

TERMS AND CONDITIONS FOR OBTAINING A PERMANENT BECANCOUR PORT PASS

Please note that, in order to lighten the following text, the *Société du parc industriel et portuaire de Bécancour* will hereinafter be called the **SPIPB**.

Société du parc industriel et portuaire de Bécancour – Head Office
1000 Arthur-Sicard Boulevard, Bécancour, QC G9H 2Z8
Phone number: 819 294-6656 | Email: acces@spipb.com

1. Who can apply for a permanent port pass :

- a. employees of businesses operating at the port of Bécancour;
- b. suppliers or subcontractors of businesses operating at the port of Bécancour;
- c. marine agency staff, pilots, stevedores, etc.;
- d. anyone who is required to access the port of Bécancour on a regular basis for his/her work.

2. Who can authorize a permanent port pass :

- a. the Harbour Master or any person duly authorized by the SPIPB;
- b. a supervisor and/or director and/or security manager of a business operating in the Bécancour port and duly authorized by the SPIPB.

3. How to apply for a permanent port pass :

- a. complete the attached form, available on our website (<http://spipb.com/>); or ask for the form by email at : acces@spipb.com, or make an appointment by calling at 819 294-6656;
- b. send back the form by email at acces@spipb.com attached with a picture (.jpg format) of the applicant (from head to shoulders, without any hat nor protection glasses or any superficial artifice and on clear and united background) identified by the applicant's name as follows: *Last Name, First Name (Employer).jpg* . (Please note that it's possible to take the picture at our office);
- c. provide a copy of the applicant's valid driver's license.
- d. the port pass will be issued a.s.a.p., we will let you know when it's ready.

4. Additional conditions to obtain a permanent port pass :

- a. the applicant must present a valid picture ID to get its port pass at SPIPB's Head Office;
- b. the SPIPB reserves the right to refuse any application for any reason it deems valid or if the form is not correctly completed;
- c. a permanent port pass is valid for five (5) years (or less if needed) and must be renewed after the expiration of its previous issuance by filling the same procedure and the same terms and conditions as for a new pass, except for the cost (see **section 5**);
- d. the permanent port pass, even if handed to the user, remains the property of the SPIPB and must be returned to the SPIPB when asked;
- e. the permanent port pass must not be used for anything else than as part of the functions of the holder, and for its use only: it cannot be loaned or given to anybody else;
- f. it is not possible to own more than one valid port pass under one person's name unless canceling the previous one;
- g. any loss or theft of the port pass must be reported immediately to the SPIPB so it is deactivated, there will be replacement cost payable by the holder (described below at **section 5**);
- h. the vehicle of a port pass holder, its content and occupants are subject to searches while on SPIPB's property;
- i. contravening a regulation of the SPIPB result in the revocation of the port pass without notice;
- j. the permanent port pass must be returned to the SPIPB if the holder quit his/her job or if his/her employer doesn't require access to the port anymore;
- k. it is strictly forbidden to enter the port area with one or many passengers in a vehicle without having received the authorization of the security officer at the port gate, and that, even if the driver has a permanent port pass.

5. Costs related to a permanent port pass

- a. the applicant or its employer must pay a fee of **\$ 45.89** (tax included) to the SPIPB for every handed permanent port pass;
- b. fees can be paid as follows: cash, debit card, credit card, payable directly to the SPIPB's Head Office (still on appointment at 819 294-6656), or invoiced directly to the employer if this applies;
- c. in the case of breakage, loss or theft of a permanent port pass requiring the replacement thereof, the applicant shall pay the sum of **\$ 45.89** (tax included for replacement);
- d. in the case of a renewal of a permanent port pass that expires, the amount payable is **\$ 19.67** (tax included);
- e. these fees are, in any case, not refundable by the SPIPB and stand for covering administration and issuance of a permanent port pass;
- f. the SPIPB will replace a defective port pass at no charge.

