



PRIVACY POLICY

FOR

LE BUREAU DE PROMOTION DES PRODUITS DU BOIS DU QUÉBEC (QWEB)

AND

THE OFFSITE WOOD PLUG-IN ON THE REVIT APP STORE AND ASSOCIATED WEB SITES OR SERVICES

QWEB is a nonprofit trade association that operates programs to promote the use of wood: this includes structures, architectural finish systems, and wood energy products from Quebec, and more generally from Canada.

Our publishing of the Offsite Wood plug-in for Revit is an extension of our promotional and educational activities, and this page informs you of our policies regarding the collection, use, and disclosure of any personal information we receive from users of our services and products. We do not seek or sell any personal information. We collect user data only for the purposes of proving market development potential, encouraging wood export activities in certain market areas, and seeking funding to build more helpful digital tools in the design environment.

How does this Privacy Policy Apply?

This Privacy Policy applies to QWEB's Offsite Wood plug-in and an intended complementary website, as well as future web services, desktop, or mobile applications. By using our applications and services, you agree to the collection and use of information in accordance with this policy.

Information Collection and Use

While services and apps, we may collect and process certain personally identifiable information but will not use it contact or identify you without your express permission. Personally identifiable information may include but is not limited to, the name of the company who owns an autodesk license, an IP address which may tell us generally where you are located, browser version, operative system, or other statistical information about the use of our services. The information we collect may either be anonymous or it may include references to you.

How do we collect data?

You directly provide us with most of the data we collect. We may collect and process data when you:

- Register online or place a request for products and services.
- Voluntarily complete a customer survey or provide feedback on message boards, forums, contact forms, email, phone, or any other communications service.
- While you use our plug-in, website, web services, desktop, and/or mobile applications.

How do we use (and not use) your data?

First: we make a commitment as a member-based nonprofit market development entity, not to use any data that would erode the trust you place in us to protect and not resell or reuse your identity, your client relationships, or your specific project locations. We also do not sell any information or allow it to be used in any automated email systems.

We do collect your data so that we can:

- Process orders, manage your accounts and preconstruction service or technical support requests, and answer your questions.
- Look at statistical information to better understand the market and how to help QWEB producer members make better business decisions.
- Improve our digital services, products, and support to provide you the best possible user experience and improvement in your use of wood in projects.
- Analyze and fix bugs and other issues with web services and applications.
- Be sure you're using genuine versions of any services and applications, preventing fraud or abuse for both parties.

How do we store data?

We do not currently store data beyond the base user license provided by the Autodesk App Store, but we reserve the right to store data for as long as we find it essential to accomplish the goals above or until you request us to delete the data. We do not have use or intention to store any personal data beyond the service requests you make of us within the context of the app and subsequent emails. The security of your personal information is of the utmost importance to it which is why we have designed most information about location, project info, etc., to be sufficiently general as maintain anonymity, while regionally specific enough to provide answers to regionally specific project requirements such as snow load or transportation estimates. However, no method of transmission over the internet or electronic storage is 100% secure. While we strive to use commercially acceptable means to protect any and all information, we cannot guarantee its absolute security.

Do we share your information?

Our only need to share information is to support our market development efforts by validating activity in certain market areas, and to help wood exporting members of our association make better business decisions in terms of their certifications and product types. Therefore we have designed all questions to protect your and your design clients' anonymity. If and when you make service requests of us, we will need to share your request with our staff, advisory teammates, and the producer members of QWEB.

In terms of aggregate user data, we will need to share overall usage volumes and statistics and general locations in order to make proposals for us to add features and functionality to meet your market area's needs. The data is used for the same purposes described in this privacy policy.

Marketing:

We use data to perform market research, help our wood exporting members make better business decisions, and increase support in certain areas. We will not contact you unless we are notified to do so by your specific request (i.e. Notify me when new products are available in this category).

Your Rights:

Every user is entitled to the following:

The right to access: you have the right to request us for copies of any personal data, if it exists.

The right to rectification: you have the right to request us to correct any information you believe is inaccurate or incomplete.

The right to erasure: You have the right to request us to erase your personal data;

The right to restrict processing: You have the right to request us to restrict the processing of your personal data.

The right to object to processing: You have the right to object to processing of your personal data.

The right to data portability: You have the right to request us to transfer the data that we have collected to another organization, or directly to you.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: offsitewood@quebecwoodexport.com

Cookies Information**What are cookies?**

Cookies are text files placed on your computer to collect standard Internet log information and visitor behavior information. When you visit our websites, we may collect information from you automatically through cookies or similar technology.

For further information, visit allaboutcookies.org.

How do we use cookies?

We don't. However, when our association launches an informational website, we may use cookies in a range of ways to improve your experience, including:

Keeping you signed in when you login

Understanding how you are using our website,

and Caching page elements to provide you faster navigation.

What type of cookies may we use?

We don't. However, when we launch our informational website, we may use the following:

- **Functionality:** We may use cookies so that we recognize you on our website and remember your previously selected preferences. These could include what language you prefer and what region you are in. A mix of first party and third party cookies could be used.
- **Marketing:** we may use cookies to collect information about visits to our website, the content viewed, the links followed, and information about your browser, device, and IP address. Unlike private companies, our association will not share this data with third parties for advertising purposes.

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in some cases, not all website features may function as a result.

Third Party Services.

In addition, we may at some point use third party services such as Google Analytics or other cloud services that collect, monitor, and analyse this information in order to improve our products and services, provide you a better usage experience, and provide you the best possible custom support and experience.

Communications:

We will collect and store personal information only to establish support communications whenever needed (fixing bugs, helping you solve some constraint you may have during the usage of our software, and informing you about updates). We may use your personal information to contact you with newsletters, marketing, or promotional materials, but never for any sales oriented communication. We hate spam so we'll send only limited content tailored to your best interest and you can opt out anytime.

Changes to this Privacy Policy.

This Privacy Policy is effective and will remain in effect except with respect to any changes in its provisions in the future, which will be in effect immediately after being posted.

We reserve the right to update or change our Privacy Policy at any time and you should check this Privacy Policy periodically. Your continued use of any service, apps, and websites after we post any modifications to the Privacy Policy will constitute your acknowledgment of the modifications and your consent to abide by and be bound by the modified Privacy Policy.

If we may any material changes to this privacy policy, we will notify you either through the email address provided to us or by placing a prominent notice on our website.

Contact us

If you have any questions about this Privacy Policy, please contact us by email:
offsitewood@quebecwoodexport.com