

Privacy Policy

Last updated: August 23, 2023

This Privacy Policy describes Our policies and procedures on the collection, use and disclosure of Your information when You use the Service and tells You about Your privacy rights and how the law protects You.

We use Your Personal data to provide and improve the Service. By using the Service, You agree to the collection and use of information in accordance with this Privacy Policy. This Privacy Policy has been created with the help of the Privacy Policy Generator.

Interpretation and Definitions

Interpretation

The words of which the initial letter is capitalized have meanings defined under the following conditions. The following definitions shall have the same meaning regardless of whether they appear in singular or in plural.

Definitions

For the purposes of this Privacy Policy:

Account means a unique account created for You to access our Service or parts of our Service.

Affiliate means an entity that controls, is controlled by or is under common control with a party, where "control" means ownership of 50% or more of the shares, equity interest or other securities entitled to vote for election of directors or other managing authority.

Company (referred to as either "the Company", "We", "Us" or "Our" in this Agreement) refers to Gîte Le Caméléon, 1310 rue Tétreault, Sherbrooke, QC, J1K 2N4.

Cookies are small files that are placed on Your computer, mobile device or any other device by a website, containing the details of Your browsing history on that website among its many uses.

Country refers to: Quebec, Canada

Device means any device that can access the Service such as a computer, a cellphone or a digital tablet.

Personal Data is any information that relates to an identified or identifiable individual.

Service refers to the Website.

Service Provider means any natural or legal person who processes the data on behalf of the Company. It refers to third-party companies or individuals employed by the Company to facilitate the Service, to provide the Service on behalf of the

Company, to perform services related to the Service or to assist the Company in analyzing how the Service is used.

Usage Data refers to data collected automatically, either generated by the use of the Service or from the Service infrastructure itself (for example, the duration of a page visit).

Website refers to Gîte Le Caméléon, accessible from <http://www.gitelecameleon.com/>

You means the individual accessing or using the Service, or the company, or other legal entity on behalf of which such individual is accessing or using the Service, as applicable.

Collecting and Using Your Personal Data

Types of Data Collected

Personal Data

While using Our Service, We may ask You to provide Us with certain personally identifiable information that can be used to contact or identify You. Personally identifiable information may include, but is not limited to:

- Email address
- First name and last name
- Phone number
- Address, State, Province, ZIP/Postal code, City
- Usage Data

Usage Data

Usage Data is collected automatically when using the Service.

Usage Data may include information such as Your Device's Internet Protocol address (e.g. IP address), browser type, browser version, the pages of our Service that You visit, the time and date of Your visit, the time spent on those pages, unique device identifiers and other diagnostic data.

When You access the Service by or through a mobile device, We may collect certain information automatically, including, but not limited to, the type of mobile device You use, Your mobile device unique ID, the IP address of Your mobile device, Your mobile operating system, the type of mobile Internet browser You use, unique device identifiers and other diagnostic data.

We may also collect information that Your browser sends whenever You visit our Service or when You access the Service by or through a mobile device.

Tracking Technologies and Cookies

We use Cookies and similar tracking technologies to track the activity on Our Service and store certain information. Tracking technologies used are beacons, tags, and scripts to collect and track information and to improve and analyze Our Service. The technologies We use may include:

- **Cookies or Browser Cookies.** A cookie is a small file placed on Your Device. You can instruct Your browser to refuse all Cookies or to indicate when a Cookie is being sent. However, if You do not accept Cookies, You may not be able to use some parts of our Service. Unless you have adjusted Your browser setting so that it will refuse Cookies, our Service may use Cookies.
- **Web Beacons.** Certain sections of our Service and our emails may contain small electronic files known as web beacons (also referred to as clear gifs, pixel tags, and single-pixel gifs) that permit the Company, for example, to count users who have visited those pages or opened an email and for other related website statistics (for example, recording the popularity of a certain section and verifying system and server integrity).

Cookies can be "Persistent" or "Session" Cookies. Persistent Cookies remain on Your personal computer or mobile device when You go offline, while Session Cookies are deleted as soon as You close Your web browser. You can learn more about cookies on TermsFeed website article.

We use both Session and Persistent Cookies for the purposes set out below:

Necessary / Essential Cookies

Type: Session Cookies

Administered by: Us

Purpose: These Cookies are essential to provide You with services available through the Website and to enable You to use some of its features. They help to authenticate users and prevent fraudulent use of user accounts. Without these Cookies, the services that You have asked for cannot be provided, and We only use these Cookies to provide You with those services.

