be no warranty as to the security of internet-based transmissions. Consequently, BOMA Quebec cannot guarantee or assume any responsibility with regards to any breach of confidentiality, hacking, virus, loss or alteration of data transmitted across the internet or any interruption of service to the servers of BOMA Quebec.

11. Retention and access to personal information

BOMA Quebec uses and retains your personal information, related to any transaction, for the duration of your status as a BOMA Quebec member. Upon your request, BOMA Quebec will inform you on the existence, use and disclosure of your personal information as well as give you access to this information.

If you are not a BOMA Quebec member but a user of its website, BOMA Quebec shall use your personal information only as long as it is necessary and useful to complete a transaction made on its website, as well as the management of the site by BOMA Quebec. However, BOMA Quebec reserves the right to retain certain personal information, for a reasonable period of time, in order to comply with the law, prevent fraud, collect monies due, resolve a claim or certain other problems pertaining to it, cooperate in an investigation and for any other reason permitted by law. After this period has expired, your personal information shall be destroyed and removed from BOMA Quebec's servers.

12. External links

On occasion, it is possible that BOMA Quebec inserts, on its website, hyperlinks to external websites operated by third parties that can be of interest BOMA Quebec's its users. This shall in no way be construed to imply that BOMA Quebec approves of the content of these websites, nor of the activities of the companies, organizations or associations in charge of these websites. When you exit the BOMA Quebec website, the information exchanged is no longer subject to this Policy. We recommend that you consult the privacy policy of any website you visit before commencing to use the site.

13. Policy Amendments

BOMA Quebec reserves the right to revise and modify this Policy, at its discretion. Any amendment to this Policy will be available on BOMA Quebec's website.

14. Applicable law and jurisdiction

This Policy is governed by the laws of the province of Quebec and laws of Canada which are applicable. You irrevocably consent, to the exclusion of any other court or jurisdiction, that any dispute or litigation arising in relation to this Policy shall be exclusively submitted to the court of competent jurisdiction in the judicial district of Montreal.

15. Additional information

For any information request or any update regarding your personal information, please do not hesitate to communicate with us by any of the following means:

By mail: 500, Sherbrooke West
Suite 900
Montreal, Quebec, Canada, H3A 3C6
Attn: Matthieu Ménard

By phone: 514 282-3826 Toll free: 1 855 682-3826

By fax: 514 844-7556

By email: boma@boma-quebec.org