

CO7 Technologies is committed to protecting the privacy and security of the personal information of job applicants, in accordance with the Act respecting the protection of personal information in the private sector and other regulations applicable in Quebec. This policy establishes guidelines for the collection, use, storage, protection and disclosure of candidates' personal information.

1. Definition of Candidate Personal Data Candidate personal data includes, but is not limited to:

- o Name, address, telephone, e-mail;
- o Curriculum vitae (CV) and cover letter;
- o Information on academic background and professional experience;
- o Personal and professional references;
- o Qualifications, skills and interview performance information.

2. Consent and collection the collection of candidates' personal data is carried out with the explicit and informed consent of the person concerned. Consent can be obtained via the application forms, and the candidate will be informed of the purposes of the collection, the use of the data and his/her rights before giving consent. Purpose of Data Collection Candidates' personal data is collected and used for the following purposes:

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- o Evaluation of applications and selection of personnel;
- o Communication with candidates during the recruitment process;
- o Compliance with legal and regulatory obligations relating to hiring.

4. Limitation of Collection CO7 Technologies only collects personal data that is strictly necessary for the purposes mentioned. No personal information that is unnecessary or irrelevant to the selection process will be requested.

5. Use and Disclosure of Candidates' Personal Data The data collected will be used exclusively for the purposes described in this policy. Disclosure to third parties will only occur in the following situations:

- o When required by law or regulation;
- o For reference or background checks, with the candidate's consent.

6. Right of Access and Correction Applicants have the right to access their personal information held by CO7 Technologies and to request the correction of inaccurate or incomplete data. To exercise this right, applicants should contact the Human Resources Department or the Data Protection Officer by e-mail at [insert contact e-mail address].

7. Data retention Candidates' personal data will be retained only as long as necessary to achieve the purposes for which it was collected or in accordance with legal obligations. Data that is no longer required will be securely destroyed.

8. Data Protection and Security CO7 Technologies implements appropriate security measures to protect candidates' personal data against loss, theft, unauthorized access, alteration or destruction. This includes access controls, data encryption and security policies.

9. Transfer of Data If it is necessary to transfer candidates' personal data to third parties (for example, recruitment service providers), CO7 Technologies will ensure that such transfers are made in accordance with legal requirements and that the receiving parties maintain an adequate level of data protection.

10. Accountability and Compliance CO7 Technologies appoints a Data Protection Officer to oversee compliance with this policy and applicable privacy laws. Any questions, complaints or requests relating to the processing of applicants' personal data should be addressed to the Data Protection Officer by email at [insert contact email address].

11. Changes to This Policy CO7 Technologies reserves the right to change this policy periodically to ensure compliance with changes in applicable laws or internal company operations. Updates will be communicated to applicants through appropriate channels.