Cookies Policy / Notice Acceptance Cookies

Type: Persistent Cookies

Administered by: Us

Purpose: These Cookies identify if users have accepted the use of cookies on the Website.

Functionality Cookies

Type: Persistent Cookies

Administered by: Us

Purpose: These Cookies allow us to remember choices You make when You use the Website, such as remembering your login details or language preference. The purpose of these Cookies is to provide You with a more personal experience and to avoid You having to re-enter your preferences every time You use the Website.

For more information about the cookies we use and your choices regarding cookies, please visit our Cookies Policy or the Cookies section of our Privacy Policy.

Use of Your Personal Data

The Company may use Personal Data for the following purposes:

To provide and maintain our Service, including to monitor the usage of our Service.

To manage Your Account: to manage Your registration as a user of the Service. The Personal Data You provide can give You access to different functionalities of the Service that are available to You as a registered user.

For the performance of a contract: the development, compliance and undertaking of the purchase contract for the products, items or services You have purchased or of any other contract with Us through the Service.

To contact You: To contact You by email, telephone calls, SMS, or other equivalent forms of electronic communication, such as a mobile application's push notifications regarding updates or informative communications related to the functionalities, products or contracted services, including the security updates, when necessary or reasonable for their implementation.

To provide You with news, special offers and general information about other goods, services and events which we offer that are similar to those that you have already purchased or enquired about unless You have opted not to receive such information.

To manage Your requests: To attend and manage Your requests to Us.

For business transfers: We may use Your information to evaluate or conduct a merger, divestiture, restructuring, reorganization, dissolution, or other sale or transfer of some or all of Our assets, whether as a going concern or as part of bankruptcy, liquidation, or similar proceeding, in which Personal Data held by Us about our Service users is among the assets transferred.

For other purposes: We may use Your information for other purposes, such as data analysis, identifying usage trends, determining the effectiveness of our promotional campaigns and to evaluate and improve our Service, products, services, marketing and your experience.

We may share Your personal information in the following situations:

- **With Service Providers:** We may share Your personal information with Service Providers to monitor and analyze the use of our Service, to contact You.
- **For business transfers:** We may share or transfer Your personal information in connection with, or during negotiations of, any merger, sale of Company assets, financing, or acquisition of all or a portion of Our business to another company.
- **With Affiliates:** We may share Your information with Our affiliates, in which case we will require those affiliates to honor this Privacy Policy. Affiliates include Our parent

company and any other subsidiaries, joint venture partners or other companies that We control or that are under common control with Us.

- **With business partners:** We may share Your information with Our business partners to offer You certain products, services or promotions.
- **With other users:** when You share personal information or otherwise interact in the public areas with other users, such information may be viewed by all users and may be publicly distributed outside.
- **With Your consent:** We may disclose Your personal information for any other purpose with Your consent.

Retention of Your Personal Data

The Company will retain Your Personal Data only for as long as is necessary for the purposes set out in this Privacy Policy. We will retain and use Your Personal Data to the extent necessary to comply with our legal obligations (for example, if we are required to retain your data to comply with applicable laws), resolve disputes, and enforce our legal agreements and policies.

The Company will also retain Usage Data for internal analysis purposes. Usage Data is generally retained for a shorter period of time, except when this data is used to strengthen the security or to improve the functionality of Our Service, or We are legally obligated to retain this data for longer time periods.

Transfer of Your Personal Data

Your information, including Personal Data, is processed at the Company's operating offices and in any other places where the parties involved in the processing are located. It means that this information may be transferred to — and maintained on — computers located outside of Your state, province, country or other governmental jurisdiction where the data protection laws may differ than those from Your jurisdiction.

Your consent to this Privacy Policy followed by Your submission of such information represents Your agreement to that transfer.

The Company will take all steps reasonably necessary to ensure that Your data is treated securely and in accordance with this Privacy Policy and no transfer of Your Personal Data will take place to an organization or a country unless there are adequate controls in place including the security of Your data and other personal information.

Delete Your Personal Data

You have the right to delete or request that We assist in deleting the Personal Data that We have collected about You.

Our Service may give You the ability to delete certain information about You from within the Service.

You may update, amend, or delete Your information at any time by signing in to Your Account, if you have one, and visiting the account settings section that allows you to manage Your personal information. You may also contact Us to request access to, correct, or delete any personal information that You have provided to Us.

Please note, however, that We may need to retain certain information when we have a legal obligation or lawful basis to do so.

