

PRIVACY POLICY



PRIVACY POLICY

The Comité Paritaire des Agents de Sécurité (the "**Committee**", "**we**" or "**us**") is committed to protecting your privacy and safeguarding your personal information. The purpose of this privacy policy is to inform you about our privacy practices, including how we collect, use and disclose your personal information.

This privacy policy covers our website (<https://www.cpasecurite.qc.ca/fr/>), as well as our online platform <https://www.rmpenligne.ca>, hereinafter the "**Site**") and all of our activities, unless we have provided you with a separate privacy policy for a particular product, service or activity.

Please read this privacy policy carefully. By submitting your personal information to us, registering for or using any of the services we offer, using our Site or voluntarily interacting with us, you consent to our collection, use and disclosure of your personal information in accordance with this privacy policy, as revised from time to time. Our privacy policy sets out our standards for the collection, use, disclosure and storage of your personal information.

This privacy policy is incorporated into and subject to our other applicable terms and conditions, such as the terms of use for our Site. In this privacy policy, capitalized but undefined terms have the meanings given to them in the above terms.

WHAT THIS PRIVACY POLICY CONTAINS

- ✓ Your consent to collection, use and disclosure
- ✓ The personal information we collect
- ✓ How we use your personal information
- ✓ How we share your personal information
- ✓ Unsubscribe from communications
- ✓ Retention of personal information
- ✓ Information security
- ✓ Accessing and updating your personal information
- ✓ International transfer and storage of information
- ✓ Third party websites and services
- ✓ Information for children
- ✓ Updates
- ✓ Contact us

Your consent to collection, use and disclosure

We collect, use and disclose your personal information with your consent or as permitted or required by law. The manner in which we obtain your consent (i.e., the form we use) depends on the circumstances, as well as the sensitivity of the information collected. Subject to applicable law, your consent may be express or implied, depending on the circumstances and the sensitivity of the personal information in question. If you choose to provide us with personal information, we will assume that you consent to the collection, use and disclosure of your personal information as described in this privacy policy.

As a general rule, we will seek your consent at the time of collection of your personal information. Where we wish to use your personal information for a purpose not previously identified to you at the time of collection, we will seek your consent prior to using the information for that new purpose.

You may withdraw your consent to the collection, use or disclosure of your personal information at any time by contacting us at the contact information provided in the "Contact Us" section below. However, before proceeding with the withdrawal of your consent, we may require proof of your identity. In some cases, withdrawing your consent may mean that we will no longer be able to provide certain products or services.

If you provide us with personal information about another individual, it is your responsibility to obtain that individual's consent to allow us to collect, use and disclose their information as described in this privacy policy.

The personal information we collect

The personal information we collect generally falls into one or more of the following categories:

- When you contact us by phone or email, including if you have questions: we may collect your name, email address and any other information you provide to us, such as your resume.
- On the rmpenligne platform:
 - When you apply to join the platform: we collect your first and last name, the position you hold, your email address, your phone number.
 - When you log in, we collect your username and password.
 - When you submit the monthly payroll report, we collect the first and last name, gender, SIN, address, and telephone number of your employees.
 - When you access the transactional module of the platform, we collect your email and password as well as any other information related to the monthly deposit.
- Like most websites and other Internet services, we may collect certain technical and device information about your use of our Site. This information may include your IP address, information about your device, browser and operating system, and the date and time of your visit.
- Our Site uses **cookies** or similar technologies such as beacons or pixels to provide you with a richer browsing experience, to improve the performance of our Site and to generate audience statistics. Cookies are files that are installed on your computer's hard drive or browser to collect information such as your preferred language, browsing history, browser type and version. Their purpose is to

optimize your experience on our Site. You can set your browser to refuse all cookies or to notify you when a cookie is being sent. Instructions for doing so are provided by each browser's Site

Generally, we use session cookies, called "first-party cookies".

Persistent cookies remain on your device after you close your browser or until you manually delete them (in the former case, the length of time the cookie remains on your device depends on the lifetime of the particular cookie and your browser settings). Persistent cookies help us recognize you as an existing user of our Site. This makes it easier and more convenient to return to our Site or interact with our services without having to log in again. In addition, persistent cookies also help us recognize you when you view a resource on our Site from another website or application (such as an advertisement) and help us record information about your web browsing habits for the life of the persistent cookie.

Conversely, session cookies are temporary cookies that remain on your device until you close your web browser. Many session cookies are essential to the proper functioning of our Site, as they generally allow you to move around our site and use our features.

Examples of cookies we use:

Necessary Cookies - These cookies are necessary for the proper functioning of the service and security of the Site. For example, necessary cookies are used to ensure the functionality of a change from http to https, or to remind you of your cookie preferences if you are prompted to accept or decline certain cookies. We are not required to obtain your consent for these cookies.

Preference Cookies - Preference cookies allow a website to remember information that changes the behavior or appearance of the website, such as your preferred language or the region you are in.

