

Coaching David Veilleux
7360 Ave de Fougeray, Anjou QC H1K 3K1

info@coachingdv.ca
1-514-512-8624

Personal Information Protection Policy

Purpose of Collection

Your personal information is collected and used exclusively for:

- Appointment scheduling;
- Billing and issuing receipts for insurance purposes;
- Creating and managing your client file.

Data Collected

Contact Information: Name, first name, email address, phone number, mailing address

Administrative Information: Data required for billing and insurance receipts

Relevant Health History: e.g., psychotherapy follow-up, medical conditions impacting the support process

Legal Basis and Consent

- Collection is based on your explicit consent, obtained before any action is taken.
- In accordance with Law 25 (Quebec) and Canadian privacy laws, only strictly necessary data is requested.

Storage and Security

Professional Email: Protected with a strong password and two-factor authentication

Electronic Client File: Hosted in an encrypted application; accessible only by the practitioner

Backups: Encrypted and stored on a secure server located in Canada

Use and Sharing

- Data is never sold or shared with third parties without your written consent.
- If collaborating with a healthcare professional, your medical information is only shared with your formal authorization.

Retention Period

- Files are kept for five years after the last session, unless a different legal requirement applies.
- After this period, they are securely destroyed (permanent deletion of encrypted files and related backups).

Your Rights

You may, at any time:

1. Obtain a copy of your information;
2. Request correction of inaccurate data;
3. Withdraw your consent (unless legal retention is required);
4. Request deletion of your information where legally permissible.

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How to Exercise Your Rights

Send a written request to:

Personal Information Protection Officer

David Veilleux

Email: info@coachingdv.ca

A reasonable response will be provided within 30 days.

Commitment

I commit to:

- Protecting the confidentiality, integrity, and availability of your data;
- Restricting access solely to the described purposes.
- Reporting any security breach in accordance with legal requirements.

By using my services, you acknowledge having read and consented to this policy.