

Following the implementation of Loi 25, Formplus has implemented a new policy for the protection of personal information, nominative data conservation and destruction in the context of its professional activities.

Data Security

Data received by Formplus is protected by physical, electronic and procedural measures. We use two distinct data backup methods: physical (on cassettes) and cloud computing. These are located on servers in Canada (Quebec, Toronto and Calgary).

Data Destruction

We establish a data destruction schedule specific to each client, according to the mandate.

Personal data printed by Formplus and not given to the client (or to another third party, i.e. the recipient or a subcontractor) is destroyed by a shredding company. This includes data records, unapproved routine proofs, forms or plastic cards with misprints, as well as non-essential records.

Use of Information

As part of these activities, Formplus uses personal information to print various nominative forms, at the client's request. This data may be transmitted to a third party in the exercise of our mandate.

We collect, use and store your personal information for the following purposes:

- To identify yourself and update your contact sheet;
- To process your orders;
- To send you relevant information about us.

Credit card payment information

We do not store any credit card numbers. The data is automatically deleted following payment.

Acceptance of the General Conditions of Protection of Privacy

By visiting <https://www.formplus.ca>, you acknowledge the practices described in this policy. Formplus reserves the right to modify certain conditions. In order to ensure that you are familiar with our confidentiality practices, we invite you to regularly refer to this page, as well as our sales terms.

Privacy incident

Formplus is proactive in implementing measures to reduce the risk of a breach in access to personal information in its possession.

In the event of a personal information confidentiality incident, we will notify the people whose information has been compromised, as well as the *Commission d'accès à l'information du Québec*.

The incident will be catalogued in a register and a copy will be sent to the Commission.

Person in charge of the protection of personal information:

Pierre Côté

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