

Privacy Policy STEKAR

STEKAR takes the security of data collected from visitors to our website seriously and is diligent in managing this information.

STEKAR processes data collected from visitors to our website in accordance with the Act respecting the protection of personal information in the private sector (the “APPIPS”) and other applicable provincial or federal privacy laws and regulations (collectively, “privacy legislation”).

1. PERSONAL INFORMATION COLLECTED

When you browse our website, **STEKAR** may collect certain personal information about you. In general, we only collect such personal information when you provide it to us directly and voluntarily. For the purposes of this Privacy Policy, “personal information” means any information about an individual that directly or indirectly allows that person to be identified, as described in the APPIPS.

This personal information may include:

- Your name and address
- Your phone number, mailing address, email address, or other personal contact information
- The personal data you provide to us as a customer
- Details of your visits to our websites or other information collected through cookies and other tracking technologies
- Technical data, such as the Internet Protocol address (IP address) of your computer, which enables us to obtain more details about the browser and operating system you are using
- Recruitment information, including your résumé, academic information, and previous work experience
- Marketing information and communication preferences
- Any other personal data you may provide to us

2. USE OF PERSONAL INFORMATION

How is your personal information used?

STEKAR collects, uses, and discloses personal information about its employees, customers, and suppliers in the course of providing its services, conducting its business and, in some cases, in order to fulfill legal obligations arising from privacy legislation. The personal information **STEKAR** collects may also be required to fulfill our contractual obligations towards our customers and other third parties.

Among others, we collect, use, and disclose your personal information for the following purposes:

- Establishing and maintaining relationships with our customers, suppliers, and other partners
- Providing professional advice and services, fulfilling our professional obligations, and avoiding conflicts of interest
- Disclosing personal information to third parties and receiving personal information from them in order to provide professional services
- Assessing the feasibility of establishing business relations with potential customers or suppliers, namely by assessing their solvency
- Issuing invoices, tracking invoicing, collecting amounts owed to us and, if necessary, taking legal action in connection with such collections
- Establishing, maintaining, or terminating an employment or contractual relationship
- Analyzing the needs and preferences of our customers, suppliers, and third parties, and communicating with them in this respect, in particular through surveys or reviews
- Developing, improving, marketing, selling, or providing **STEKAR** services
- Collecting, using, and disclosing your personal information as permitted by law and to comply with legal or regulatory requirements or provisions
- Collecting, using, and disclosing your personal information for any other purposes to which you consent

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3. CONSENT

How do you obtain my consent?

If we are to collect your personal information for any reason (e.g., as part of the recruitment process when you apply for a job), we generally ask you directly for your express consent or give you the opportunity to refuse to provide us with your personal information, except in cases where privacy legislation allows implied consent to be given or in cases where your consent is not required.

How can I withdraw my consent?

For all marketing communications you receive, you may unsubscribe or withdraw your consent to future communications. If, after you have given us your consent, you change your mind and no longer agree that we contact you or collect or disclose your personal information, you may notify us by email at prp@stekar.com; by mail at 668 5^e Avenue, Beauceville QC G5X 1L6; or by clicking on the unsubscribe link at the bottom of any email we send you.

4. DISCLOSURE

We will not disclose, trade, or sell your personal information to anyone unless you have expressly authorized us to do so or we are required to do so by privacy legislation or court order.

5. LINKS PROVIDED BY THIRD PARTIES

Our website contains links that may take you to third-party websites. If you visit such websites, we recommend that you read their privacy policies carefully before submitting personal information to them. **STEKAR** assumes no responsibility for the privacy practices of other websites.

6. SECURITY

We take reasonable precautions to protect your personal information and follow industry best practices to ensure that it is not lost, misappropriated, accessed, disclosed, altered, or destroyed inappropriately. **STEKAR** ensures that the personal information it collects is as accurate, complete, and up to date as necessary for the purposes for which it is to be used. You have the right to request access to the personal information we have collected about you and to correct it if necessary. You may send any such request or any questions or complaints regarding this policy or **STEKAR**'s privacy practices to our Privacy Officer by email at prp@stekar.com.

7. COOKIES

Cookies are small data files that are transferred to your computer's hard drive by a website. They store your preferences to make your subsequent visits to the website more enjoyable. Cookies help us identify you and may be necessary to provide you with the products and services you request. Cookies can record a range of information, including the number of times you visit a website, your purchase history, your login information, and time you spend on a page or other element of the website. The use of cookies is common practice on most major websites to improve customer service. We may use cookies to track your preferences and activities on **stekar.com**.

Most browsers are designed to accept cookies but can easily be configured to block them. Your browser's Help section contains information on blocking cookies as well as detecting and disabling cookies sent to you. However, if you choose not to accept cookies from our website, you may not be able to fully take advantage of its features. When we use cookies to profile or geolocate you, we will notify you in advance in accordance with privacy legislation.

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8. CHANGES TO THIS PRIVACY POLICY

We reserve the right to modify or add to this Privacy Policy at any time. We therefore encourage you to review it from time to time. Changes and clarifications will take effect immediately upon publication on our website. If we make any changes to the content of this policy, we will indicate that it has been updated here, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it.

9. QUESTIONS AND CONTACT DETAILS

If you wish to correct, amend, delete, or access any personal information we have about you, file a complaint, or if you simply want to know more, please contact our Privacy Officer: Nadine Lavoie, Human Resources Manager, at nadine.lavoie@stekar.com or 418-774-2424, ext. 21.

This Privacy Policy was last updated on November 28, 2023.