




[Privacy Policy](#)

[Company Policy](#)





This Privacy Policy summarizes the privacy practices of LOGISTEC relating to Personal Information collected 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

Getting your consent.....	4
Collection of Personal Information	4
Retention and Disposal of Personal Information.....	4
Accuracy of Personal Information.....	4
Use and Disclosure of Personal Information.....	5
Security and Protection of Personal Information	5
Right to Access, Correction and Annotation	7
Request for Information and Complaints	7
Definitions.....	7

Getting your consent

- a. The collection by LOGISTEC of an individual's Personal Information for a specific purpose is subject to, as the case may be, its prior implied or express consent.
- b. LOGISTEC asks for an individual's additional consent each time it wishes to use the Personal Information collected, for a new purpose.
- c. An individual that has given its consent to the collection of Personal Information can withdraw such consent at any time.

Collection of Personal Information

- a. LOGISTEC only collects Personal Information from individuals as required to carry out its activities, recruit employees and to meet its legal obligations.
- b. Personal Information may be collected through an individual's disclosure or through a third party. 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

Subject to applicable laws relating to retention obligations and LOGISTEC's internal policies, Personal Information that has been collected by LOGISTEC is destroyed, erased or made anonymous once it is no longer required for the purpose it was collected, or earlier if so requested by the individual to whom the information relates.

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

- a. LOGISTEC protects the Personal Information of individuals that is in its custody or control using reasonable physical, administrative and technical security safeguards protecting the Personal Information against loss or theft, as well as unauthorized access, use and disclosure.

Physical security measures include:

- Security guards
- Office access cards
- Locking filing cabinets

Administrative security measures include:

- Limiting access to the Personal Information to the employees and consultants that need to know it to perform their duties
- Compliance by LOGISTEC employees with the Code of Ethics and Business Conduct and signing of the annual acknowledgment form, with strict rules governing the protection of Personal Information
- Making available to employees the Compliance Capsule Training relating to Privacy

- Implementing policies and procedures for monitoring, investigating and updating security systems and measures
- Performing ongoing monitoring and controls to detect suspicious activity and potential deviations from organizational directives and policies

Technical security measures will include:

- Password
 - Data encryption
 - Access management system
 - Performing monitoring and controls to detect suspicious activity
- b. Collected Personal Information is usually stored in Canada, but LOGISTEC may use Third Party Service Providers located outside of the country.
- c. Access to an individual's Personal Information is limited to LOGISTEC employees and consultants, Third Party Service Providers and governmental authorities, who need access for the specific purpose the Personal Information is collected. By abiding annually to the Code of Ethics and Business Conduct, LOGISTEC employees commit to protect the confidentiality of the Personal Information they need while performing their duties. Third Party Service Providers must contractually agree to comply with and abide by strict standards for the protection and confidentiality of Personal Information, in accordance with this Privacy Policy and in accordance with applicable Privacy laws.
- d. Subject to Privacy Laws, LOGISTEC may exceptionally be involved in the sale, merger or restructuring of some of its business or assets. In the course of such transactions, LOGISTEC may disclose Personal Information of individuals to the purchaser or the new corporate entity.
- e. 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.

Right to Access, Correction and Annotation

Upon an individual's 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.

Every individual who is given access 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; and
- require that a notation be attached to the information reflecting any correction requested but not made.

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, personal 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 the Privacy Laws.

“Third Party Service Providers” shall mean insurance providers, financial institutions, consulting firms, cloud, web-hosting and data-processing services, legal services and other suppliers of services with whom LOGISTEC shares Personal Information.

As adopted by the Board of Directors on August 9, 2018, and amended on May 9, 2019 and August 4, 2022.

