

PRIVACY AND ACCESS TO INFORMATION POLICY

This is a translation of the original French document. In case of divergence of interpretation, the French text shall prevail over the English text.



1. Collection of personal information

- 1.1. Personal information is information that relates to a physical person and allows that person to be identified.
- 1.2. Except in cases where the Privacy Act requires disclosure or release of personal information, the Québec Golf Federation ("Golf Québec") maintains the confidential nature of all personal information obtained such as name, telephone number, geographic address and technological address.
- 1.3. Golf Québec collects information provided in writing or verbally in order to fulfill its objectives and mandate, which can be described as follows:
 - 1.3.1. Communicate with its members or any other concerned person and identify their needs and expectations;
 - 1.3.2. To provide its members or any other concerned person with products, services and information;
 - 1.3.3. Enable affiliated organizations and suppliers to provide products, services and information to its members or any other person concerned;
 - 1.3.4. Manage relationships with its members;
 - 1.3.5. Comply with legal or regulatory obligations.
- 1.4. Golf Québec collects, uses, and discloses personal information for purposes considered reasonable in the circumstances and only the information necessary to provide products, services or information to its members and concerned persons.
- 1.5. The use of personal information is limited to the purposes described in this policy.
- 1.6. All personal information is kept in a confidential manner and, with certain exceptions, the information may not be disclosed to anyone unless expressly authorized by the concerned person.
- 1.7. Golf Québec discloses the name, telephone number and geographic and technological address of its members or concerned persons to preferred suppliers when such use constitutes a service and when the information is useful for the members or concerned persons and on the condition that Golf Québec has a written commitment from the preferred suppliers to respect the specific requirements governing the use of this information.
- 1.8. In cases where Golf Québec is under the obligation to disclose information without the consent of the person concerned, it will only disclose information that is required by the circumstances.

2. Consent

- 2.1. Unless authorized by law, no personal information will be collected without first obtaining the written consent of the person concerned by the collection, use and disclosure of that information. Golf Québec may, however, ask this person for consent to use and disclose his or her personal information after it has been collected in the event that Golf Québec wishes to use this personal information for a purpose not specified in this policy or not previously consented to.
- 2.2. When a member or a concerned person consents, his or her contact information will be used by Golf Québec for the sole purposes set out in this policy. If the member or the concerned person refuses to give his or her consent, then Golf Québec will only use his or her contact information for the sole purpose of communicating with him or her and will not divulge this information to anyone else. In the event that a member or other concerned person does not indicate whether or not he or she agrees, the fact of submitting this information is equivalent to his or her consent to the use of his or her personal information for this purpose.
- 2.3. If a member or other concerned person wishes to withdraw his or her consent, his or her refusal to disclose personal information must be communicated in writing to Golf Québec.

3. Accuracy and retention of personal information

- 3.1. Golf Québec ensures that any personal information provided by its members and other concerned persons in its possession is accurate, current and as complete as required for the purposes for which Golf Québec uses this information. If Golf Québec discovers that the information is inaccurate, incomplete or out of date, it will review the personal information and, if necessary, will ensure that third parties to whom the inaccurate information was provided can also correct their records.
- 3.2. Information on former members is not corrected and Golf Québec cannot guarantee its accuracy.
- 3.3. Golf Québec retains personal information only for as long as is necessary for the reasons why it was collected. This period may be extended after the termination of the relationship between the member or the concerned person and Golf Québec, but will only last as long as required for Golf Québec to communicate with this person if necessary. When Golf Québec no longer needs the personal information of an individual, it will be destroyed, deleted, erased or converted into an anonymous form.

4. Protection of personal information

- 4.1. Golf Québec is committed to maintaining an adequate level of physical, procedural and technical security in its offices and premises dedicated to the storage of information in order to prevent any unauthorized form of access, disclosure, reproduction, use or modification of the personal information of its members and other persons with whom it maintains a business relationship. This principle also applies to the manner in which Golf Québec disposes of or destroys personal information.

4.2. Only those who are duly identified by Golf Québec are authorized to read and process the personal information entrusted by members and other concerned persons.

4.3. Golf Québec conducts regular audits of procedures and security measures.

5. Access to personal information

5.1. Golf Québec authorizes any person to consult the personal information it holds about him or her. Golf Québec will respond to the request within thirty (30) days of receiving such information request. If Golf Québec decides not to follow up on the request, it will give the person making the request the reasons justifying the non-disclosure.