Disclosure of Your Personal Data

Business Transactions

If the Company is involved in a merger, acquisition or asset sale, Your Personal Data may be transferred. We will provide notice before Your Personal Data is transferred and becomes subject to a different Privacy Policy.

Law enforcement

Under certain circumstances, the Company may be required to disclose Your Personal Data if required to do so by law or in response to valid requests by public authorities (e.g. a court or a government agency).

Other legal requirements

The Company may disclose Your Personal Data in the good faith belief that such action is necessary to:

- Comply with a legal obligation
- Protect and defend the rights or property of the Company
- Prevent or investigate possible wrongdoing in connection with the Service
- Protect the personal safety of Users of the Service or the public
- Protect against legal liability

Security of Your Personal Data

The security of Your Personal Data is important to Us, but remember that no method of transmission over the Internet, or method of electronic storage is 100% secure. While We strive to use commercially acceptable means to protect Your Personal Data, We cannot guarantee its absolute security.

Children's Privacy

Our Service does not address anyone under the age of 13. We do not knowingly collect personally identifiable information from anyone under the age of 13. If You are a parent or guardian and You are aware that Your child has provided Us with Personal Data, please contact Us. If We become aware that We have collected Personal Data from anyone under the age of 13 without verification of parental consent, We take steps to remove that information from Our servers.

If We need to rely on consent as a legal basis for processing Your information and Your country requires consent from a parent, We may require Your parent's consent before We collect and use that information.

Links to Other Websites

Our Service may contain links to other websites that are not operated by Us. If You click on a third party link, You will be directed to that third party's site. We strongly advise You to review the Privacy Policy of every site You visit.

We have no control over and assume no responsibility for the content, privacy policies or practices of any third party sites or services.

Changes to this Privacy Policy

We may update Our Privacy Policy from time to time. We will notify You of any changes by posting the new Privacy Policy on this page.

We will let You know via email and/or a prominent notice on Our Service, prior to the change becoming effective and update the "Last updated" date at the top of this Privacy Policy.

You are advised to review this Privacy Policy periodically for any changes. Changes to this Privacy Policy are effective when they are posted on this page.

Contact Us

If you have any questions about this Privacy Policy, You can contact us:

- By email: jandrefluet@hotmail.com

Politique de Rétention des Données Personnelles

1. Objectif

Cette politique de rétention des données personnelles a pour objectif de définir les règles et les procédures concernant la durée de conservation des données personnelles collectées, traitées et stockées par l'entreprise **Gîte Le Caméléon**. Elle vise à garantir la conformité aux lois et réglementations applicables en matière de protection des données, ainsi qu'à protéger les droits et la vie privée des personnes concernées.

2. Champ d'application

Cette politique s'applique à toutes les données personnelles collectées, utilisées, traitées et stockées par l'entreprise **Gîte Le Caméléon**, que ce soit sous forme électronique ou physique.

3. Principes de Rétention

- a) **Durée de Conservation** : Les données personnelles ne seront conservées que le temps nécessaire pour atteindre les finalités pour lesquelles elles ont été collectées, conformément aux lois et réglementations en vigueur.
- b) **Base Légale** : La durée de conservation des données personnelles sera déterminée en fonction de la base légale du traitement, des obligations contractuelles et des exigences réglementaires applicables.

4. Durées de Rétention par Catégorie de Données

- a) **Données des Clients** : Les données personnelles des clients seront conservées aussi longtemps que le client a une relation active avec l'entreprise ou jusqu'à ce que le client demande la suppression de ses données, sauf si des obligations légales ou contractuelles imposent une durée de conservation plus longue.
- b) **Données des Employés** : Les données personnelles des employés seront conservées pendant la durée de leur contrat de travail et seront ensuite archivées conformément aux exigences légales en matière de conservation des dossiers du personnel.
- c) **Données de Prospection Commerciale** : Les données personnelles des prospects seront conservées pendant une période raisonnablement nécessaire à des fins de marketing et de prospection commerciale, à moins que le prospect ne demande la suppression de ses données.
- d) **Données Financières** : Les données financières et comptables contenant des données personnelles seront conservées conformément aux exigences légales en matière de conservation des documents comptables.

5. Archivage et Suppression

- a) **Archivage** : À l'expiration des durées de conservation spécifiées, les données personnelles seront archivées de manière sécurisée et traitées conformément aux politiques d'archivage de l'entreprise.
- b) **Suppression** : À moins qu'il n'existe des obligations légales ou contractuelles contraires, les données personnelles archivées seront supprimées de manière sécurisée à la fin de la période d'archivage.

