

Policy: P.18

Policy Title:	Privacy Policy
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Last Reviewed:	October 2026
Next Review:	December 2028

Hi, and welcome to the FJCF website! This Privacy Policy explains how the FJCF collects, uses and shares your personal information in the course of our activities, as well as the safeguards we have adopted to protect it. The FJCF is committed to respecting the confidentiality of personal information collected through its communication tools, various websites and/or mobile applications.

This policy applies to the FJCF website, www.fjcf.ca, and all of its activities, programs and platforms, including:

-  *Pan-Canadian Youth Forum*
-  *Pan-Canadian Youth Parliament*
-  *Youth Engagement Scholarships*
-  *Canadian Francophone Games (JeuxFC)*
-  *National Strategy for Linguistic Security (SNSL)*
-  *Vice-Versa*
-  *DépasseToi*
-  *Apic Internship Program*
-  *Languages at Work*
-  *Repère santé*
-  *Touski*

Our policy applies when we collect and process your personal information in the following circumstances:

-  *You browse our website: www.fjcf.ca;*
-  *You visit our social media pages;*
-  *You communicate with us by telephone, email, text message and/or social media;*
-  *You complete and submit an online registration form;*
-  *You complete a request and reimbursement form;*
-  *You take part in our online surveys;*
-  *You receive our promotional communications.*

However, this policy does not apply when you click links that take you to external websites, applications or services provided by third parties. Take the time to read those third parties' privacy policies to learn how they collect and process your personal information!

If you have questions about this policy, please contact us. You can email us, write to us or call us:

Chief Privacy Officer

confidentialite@fjcf.ca
450 Rideau Street, Suite 403 Ottawa, ON K1N 5Z4
Telephone: (613) 562-4624

1. Why do we collect your personal information?

When you take part in an activity organized by the FJCF (such as an event, contest, workshop or program), we need certain information about you.

We use this information to:

-  *Register you and confirm your participation;*
-  *Ensure your safety and well-being;*
-  *Provide you with important information before, during and after the activity;*
-  *Comply with program and partner requirements;*
-  *Verify your identity and eligibility for programs and initiatives;*
-  *Better plan our programs and services;*
-  *Highlight the projects and achievements of French-speaking youth in Canada.*

We respect your privacy and collect only the information necessary for these purposes.

2. What information may we ask you for?

Depending on the activity, we may ask for:

-  *Your full name;*
-  *Your age and/or date of birth;*
-  *Your email address and/or telephone number (or your parents' contact information if you are a minor);*
-  *Your mailing address;*
-  *Your preferred language;*
-  *Your emergency contact;*
-  *Important health information (e.g., allergies, medical conditions or specific needs) to ensure your safety and well-being;*
-  *Your permission to be photographed or filmed;*
-  *For certain activities: school documents, your résumé or a cover letter (for example, for scholarships or youth employment programs).*

In certain cases and for specific initiatives, the FJCF may ask you for the following:

-  *A piece of identification;*
-  *Your health insurance number;*
-  *Your social insurance number;*
-  *A photograph;*
-  *Your gender;*
-  *Your identities;*
-  *Your loyalty program number(s) with a transportation company;*
-  *The information needed to conduct a criminal background check for volunteers at our events;*
-  *And/or any other demographic information.*

We will always explain why we need this information before asking you to provide it.

All of this information may be collected through a form or during eligibility meetings.

3. How do we obtain your consent?

We generally ask for your express consent (for example, when you complete a form or check a box). If you are under 19, we also ask for permission from your parent or legal guardian.

In some cases, your consent may be implied (for example, when you send a message through an FJCF website, you consent to receiving a reply from us).

You may withdraw your consent at any time by writing to confidentialite@fjcf.ca, but doing so may prevent you from participating in certain activities.

4. Who can view and access your information?

Your information is:

-  *Accessed only by FJCF team members and authorized individuals who supervise you during activities;*
-  *Shared only with certain partners (e.g., youth organizations and/or recruitment partners, service providers—including travel agencies, website hosts and database administrators—funders or organizing committees) when necessary to organize activities;*
-  *Disclosed to authorities only when required by law (e.g., a medical emergency or safety situation).*

Your personal information will never be sold for commercial purposes.

5. Where and how is your personal information stored?

The information you provide is stored using secure tools such as:

-  *Smartsheet (forms and registrations);*
-  *Microsoft 365 (document archiving and collaboration);*
-  *Google Workspace (Canadian Francophone Games - JeuxFC);*
-  *Mailchimp (communications and newsletters, only with your consent);*
-  *WordPress (websites);*
-  *Kajabi (online learning platform).*

Some of our service providers may store data outside Canada, for example in the United States. These countries may have different laws governing the protection of, or access to, your personal information. We make sure to select service providers that have implemented reasonable safeguards to protect your personal information. If you have any questions, please contact us.

These tools are also password-protected and used exclusively by authorized individuals at the FJCF.

6. How long do we keep your personal information?

We keep your personal information for as long as necessary to provide you with FJCF programs and services and, in certain cases, as required by applicable laws. For example:

- *Up to 5 years after the activity ends;*
- *Up to 7 years for documents related to financial management (for example, receipts or payments).*

Once this period has elapsed, your information is deleted or securely archived, in accordance with applicable rules.

7. Your rights

In Canada, federal, provincial and territorial privacy and personal information protection laws give you certain rights. These may vary depending on the laws that apply to you and the specific circumstances of your request. Generally, you have the right to:

-  *Request access to the personal information we hold about you;*
-  *Request a correction if it is inaccurate or incomplete;*
-  *Withdraw your consent to certain uses (such as photos or videos);*
-  *Ask questions about how we protect your data.*

Access rights are not absolute, and exceptions apply. Withdrawing your consent may also limit the FJCF's ability to provide you with services or allow you to participate in programs and services. To exercise your rights or learn more, write to us at: confidentialite@fjcf.ca

8. Photos, videos and testimonials

During certain activities, the FJCF may take photos, record videos or collect testimonials to promote French-speaking youth and their projects. The FJCF will obtain your consent to these recordings when you register for the event. If you have any questions or objections, please contact us.

9. Security of your personal information

The FJCF implements reasonable technical and organizational safeguards to protect your personal information. For example, the FJCF has adopted policies and procedures to guide our practices, restricts access to authorized personnel, uses secure storage environments, retains personal information only for as long as necessary, and raises staff awareness of privacy best practices and responsibilities.

Despite all our efforts to keep your data secure, no system is perfect. If an unusual situation occurs (for example, loss or unauthorized access), the FJCF will act promptly and notify you as needed.

10. If you have a question or concern

Would you like to learn more about our practices? Do you have a question for us? Please feel free to email us, write to us or call us!

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