

## Privacy policy

We take your privacy seriously.

Our Privacy Policy is intended to describe how we collect, use, and disclose your personal information when you use our website, and what your rights are in this regard.

This Policy does not apply to third-party websites including those that can be accessed through hyperlinks made available on our website. We are not responsible for such websites. If you consult a third-party website, such website will have its own policies and we invite you to consult them before submitting any personal information, where applicable.

As part of your interactions with us, we may collect some of your personal information, such as the following:

- Your contact information, such as your name, address, email and phone number;
- Recruitment information, such as your resume.

When you browse our website, we do not collect any information through cookies and other tracking technologies (collectively, “cookies”). We use Fathom Analytics tool which has a method for collecting and analyzing browsing data without tracers, based on the principles of anonymization of IP addresses.

To the extent possible, we will obtain your personal information directly from you, with your consent, when you interact with us (for example, when you contact us, fill out a form on our website or respond to a job offer). However, under certain circumstances, we may collect your personal information from third parties when you have consented to it, or where the law allows us to do so (for example, government agencies, financial institutions or other service providers).

In general, we only collect, use, and disclose your personal information with your consent. In some cases, however, the law provides that we may collect, use, or disclose your personal information without your consent (for example, when we are required to disclose your information under a subpoena or court order).

By contacting us and voluntarily providing us with your personal information, you consent to the collection, use, and disclosure of your personal information in accordance with this Policy. If you provide us with the personal information of a third party, you declare that you have the consent or authority to allow us to collect, use, and disclose such information in accordance with this Policy.

Subject to certain legal or contractual restrictions, you can withdraw your consent at any time by contacting us as set forth in the “Contact” section.

In general, we use your personal information for the following purposes:

- Provide services to you;
- Create, maintain and improve our business relationship with you;
- Recruit staff;
- Ensure compliance with our legal and regulatory obligations;
- Ensure the proper conduct of our business, including the management of our files;
- Any other purpose that is authorized by law or to which you consent.

Your personal information is only made available to our employees and agents whose duties require it. We may also share your personal information with third parties when required by law, or with service providers (for example, subcontractors for tendering purposes and cloud hosting service providers). In the latter case, we take all necessary measures to protect your personal information (for example, by adopting specific contractual measures and limiting the sharing of your personal information).

We do not share any personal information with subcontractors or service providers located outside of Quebec as part of the provision of our services.

We will retain your personal information only for as long as necessary to fulfill the purposes listed in this Policy, or as required to comply with our legal and regulatory obligations. After this time, your personal information will be destroyed or anonymized.

The personal information that we collect is kept confidential in accordance with applicable laws. For example, if you choose to provide us with personal information by email, or through a form on our website, we will only use the information that is strictly necessary to respond to your message and to act on it, and we will ensure that it is kept confidential.

We also take reasonable administrative, technical, and physical measures to protect your personal information against loss, theft, unauthorized access, use or communication. For example, we make sure that access to our offices and computer equipment is restricted, in addition to training our staff about the security and confidentiality of the personal information to which they have access.

You have the following rights:

- The right to protect the confidentiality of your personal information;
- The right to access and have your personal information corrected;
- To the extent applicable, the right to withdraw your consent to the disclosure or use of your personal information.

To exercise any of the above-mentioned rights, please contact us in the manner as set forth in the “Contact” section.

If you would like to learn more about the protection of your personal information or would like to exercise your rights, please contact Paul Bernier, our Privacy Officer, as follows:

Postal address : 4755 rue Pontiac, Montréal (QC) H2J 2T4  
Email : [contact@paulbernier.com](mailto:contact@paulbernier.com)

Our Policy may be updated from time to time to reflect legislative or operational changes within our company. Although update notices may be used, the display of the revised Policy will be considered sufficient notice. Your continued use of our website or services is an acceptance on your part of this Policy and any update thereof.

The Policy was last updated on November 27th, 2023.