

Shellex Privacy Policy

Effective Date: September 22, 2023

Shellex Consulting Group is committed to protecting the confidentiality and security of personal information. This Privacy Policy describes our practices for the collection, use, retention, disclosure, and protection of personal information in accordance with Law 25 and applicable privacy legislation.

1. Privacy Officer

In accordance with Bill 25, we have appointed a person responsible for the protection of personal information within our organization. This person ensures compliance with legal obligations and the implementation of safety practices.

Name: Philippe Bourassa

Email: pbourassa@shellex.ca

Phone: 450-371-8585 ext.: 135

2. What personal information do we collect?

We collect only the information necessary to provide our services and manage our business. This information may include:

- Name, mailing address, email and phone number
- Social Insurance Number (SIN)
- Date of birth
- Compensation and benefits information
- Documents required by law (e.g., tax slips, driver's license)

3. Why do we collect this information?

Your personal information is used to:

- Manage your employee or customer file
- To provide the services and benefits to which you are entitled
- To comply with our legal and tax obligations
- Ensure the security and compliance of our systems

4. Consent

We collect your personal information with your consent, except where is permitted by law to do so without consent. By providing us with your information, you agree to its use in accordance with this policy.



5. Data Retention and Destruction

Your personal information is kept securely for as long as necessary to fulfill the purposes for which it was collected and then destroyed or anonymized in accordance with legal requirements.

6. Your Rights

You have the right to:

- Access your personal information
- To request rectification of the information
- To request deletion or de-indexing of information
- Withdraw your consent at any time

To exercise your rights, contact our Privacy Officer or the Human Resources Officer:

Name: Véronique Glaude-Dupuis

Email: vgdupuis@shellex.ca

Phone: 450-371-8585 ext: 121

7. Incident Management

In the event of a confidentiality breach, we will:

- Notify the *Commission d'accès à l'information du Québec*, if required
- Notify affected individuals when a risk of serious harm exists
- Implement corrective measures to prevent recurrence

8. Complaints and Recourse

If you have any concerns or wish to make a complaint about the protection of your personal information, you may contact us at the address listed above. You can also contact the *Commission d'accès à l'information du Québec*.

