

## General Terms and Conditions

The terms and conditions referenced in this document are applicable in the context of the *event*, CAGPO Virtual Annual Conference. Acceptance of these general conditions applies to all sites and services offered by AGORA OPUS3 and its suppliers. They are intended to ensure the protection of personal data, as well as transparency in the management of such data, as stipulated by Regulation (EU) 2016/679 (GDPR) and the Personal Information Protection and Electronic Documents Act (PIPEDA).

The personal data collected by AGORA OPUS3 is deemed necessary in the context of the event. "*Personal data*" refers to information that can be used to identify you, such as your first and last name, email address and telephone number. You have the right to have your personal data rectified or deleted at any time. Requests to this effect will be processed within 30 days of their receipt. To exercise this right, please send an email to [cagpo@agoraopus3.com](mailto:cagpo@agoraopus3.com), specifying the nature of the required changes. You also have the right to request data portability at any time, i.e., the right to receive all personal data that we have collected about you, in a structured format for easy reading. An email request to [cagpo@agoraopus3.com](mailto:cagpo@agoraopus3.com) is also required. Such requests will be processed within 30 days of their receipt.

AGORA OPUS3 undertakes to collect personal data for specific purposes and not to process this data in a manner incompatible with these purposes.

Personal data is collected and can be used for the following purposes, depending on the nature of the event:

- Correspondence with you regarding the progress and logistics of the upcoming event;
- Correspondence with service providers necessary for the conduct of the event (if applicable): reservations with airlines, hotels, restaurants, social activities or any other service provider deemed necessary for the conduct of the event
- Correspondence with the Organizing Committee for statistical and logistical purposes;

Personal data will not be used for monitoring or profiling activities, nor will it be sold or rented.

They will only be used for purposes considered essential to the event. Personal data will be kept in a compliance register in order to track all processing. It also ensures that the deletion and archiving process is done in accordance with legal obligations.

The name and contact information of the relevant Data Protection Officer (DPO) is as follows:

Émilie Lévesque, Executive Director  
835-2600 boulevard Laurier  
Québec (Québec) G1V 4W2  
[GDPR@agoraopus3.com](mailto:GDPR@agoraopus3.com)

Data will be retained for a period of 36 months following the last electronic exchange between AGORA OPUS3 and the requesting party, after which the DPO will delete it in its entirety. Personal data in paper format will be destroyed via Shred-it, a company that specializes in document destruction. Secure destruction services such as these protect companies from the risk of information leakage.

Security measures are implemented to ensure the protection of the personal information collected, used, communicated and retained. The security protocol is enhanced by the use of pages in HTTPS secure mode, making it possible to encrypt the content of exchanges between the browser and database servers. This prevents third parties from being able to easily read the personal data entered and sent via the forms while it is in transit.