

# Privacy Policy

At **AG Solutions**, we understand the importance of protecting the personal information of our clients, primarily NPOs and SMEs in Quebec seeking grants. This privacy policy provides a detailed description of how we collect, use, and protect your personal information.

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## Information Collection

We collect personal information in various ways, including during telephone consultations, or via email. The types of information we collect may include:

- Contact details (name, address, phone number, email address)
- Financial information (income, expenses, banking details)
- Information about your organization (structure, missions, projects)
- Other relevant information for grant research

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## Use of Information

The information we collect is used for the following purposes:

- Analyzing your grant needs
- Identifying and recommending appropriate grants
- Preparing and submitting grant applications on your behalf
- Communicating with you about our services and your grant applications

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## Information Sharing

Your personal information is confidential and will only be shared with third parties in the following cases:

- With your explicit consent
- With grant organizations in the context of submitting applications
- If required by law or to protect our legal rights

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## Information Protection

We implement technical and organizational security measures to protect your personal information against unauthorized access, disclosure, alteration, or destruction. Our measures include:

- Secure data storage
- Use of encryption technologies
- Limited access to personal information to authorized employees only

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## Access and Modification of Information

You have the right to access your personal information and request corrections or deletions if it is inaccurate or outdated. To exercise this right, please contact us at [ariane@ag-solutions.ca](mailto:ariane@ag-solutions.ca)

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## Information Retention

We retain your personal information as long as necessary for the purposes described in this policy or to comply with legal requirements.

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## Changes to the Privacy Policy

This privacy policy may be updated to reflect changes in our practices or legal requirements. Any changes will be posted on our website with the update date.

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## Contact

For any questions, concerns, or requests regarding this privacy policy or your personal information, please contact us at:

Name of the responsible person: Ariane Gyenizse  
Phone: 438-869-0681  
Email: [ariane@ag-solutions.ca](mailto:ariane@ag-solutions.ca)