APPLICATION FOR A PERMANENT BÉCANCOUR PORT PASS

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APPLICANT'S INFORMATIONS			
Last Name		First Name	
Address			Apt. #
City			Postal Code
Cellphone #		Home phone #	
Email address			
Gender F <input type="checkbox"/> M <input type="checkbox"/>		Date of birth (month/day/year)	
Height (metric or imperial)		Eye colour	
Driver's license #			
Job title			
EMPLOYER			
Business name		Which company is requesting your services? (in connection with the port)	
		Name of contact person	
Address			Office
City			Postal Code
Phone number		Other phone number	
TERMS AND CONDITIONS			
<ol style="list-style-type: none"> 1. This permanent port pass is for my use only as part of my duties at the port. 2. No other pass will be issued under my name unless the previous one is canceled. 3. It is strictly forbidden to loan or give this port pass to anybody. 4. The loss or theft of this port pass must be notified immediately to the SPIPB. 5. The SPIPB's administration can revoke this permanent port pass at any time. 6. My vehicle, its content and occupants are subject to searches while on SPIPB's property. 7. Any offense to the port regulations will result in revocation of this port pass without notice. 8. The permanent port pass must be returned to the SPIPB if I quit my job. 9. It is strictly forbidden to enter the port area with one or many passengers in my vehicle without having received the authorization of the security officer at the port gate. 10. I must cooperate and present the permanent port pass to the port security officer anytime on request. 			
I, (NAME IN BOLD LETTERS) _____, have read and accept the conditions listed above as well as those listed in the "Terms and conditions for obtaining a Bécancour port pass" document attached and agree to comply. I also declare to have provided a copy of my valid driver's license and received my permanent port pass.			
Signature of applicant		Date (month/day/year)	
Signature of the person in charge of the company requesting your services		Date (month/day/year)	
RESERVED TO SPIPB – DO NOT WRITE IN THIS BOX, THANK YOU			
Assigned port pass #		Port pass issued by	

Disclosing Personal Information

We attach great importance to the protection of your privacy and personal data. We collect, use and disclose your personal information only with your consent, unless required or permitted by applicable laws. You can give us your consent orally or in writing. In the event that you do not agree to provide us with the personal information requested, we will be able, depending on the situation, to explain to you the impact of a refusal.

We retain your personal information for as long as we use it to carry out our activities. We then keep them according to the period defined in the Society's retention schedule and approved by Bibliothèque et Archives nationaux du Québec. After this period has expired, the information is destroyed or anonymized (both in computer records and paper documentation).

We collect personal data, using a form, at the time of temporary or long-term accreditation:

Name	Phone number
Identification card number (health insurance card, driving license, passport)	Personal email address
Postale address	Birth date
	Picture

Images can also be captured and recorded by a drone.

Use of personal data

We only use your personal data for the purposes for which it was collected, unless you give us your consent or we are required by law to do so. The law allows us to use your personal information without your consent in certain situations, including when the purposes of its use are compatible with those for which consent was originally given or when a court orders us to do so.

We may use your personal data to:

- ensure port security (requirement of the port security plan)
- establish offences

We take appropriate security measures to protect your personal data against unauthorized access, disclosure or loss. We limit access to your personal data to those who need access to perform their job functions. We train our staff on personal data protection practices and ensure that they comply with this privacy policy.

Right of access and rectification

Upon written request from you, addressed to the person responsible for access to documents and the protection of personal information (contact details are available under the Join us section of our website), we can give you access to the personal information we are holding under your name. We may also indicate for what purposes we used them and whether we disclosed them to a third party. At any time, if you believe that we hold personal information that is inaccurate, incomplete or out of date, you can request that we make changes.

The law provides under certain circumstances, restrictions for the exercise of these rights. In such a case, we will inform you when submitting your request. You can also revoke your consent at any time.

Transparency

We disclose our personal data protection practices transparently, including by providing this privacy policy. We provide you with access to your personal data, as well as the ability to correct or delete it if necessary.

Responsability

We are responsible for protecting your personal data that we collect, use and store. We undertake to respond quickly and efficiently to any requests for information or complaints concerning the protection of your personal data.

Consent

I understand the purpose for disclosing this personal information to the person noted above. I understand that I can refuse to sign this consent form.

Name (first and last name) : _____

Signature: _____

Date : _____