

# **Privacy Policy**

Storcan Ltd. | Version #1 – December 1, 2023

#### Introduction

The purpose of this Privacy Policy is to inform users of the website www.storcan.com about the personal data we collect and how we use it. Storcan Ltd. is committed to strictly adhering to Quebec's Law 25 on the protection of personal data. This policy also outlines our commitment and measures taken to ensure the security of your personal information.

# This policy Applies to who?

This policy applies to all users for whom we collect personal information through technological means during our activities. For example, it applies:

- If you contact us via the contact form.
- If you contact us through an email link.
- If you use our virtual assistant system.
- If you browse our website.

#### Collection of Personal Information

# When you browse on our website

During your visit to our website, we automatically collect information about your device and your interaction with our site using the Google Analytics tool. This includes data such as:

- IP address
- Location
- Hardware and software details
- Content that the user views on our site
- Links that a user clicks while on the site.
- Personal data collected non-automatically.

## When you write to us by email

When you correspond with us by email, we collect your email address and the personal information contained in your emails. The types of information and the reason for collection depend on the context of our exchanges. Here are the most common situations:

- When you send an information request email via our email address info@storcan.com
- When you interact with our virtual assistant on our website <u>www.storcan.com</u>

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## Use of Data

We only use the personal information we collect for the purpose for which it was collected. We may use your personal information for the following reasons:

- Responding to your inquiries or service requests
- Communicating with you about our services
- Processing a job application
- Improving our services and to better meet your needs.

#### Consent

We collect, use, and disclose your personal information only for a specific purpose. Your consent is valid for the duration necessary to achieve these objectives. We always respect the purposes for which we collected your data. If we wish to use or disclose your information for other purposes, we will seek your consent unless permitted by law.

## **Disclosure of Personal Information**

- 1- We may share your personal information with other individuals or organizations if necessary to achieve the objectives described in this policy or if the law allows it.
- 2- Communication Outside Quebec: We generally keep your personal information in Quebec, but in certain circumstances, we may disclose it to a third party outside Quebec. Before any transfer, privacy protection measures are implemented, and a privacy factor assessment is conducted.

#### Protection of Personal Information

We limit access to your personal information to staff members who need it to fulfill their duties. Physical, technological, and organizational measures are in place to protect your data against loss, theft, unauthorized access, and any unauthorized use.

## **Destruction of Personal Information**

We retain your information for as long as necessary to achieve the objectives described in this policy. A retention schedule is established to determine the retention period for certain types of information. Once this period has elapsed, your personal data is permanently and securely destroyed.

## **Your Rights**

You can withdraw your consent by making a request by email. However, in some cases, withdrawing consent may not be possible if processing is necessary for legal obligations.

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# Modification of this Privacy Policy

We may make changes to our information practices or modify the site's functionality. We will update this statement accordingly, so we encourage you to regularly check this page for the latest information on our privacy practices.

## **Questions and Comments**

We have appointed a privacy officer responsible for protecting personal information. This person ensures that we adhere to the rules described in this policy and in the law. You can contact our privacy officer.

## Contact Information for the Privacy Officer

Ms. Colette Gauthier
Director of Human Resources Storcan Ltd.
215 Industrial, Chateauguay, Quebec J6J 4Z2
Tol: 450 609, 2159 # 241

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