



CONFIDENTIAL DATA MANAGEMENT POLICY

Protection of personal information

Kiuna's website is published from Quebec, Canada. With respect to the protection of personal information, our college centre is subject to the provisions of the *Civil Code of Québec*, the *Act to modernize legislative provisions as regards to the protection of personal information*, SQ 2021, c 25 and the *Act respecting access to documents held by public bodies and the protection of personal information* (specifically s. 53, s. 56, s. 59).

Kiuna is required to compile files containing confidential information, either in connection with applications for admission or employment, or in the processing of certain files.

It should be noted that:

- Only the personal information required to carry out the activities of the college centre is collected (s. 64) and kept in a safe manner and according to the duration of preservation and destruction set out in the convention of the *National Library and Archives of Quebec*.
- Your file will be kept at the Kiuna Institution offices in Odanak.
- Only expressly authorized employees will have access to this data.
- The necessary security measures are taken to protect the confidentiality of personal information collected, used, communicated, retained, or destroyed.
- The *Act to establish a legal framework for information technology* also applies to our policy, limiting access to personal information and in some cases the Professional Code (Art.60,4).
- You have the right to examine the personal information contained in your file and, if necessary, to have it rectified by sending a written request to the following address: 1205, route Marie-Victorin, Odanak (Québec) J0G 1H0.

Management