In general, we have cookies in the Site's libraries/plugins. You can also visit the link below for an overview of how to block or delete cookies on the most common browsers: <https://www.allaboutcookies.org/fr/>

How we use your personal information

We may use your Personal Information and other information to:

- fully utilize, maintain, improve and provide all features of the Site; provide services including filing monthly payroll reports and information requested by you; respond to comments and questions; and provide assistance to users of the Site to;
- communicate with you in accordance with the laws applicable to our services;
- monitor and improve our Site and, where appropriate, develop new services;
- respond to inquiries and other requests;
- meet our legal obligations;
- investigate legal claims.

We may use your personal information and other information for purposes for which we have obtained your consent, and for other purposes that may be permitted or required by applicable law.

We do not use the information we collect to advertise third party products and services or targeted advertising for the company's products and services on third party websites or service offerings.

How we share your personal information

We may share your information with our service providers. In such cases, we take steps to ensure that the rules set out in this privacy policy are followed and require that service providers maintain the confidentiality of your personal information and ensure its security. We also require that they use your personal information only for the purposes for which it was provided. When our service providers no longer need your personal information for these limited purposes, we require that they destroy it. In certain circumstances, we may allow our service providers to retain aggregated, anonymous or statistical information that does not identify you. We do not authorize service providers to disclose your personal information to unauthorized parties or to use your personal information for direct marketing purposes. If you would like more information about our service providers, please contact us using the contact information in the "Contact Us" section below.

Additionally, we may use and disclose your information when we believe such use or disclosure is authorized, necessary or appropriate: (a) under applicable law, including laws outside your country of residence; (b) to comply with legal process; (c) to respond to requests from public and governmental authorities, including public and governmental authorities outside your country of residence; (d) to enforce the terms of our product and service agreements (e) to protect our operations or those of our affiliates or subsidiaries; (f) to protect our rights, privacy, safety or property, and/or those of our affiliates, you or others; and (g) to allow us to pursue available remedies or limit the damages we may sustain. We may also share your personal information and other information with a third party in the event of a reorganization, merger, sale, joint venture, assignment, transfer or other disposition of all or part of our business, brands, affiliates, subsidiaries or other assets. If we intend to disclose your personal information to a third party, we will identify the third party and the purpose of the disclosure, and obtain your consent.

Retention of personal information

We will only use, disclose or retain your personal information for as long as necessary to fulfill the purposes for which it was collected and as permitted or required by law. If you would like more information about how long your personal information will be retained, please contact us using the contact information in the "Contact Us" section below.

Information security

We have put in place physical, organizational, contractual and technological security measures to protect your personal information and other information from loss or theft, unauthorized access, disclosure, copying, use or modification. We have taken steps to ensure that the only personnel authorized to access your personal information are those whose duties reasonably require such information. The general manager of the Committee acts as the person in charge of the protection of personal information.

Despite the measures described above, no method of transmitting or storing information is 100% secure or error-free, so unfortunately we cannot guarantee absolute security. If you have reason to believe that your interaction with us is no longer secure (for example, if you believe that the security of information you have provided to us has been compromised), please contact us immediately using the contact information in the "Contact Us" section below.

Accessing and updating your personal information

We will take steps to ensure that your personal information is as accurate, complete and up-to-date as reasonably necessary. We will not routinely update your personal information unless such a process is necessary. We expect you to provide us with updates to your personal information from time to time as necessary.

You may request in writing to review the personal information we collect, use or disclose about you, and we will provide you with such personal information to the extent required by law. You may also challenge the accuracy or completeness of your personal information in our records. If you successfully demonstrate that your personal information in our records is inaccurate or incomplete, we will amend the personal information as required.

We may require you to provide sufficient identification to fulfill your request for access or correction of your personal information. This identifying information will only be used for this purpose.

International transfer and storage of information

Your personal information is currently stored in Quebec, Canada. Where applicable, it may be stored and processed in any country where we have facilities or where we use third party service providers. In the latter case, your personal information may be transferred to countries other than your country of residence, which may have different privacy rules than your country. If such data is located outside of your country, it is subject to the laws of the country in which it is located and may be disclosed to the governments, courts or law enforcement or regulatory agencies of that other country and in accordance with the laws of that other country. However, our practices regarding your personal information will at all times be governed by this privacy policy.

Third party websites and services

This privacy policy applies only to our products and services. It does not extend to websites or products or services provided by third parties. We are not responsible for the privacy practices of such third parties and encourage you to review the privacy policies of such third parties before using their websites or products or services.

Updates

We will update this privacy policy from time to time to reflect changes in our practices, technology, legal obligations and other factors. Please see the "Last Updated" section at the bottom of this page for the latest update to this privacy policy. Unless otherwise specified, any changes to this privacy policy will be effective when posted on this page in an updated privacy policy. By using the Site following a change, you are accepting the practices set forth in the updated privacy policy.

Contact us

To ask questions or make comments about this privacy policy or your personal information, request access or correction, file a complaint, or obtain information about our policies, please contact us.

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