



## PRIVACY POLICY

### J.M. CHAMPEAU INC. AND CHAMPEAU MEGANTIC INC.

#### Introduction

J.M. Champeau Inc. and Champeau Megantic Inc. are subject to provincial laws regarding the protection of personal information, in particular the Quebec Act Respecting the Protection of Personal Information in the Private Sector (Law 25). For J.M. Champeau Inc. and Champeau Megantic Inc., respecting your privacy is of the utmost importance. To this end, our companies have adopted policies and procedures to comply with current legislation.

#### What information do we collect?

J.M. Champeau Inc. and Champeau Megantic Inc. collect information on its website in two ways:

- Directly: when you provide your information by applying for employment within our companies or when you fill out a request for information about our products and services on our website. The information exchanged is as follows:
  - o Last name;
  - o First name;
  - o E-mail address;
  - o Telephone number;
  - o Company name (if applicable).
  
- Indirectly: activities on our website such as browsing, but which cannot be associated with any particular person, may also be recorded. This information is stored and used for technical and statistical purposes. It is used to count the number of visits and the most frequently visited pages. The information exchanged is as follows:
  - o Date and time of the visit;
  - o The pages you visited.

## **Why do we use your information?**

The information you provide may be used to:

- Consider your application;
- Improve our website offerings;
- Customize your experience to best meet your needs;
- Provide information or services you have requested;
- Improve customer service.

## **How do we protect your information?**

The personal information we collect is kept in a secure environment. Our personnel are required to respect the confidentiality of your information.

To ensure the security of your personal information, we use the following electronic and physical measures:

- Encrypted communications using the TLS protocol;
- Access management – authorized person;
- Access management – person concerned;
- Anti-virus and anti-malware;
- Computer backup;
- Firewalls;
- Alarm system on premises.

In addition, our policies and procedures are clearly communicated to our staff and we ensure that they are respected and adhered to.

## **Use of Google Analytics**

The champeau.com website uses Google Analytics, a web analytics tool. Google Analytics uses «cookies» to collect information about your use of this website, which is stored on servers located, in particular, in the United States. Google may pass this information on to third parties where required to do so by law, or where such third parties process the data on Google's behalf. The information collected by the tool includes, for example, the pages you visit, the date and time of your visit and the links you click on.

Google only uses the information collected to produce statistics and reports on the navigation on this site, which enables the government to improve its electronic service provision. Google will not, under any circumstances, link the information collected on this site with any other data held by Google.

If you wish, you can prevent Google from recording information about your navigation by installing the [Google Analytics deactivation](#) browser on your computer.

## **Do we disclose information to third parties?**

J.M. Champeau Inc. and Champeau Megantic Inc. do not sell, trade or transfer your personal information to third parties.

## **Third-party links**

The J.M. Champeau Inc. and Champeau Megantic Inc. website may contain links to third-party sites. Our privacy policy is in no way linked to that of other third-party websites.

## **Your consent**

By using our website, you agree to our privacy policy. You may update your preferences at any time.

## **Responses to job offers and spontaneous applications**

We keep the documents sent (CV, cover letter, etc.) by candidates for a maximum of 3 years. Documents are then securely destroyed.

## **Privacy Policy changes**

J.M. Champeau Inc. and Champeau Megantic Inc. reserve the right to modify this privacy policy and related procedures at any time without notice. Changes will be posted on this website and will be effective upon posting. Your use of the website following such modifications constitutes your agreement to be bound by this policy as modified or amended. For this reason, we encourage you to review this policy each time you use the website, especially when you provide personal information.

This Privacy Policy was last modified on July 20, 2023.

## **How to contact us**

If you have any questions regarding our Privacy Policy, you can contact us using the information below.

491 route 253, Saint-Malo, Quebec, J0B 2Y0, Canada

[rh@champeau.com](mailto:rh@champeau.com)

## **Privacy Officer**

If you have a question, concern or complaint regarding the processing of your personal information, you can contact the **Privacy Officer by e-mail at [rh@champeau.com](mailto:rh@champeau.com)**

**You must include your name and contact information, the nature of your request, the name of the department or person you have already contacted, and any relevant information.**