6. Responsabilité

Le responsable de la protection des données (DPO) ou toute personne désignée par l'entreprise sera responsable de superviser la mise en œuvre de cette politique et de s'assurer que les délais de conservation sont respectés.

7. Sensibilisation et Formation

Tous les employés ayant accès aux données personnelles seront sensibilisés à cette politique et recevront une formation appropriée sur la manière de gérer et de conserver les données personnelles conformément à cette politique.

8. Révision de la Politique

Cette politique sera révisée périodiquement pour assurer sa conformité aux lois et réglementations en vigueur et pour prendre en compte tout changement dans les pratiques de collecte, d'utilisation et de stockage des données personnelles de l'entreprise.

9. Personne responsable des données

Si vous avez des questions svp communiquer avec le responsable de la gestion des données de l'entreprise :

Gîte Le Caméléon / André Fluet

1310 rue Tétreault (Coin Galt) à Sherbrooke, QC, J1K 2N4

(819) 347-8060

jandrefluet@hotmail.com

<http://gitelecameleon.com>

Politique de sécurité de l'information

1. Objectif

Cette politique de sécurité de l'information a pour objectif de garantir la protection, la confidentialité, l'intégrité et la disponibilité des informations sensibles appartenant à l'entreprise **Gîte Le Caméléon**. Elle vise également à sensibiliser tous les employés, sous-traitants et parties prenantes concernées sur l'importance de la sécurité de l'information.

2. Périmètre

Cette politique s'applique à tous les employés, prestataires, consultants et tiers ayant accès aux systèmes, réseaux et données de l'entreprise **Gîte Le Caméléon**.

3. Classification de l'information

Toutes les informations de l'entreprise **Gîte Le Caméléon** doivent être classifiées en fonction de leur niveau de sensibilité. Les catégories de classification sont définies comme suit :

- a) **Information Publique** : Les informations qui peuvent être partagées librement avec le public sans aucune restriction.
- b) **Information Interne** : Les informations internes ne doivent pas être divulguées en dehors de l'entreprise sans autorisation.
- c) **Information Confidentielle** : Les informations confidentielles sont sensibles et doivent être protégées contre tout accès non autorisé.

4. Gestion des accès

Chaque employé se voit attribuer un compte d'utilisateur individuel avec des privilèges d'accès appropriés en fonction de ses responsabilités. Les droits d'accès doivent être révisés et ajustés régulièrement, en fonction des besoins de métier et de l'évolution du personnel.

5. Sécurité des mots de passe

Les employés doivent utiliser des mots de passe complexes pour accéder aux systèmes informatiques et aux applications avec un 2FA. Les mots de passe doivent être changés régulièrement et ne doivent jamais être partagés avec d'autres personnes.

6. Utilisation appropriée des ressources informatiques

Les employés doivent utiliser les ressources informatiques de l'entreprise uniquement à des fins professionnelles autorisées. L'utilisation des systèmes informatiques à des fins illégales ou pour accéder à des informations confidentielles sans autorisation est strictement interdite.

7. Sécurité des terminaux

Tous les appareils et équipements informatiques doivent être protégés par des solutions antivirus/malware à jour. Les appareils mobiles utilisés pour accéder aux données de l'entreprise doivent être protégés par des codes PIN ou des empreintes digitales.

8. Gestion des incidents de sécurité

Toute violation de la sécurité de l'information, perte de données ou suspicion d'activités malveillantes doit être signalée immédiatement au responsable de la sécurité de l'information. Une procédure d'investigation, de gestion et de résolution des incidents de sécurité doit être mise en place.

9. Sensibilisation et formation

Tous les employés doivent suivre régulièrement des formations sur la sécurité de l'information pour être conscients des meilleures pratiques et des menaces émergentes.

10. Contrôles de conformité

Des audits réguliers seront effectués pour évaluer la conformité à cette politique et aux mesures de sécurité mises en place.

11. Sanctions

Les violations de cette politique de sécurité de l'information seront traitées de manière appropriée, conformément aux politiques disciplinaires de l'entreprise. Les sanctions peuvent aller de simples avertissements à des mesures disciplinaires plus sévères, y compris le licenciement et des poursuites légales si nécessaire.

12. Révision de la politique

Cette politique sera révisée régulièrement pour s'adapter aux nouvelles menaces et aux changements de l'environnement informatique de l'entreprise.