



PERSONAL INFORMATION GOVERNANCE POLICY

At Groupe Lebel and its affiliate, we take the confidentiality and the protection of our employees' personal information very seriously. In the following text, you will find our policy regarding personal information governance.

Personal Information Collection and Retention

We only collect personal information necessary for employee files management. This includes information such as employee's name, address, and financial information for their payroll.

Employees' information are retained as long as they are employed at the company. If they leave the company, their personal information will be deleted securely.

Personal Information Protection and Security

We are putting in place effective security measures to protect our employees' personal information against unauthorized access, disclosure, use, or destruction.

All Groupe Lebel's staff member who has access to our employees' personal information is expected to respect this personal information governance policy and to maintain the confidentiality of these personal information.

Confidentiality Incidents

A confidentiality incident happens when someone who does not have any proof of consent has access to personal information.

If an employee discovers or suspects a confidentiality incident, they must report it immediately to the privacy officer. The officer's contact information are indicated at the end of the policy.

The company's managers and IT support employees will be immediately notified if an incident occurs. An internal investigation will be carried out to identify the nature of the incident and the actions needed to resolve it.

We are committed to respect this personal information governance policy and to constantly re-examine our own practice to ensure an effective protection of our employees and collaborators' personal information.

Privacy Officer

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