



Privacy Policy

This **Privacy Policy** describes the use made of the data collected as part of your business relationship with **Soproq** and the rights that members hold with regard to this data. According to the legislation in force in Quebec and in Canada, the *Act respecting the protection of personal information in the private sector*, as well as the *Personal Information Protection and Electronic Documents Act*, hereinafter jointly referred to as "**Law**", Soproq is responsible for the personal information it collects and uses in the normal course of business, in order to exercise the rights provided for in the Member Agreement. This Privacy Policy may be modified at any time without notice.

What personal information is collected?

Personal information refers to any personal data that identifies an individual. When you become a Soproq member, and subsequently for any changes made to your account if applicable, you will be asked to provide certain information of this nature such as: name, mailing address, phone number, email address, the necessary data for the identification of your repertoire and any other information that you agree to communicate to Soproq within the framework of the business relationship between us and the use of the Octave portal (see the [Terms and Conditions of Use](#)).

For what purpose does Soproq collect personal information?

- ✓ To exercise the rights granted by members to Soproq in the Member Agreement.
- ✓ To pay royalties to rights holders.
- ✓ To comply with our legal and regulatory obligations.
- ✓ To communicate with you.

With whom can the information be shared?

Only Soproq employees, our national and international partners (other collective management organizations, music users) and IT suppliers may have access to certain personal data, for the sole purpose of exercising the rights provided for in the Member Agreement.

All persons likely to have access to your personal data respect security and confidentiality conditions, in particular those required by law. Under no circumstances will your data be disclosed to third parties for commercial reasons other than those provided for in the Member Agreement.

Data hosting

Your personal data is hosted on servers located in Canada. As part of Soproq's international activities, certain data may be transferred to servers located outside Canada which may therefore be subject to foreign regulations and be transmitted to foreign authorities on the basis of these regulations.

Rights on your personal data

With some exceptions, the Law grants you a right of access and a right of rectification with respect to your personal information. To exercise these rights, please send your request by email to info@soproq.org. Please note that you will have to prove, among other things, your capacity, your identity and compliance with the conditions for implementing the Law.

Data protection

The necessary measures are taken to preserve the integrity, security and confidentiality of your personal information (limited and controlled access to databases, multi-factor authentication, encrypted data and other protective measures).

Data retention

Your personal information is kept as long as necessary to allow Soproq to exercise the rights provided for in the Member Agreement, or as long as this may be required by any applicable law or to which Soproq is subject.

Navigation cookies

Cookies are files that make it possible to record a web user's visits to a website. Only the cookies necessary for the validation during authentication are used on the portal. You can choose not to accept the use of cookies by setting your browser accordingly, however this could prevent some features of the site from working properly.

Links to other websites

Soproq may link to other websites, but it does not control, recommend, or endorse and is not responsible for sites that it does not own or operates.