




Privacy Policy

Company Policy





*This Privacy Policy summarizes the privacy practices of LOGISTEC relating to Personal Information collected electronically and outlines the measures LOGISTEC takes with respect to the collection, use, disclosure, protection and handling of Personal Information for compliance purposes with its obligations under the Privacy Laws.*



# Table of Contents

Collection of Personal Information..... 4

Retention and Disposal of Personal Information ..... 4

Accuracy of Personal Information..... 4

Use and Disclosure of Personal Information ..... 4

Security and Protection of Personal Information ..... 5

Access to Personal Information..... 5

Correction and Annotation of Personal Information ..... 5

Request for Information and Complaints ..... 6

Definitions..... 6

## Collection of Personal Information

- a. LOGISTEC only collects Personal Information from individuals as required to carry out its activities, including but not limited to its recruiting activities.
- b. The collection by LOGISTEC of an individual's Personal Information is subject to its prior consent.
- c. To the extent reasonably possible, Personal Information is directly collected from the individual to whom the information relates unless such individual authorizes LOGISTEC to collect the Personal Information from a third party.

## Retention and Disposal of Personal Information

Personal Information that has been collected by LOGISTEC may only be destroyed after the lapse of seven (7) years following the last time the Personal Information was used for the purpose it was initially collected, unless the individual consents to its earlier disposal.

## Accuracy of Personal Information

Once collected, LOGISTEC maintains the Personal Information relating to an individual as accurate, up-to-date and complete as reasonably possible.

## Use and Disclosure of Personal Information

- a. Unless the individual consents otherwise and subject to the exceptions provided by the Privacy Laws, LOGISTEC only uses and discloses Personal Information for the purposes for which it was collected and consented to, or for a use consistent with that purpose.
- b. The use and disclosure by LOGISTEC of an individual's Personal Information for a purpose that is different from the one originally consented to is subject to such individual's prior consent.
- c. LOGISTEC may further disclose Personal Information collected to third party service providers consistent with the same purpose it was collected for.

## Security and Protection of Personal Information

LOGISTEC protects the Personal Information of individuals that is in its custody or control using reasonable physical, organizational and technical security safeguards protecting the Personal Information against loss or theft, as well as unauthorized use and disclosure. To the extent that LOGISTEC is informed of a breach of security measures that constitutes a real risk of significant harm to a person, LOGISTEC shall notify the latter and transmit the information required by the Privacy Laws.

## Access to Personal Information

Upon an individuals' written request, LOGISTEC shall give access to such individual to all the Personal Information it holds about that individual. Any such request shall be made in writing to LOGISTEC's Privacy Officer. LOGISTEC shall respond to any such request within a reasonable delay of no more than thirty (30) days of receipt of a formal request for access, subject to the formalities, limitations and extension of time limits permitted in the Privacy Laws.

## Correction and Annotation of Personal Information

Every individual who is given access under Section 6 above to Personal Information is entitled to:

- request correction of the Personal Information where the individual believes there is an error or omission in the information;
- require that a notation be attached to the information reflecting any correction requested but not made, and
- require that any person or body to whom the information has been disclosed for use for an administrative purpose within two years prior to the time a correction is requested or a notation is required: (1) be notified of the correction or notation, and (2) where the disclosure is to another government institution, the institution make the correction or notation on any copy of Personal Information under its control.

Formal requests for correction of Personal Information must be in writing to the Privacy Officer of LOGISTEC.

## Request for Information and Complaints

You may contact the Privacy Officer for any inquiries related to this Privacy Policy and to file a complaint regarding non-compliance with the Privacy Laws.

## Definitions

In this Privacy Policy, the following terms have the following meanings:

“LOGISTEC” shall mean LOGISTEC Corporation and its operating wholly-owned subsidiaries.

“Personal Information” shall mean information about an identifiable individual, including but not limited to the individual’s name, postal address, e-mail and phone number.

“Privacy Laws” shall mean the applicable privacy laws and regulations to which LOGISTEC is subject.

“Privacy Officer” shall mean the person appointed by LOGISTEC to be accountable for LOGISTEC’s compliance with Privacy Laws.

LOGISTEC has appointed Ingrid Stefancic, Vice-President, Corporate and Legal Services, Corporate Secretary as its Privacy Officer, and she can be reached at:

LOGISTEC Corporation  
600 De La Gauchetière Street West  
14th Floor  
Montréal, Québec H3B 4L2  
Email: [privacy@logistec.com](mailto:privacy@logistec.com)  
Phone number: (514) 844-9381

**As adopted by the Board of Directors on August 9, 2018, and amended on May 9, 2019.**