

# Privacy Notice

This Privacy Notice is provided to inform you about how your personal data will be collected, used, and protected. Please read the following information carefully.

## 1. Purpose of Data Collection

This personal information is collected under the authority of the GMF Partner as part of the Green Municipal Fund program, in accordance with applicable provincial privacy laws. The data will be transferred to the Federation of Canadian Municipalities under the terms of the grant agreement for program assessment and reporting. The demographic data collected will be used to understand the diversity of participants and assess the impact of our program.

## 2. What Data We Collect

We will collect the following data:

- First and Last name
- Email
- Information on your Municipality/ community/ organization (name, province/ territory, type)
- Department and Job level

## 3. Use of Your Data

The data you provide will be used solely for the purposes stated above. It will be shared with the Federation of Canadian Municipalities according to the funding agreement but will not be shared with any other third parties without your consent, except as required by law. Your responses will be kept confidential and will only be used in aggregate form for analysis.

## 4. Confidentiality

If we need to report any results publicly, they will be in the form of aggregated data, ensuring that individual participants cannot be identified.

## 5. Data Storage and Security

Your responses will be stored securely in a password-protected SharePoint database and will be accessible only to authorized personnel. All data will be retained for up to five years after the Green Municipal Fund program concludes. After this period, all data will be securely deleted or anonymized.

## 6. Your Rights

You have the right to:

- Access the data we hold about you.
- Request corrections to any data that is inaccurate or incomplete.
- Withdraw your participation at any time.

Requests for data access or corrections will be processed within 30 days, as per applicable privacy laws. For inquiries, please contact Yulianna Girsa at [ygirsa@fcm.ca](mailto:ygirsa@fcm.ca).

## 7. Consent

By participating in this survey, you consent to the collection and use of your data as outlined in this Privacy Notice.

**8. Contact Information:** For more information or if you have any questions regarding this Privacy Notice, please contact: Yulianna Girsa at [ygirsa@fcm.ca](mailto:ygirsa@fcm.ca).