

# ADMINISTRATIVE PRIVACY POLICY

<b>EFFECTIVE DATE</b>	<b>October 21, 2024</b>
<b>IDENTIFICATION CODE</b>	<b>POL24-124</b>
<b>AUTHORIZATION REQUIRED</b>	<b>General Administration</b>
<b>RESPONSIBLE FOR FOLLOW-UP</b>	<b>Secretary General</b>

## ROADMAP

<b>ADOPTION</b>	October 21, 2024	Ord. 24-124
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## 1. POLICY PURPOSE

The *Administrative Privacy Policy* stems from the obligation of the Centre de services scolaire du Littoral (CSSL), under section 63.4 of the [Act respecting Access to documents held by public bodies and the Protection of personal information](#), to publish its privacy policy on its website, in simple and clear terms, when it collects personal information by technological means.

This policy is consistent with the other frameworks applicable to the CSSL.

This policy applies to all personal information collected by the CSSL through technological means. In the event that the technological means refer to a website or technological means of another organization (third party), the privacy policy of the latter applies.

## 2. TECHNOLOGICAL MEANS BY WHICH THE CSSL COLLECTS PERSONAL INFORMATION

### A. Personal information automatically collected on the CSSL website

When the user accesses the CSSL website, certain information is automatically collected, namely:

- ✓ the domain name of the Internet provider;
- ✓ the IP address (the unique identifier automatically assigned to the user's computer by the Internet Service Provider for the purpose of Internet browsing);
- ✓ the browser type (Edge, Chrome, Firefox, etc.);
- ✓ the operating system the user is using (Windows, MAC OS, etc.);
- ✓ the date and time the user accesses the site;
- ✓ the pages viewed and the duration of those views;
- ✓ the address of the originating site if the user accesses the CSSL site from another site.

This transfer of information arises from the technological requirements inherent to Internet browsing and is used for statistical purposes (e.g., compiling the number of users and identifying the most viewed pages on the organization's website).

No permanent cookies are placed on the user's hard drive.

Only CSSL staff members with administrator access to the website will have access to this personal information.

### B. Personal information voluntarily provided by the user

In the event that the user voluntarily communicates personal or confidential information using an online form, only the information required to follow up on the user's request or to respond to the user's messages will be collected and used.

Only CSSL staff member(s) who initiated the inquiry will have access to this personal information.

## 3. MEASURE TAKEN TO ENSURE THE PRIVACY AND SECURITY OF PERSONAL INFORMATION

The CSSL is committed to ensuring the protection of the personal information entrusted to it, in accordance with its obligations and its *Guideline for the governance of the Centre de services scolaire du Littoral with respect to personal information* (forthcoming).

Personal information is retained as long as necessary to carry out the activities of the CSSL and in accordance with applicable legislation.

To this end, the CSSL implements security measures to ensure the privacy of the personal information it collects, such as computer software or strict procedure for accessing this information, as well as control and verification measures.

The CSSL also has a strict procedure in place (*Threat, Vulnerability, and Incident Management (GMVI)*) in the event of a privacy incident, the purpose of which is to limit the consequences of such an incident. It ensures that personal information is destroyed in a secure manner to ensure the privacy of the information.

All CSSL staff members are required to respect the privacy of the personal information that is collected.

#### **4. RIGHT OF ACCESS AND RECTIFICATION**

Any user may request access to their personal information held by the CSSL in accordance with the provisions of the [Access to Information Act](#). They may also request the rectification of personal information concerning them when it is inaccurate, incomplete and ambiguous or when the collection, communication or retention of such personal information is not authorized by law.

This request must be made in writing to the person responsible for access to documents and the protection of personal information:

Secretary General  
Centre de services scolaire du Littoral  
789, Beaulieu Street  
Sept-Îles (Québec) G4R 1P8  
Phone: 418 962-5558, ext. 5558  
Email: [sg@cssdulittoral.gouv.qc.ca](mailto:sg@cssdulittoral.gouv.qc.ca)

#### **5. COMPLAINT PROCESS**

The person responsible for access to documents and the protection of personal information is also responsible for ensuring compliance with this policy, in accordance with the *Guideline for the governance of the Centre de services scolaire du Littoral with respect to personal information* (forthcoming).

To make comments or complaints about the non-compliance with this policy, the request must be made in writing to the person responsible for access to documents and the protection of personal information:

Secretary General  
Centre de services scolaire du Littoral  
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Email: [sg@cssdulittoral.gouv.qc.ca](mailto:sg@cssdulittoral.gouv.qc.ca)

**6. INFORMATION ABOUT THIS POLICY**

If you have any questions about this policy, you may contact:

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**7. CHANGE TO THE POLICY**

The CSSL may change the present policy at any time and at its sole discretion. Users are asked to consult the CSSL website and this policy regularly to verify if any changes have been made.

All users are deemed to have read, accepted and acknowledged the validity of the policy. Users are deemed to have accepted the modifications if they continue to use the CSSL website or participate in CSSL activities after the modifications take effect.

**8. EFFECTIVE DATE**

This policy is effective on the date of its adoption.