

PRIVACY POLICY AND PROTECTION OF PERSONAL INFORMATIONS

1. Introduction, objectives and application

Quebec law governs the collection, use and disclosure of personal information in a manner that recognizes the right to privacy of individuals.

The goal of Aliments Asta is to ensure compliance and implementation of legal obligations. This policy explains how your personal information may be collected, used, or disclosed by the company.

By providing your personal information, you agree that it will be processed in accordance with this Policy.

2. What is personal information

Personal information is defined as any information or combination of information which concerns a person, and which allows them to be identified (such as name, address, email, telephone number, gender, age, nationality, social insurance number, date of birth, bank details, etc.). The company has an obligation to protect personal information regardless of its nature and whatever its form.

3. What information is collected

Aliments Asta limits the collection of employee personal information to what is required or permitted by law and necessary for the processing of various files requiring it. The Company collects essential personal information for the purposes identified in this policy, which includes:

- Address
- Telephone number
- Date of birth
- Sex and gender
- Citizenship and immigration status
- E-mail
- Social Security number
- Health Insurance Authority number
- Marital status and dependents
- Emergency contact
- Medical information, when necessary
- Information relating to the recruitment of employees, including curriculum vitae, professional or academic history, disciplinary, judicial, ethical history and any other information relevant to potential recruitment;
- Banking information;
- Any other information relating to employees necessary for the purposes of concluding and executing their employment contract, their collective agreement and to comply with the various applicable employment laws, including information collected by the employer.
- Data related to the use of heavy vehicles, in particular in accordance with the Road Safety Code c. C-24.2, and the Regulation respecting driving and rest hours for drivers of heavy vehicles, c. C-24.2, r. 28 and other applicable laws, for employees of Transport St-Alexandre Inc

4. Collection of personal information

Personal information may be collected in different forms, for example: written, graphic, audio, visual, computerized or other.

The reasons for which personal information is collected are generally to confirm an individual's identity, create an employee file, keep records up to date, generally have adequate administration, particularly for hiring purposes; recruitment and immigration; remuneration treatment; application and management of the collective agreement; performance and attendance monitoring, management and processing of group insurance; pension plan, employee evaluation and management; CNESST files; employment insurance; communications and corporate events.

The employer also uses personal information for survey purposes, to evaluate the company's activities; updating, optimizing and managing our databases and our IT management system and information on the company's activities.

Personal information held by the company is mainly processed by the human resources department. The company limits access to your information to only those who have the capacity and the need to access it, and this, for a specific purpose.

5. Your consent

Aliments Asta does not collect, use or disclose personal information without the employee's consent, unless required or permitted by law (example: in an emergency or if life, health and the safety of a person are threatened).

Consent to the use and communication of personal information may be withdrawn at any time, by making a written request to the person responsible for the protection of personal information of the company. However, the employee must know that such a request could compromise the processing of his files, or even his employment relationship, because this information is used to manage the various files linked to the human resources department in the company. If you have any questions on this subject, contact the person responsible for the protection of personal information.

6. Disclosure of information

The Employer will never sell, trade, or license an employee's personal information for payment.

For the purposes of processing certain aspects relating to the conclusion and execution of the employment contract, collective agreements and its legal obligations regarding employment, Aliments Asta may communicate certain personal information with third parties, for the purposes set out in section 3 of this Policy. These third parties may include:

- service providers in terms of recruitment, compensation processing, insurance and other social benefits;
- government authorities and public organizations when applicable laws require it or when necessary, including in particular the CNESST;
- data hosting service providers (e.g. payroll software and human resources software);
- the syndicate.

7. Security measures

Considering the confidential nature of the information it holds, Aliments Asta implements security measures to ensure the protection of personal information collected, used, communicated, stored or destroyed, in accordance with applicable legislation.

The company uses the necessary tools using administrative, technical, or physical measures to limit the risk of incidents. For example, locking office doors or filing cabinets containing personal information, the use of passwords on our computer systems as well as the frequent changing of these, two-factor authentication on different websites in accordance with our cybersecurity data protection policy.

8. Updating Personal Information

It is important that the employee communicates any changes to their personal information so that we can update our records. These changes can be forwarded to the human resources department.

Aliments Asta will take reasonable steps to ensure that your personal information is accurate, complete and up to date over time.

9. Conservation and destruction of personal information

The company retains the personal information collected for as long as necessary and for the purposes for which it was collected, in accordance with applicable laws.

The personal information collected is held in Quebec. However, they may be held in any other country in which Aliments Asta Inc. hosts or plans to host its data. In all cases, the company ensures to protect the personal information it has in its holding, including personal information that may be entrusted to a service provider, whether located in Canada or abroad.

At the end of the applicable retention period, Aliments Asta ensures that personal information is destroyed securely, to ensure the protection of this information.

10. Your rights regarding this policy and complaint process

RIGHTS OF ACCESS, RECTIFICATION, WITHDRAWAL OF CONSENT

Subject to applicable laws and regulations, persons who wish to access, consult, rectify, withdraw their consent or have the personal information contained in our files deindexed may make a written request directly to the person responsible for the protection of information. personnel or to a member of the human resources department at the following contact details:

Responsible for the protection of personal information

Melanie Emond.

Email: melanieemond@alimentsasta.com

Telephone: 418-495-2728 ext. 121

Postal address: 767, route 289

St-Alexandre-de-Kamouraska, Quebec

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The person responsible for the protection of personal information at Aliments Asta must respond in writing to these requests within thirty (30) days of the date of receipt of the request. Any refusal must be justified and accompanied by the legal provisions justifying the refusal. In these cases, the response must indicate the remedies under the law and the time limit for exercising them. The responsible person must help the applicant understand the refusal if necessary.

HANDLING COMPLAINTS

Any concerns or complaints regarding the protection of personal information must be sent in writing to the person responsible within the company, using the form provided for this purpose.

The person must indicate their name, contact details, including a telephone number, as well as the subject and reasons for their complaint, giving sufficient detail so that it can be evaluated. If the complaint made is not sufficiently precise, the person responsible for the protection of personal information may request any additional information that he considers necessary to be able to evaluate the complaint.

Aliments Asta will treat any complaints received confidentially.

Within thirty (30) days of receipt of the complaint or following receipt of all additional information deemed necessary and required by the person responsible for the protection of personal information in order to process it, the person responsible for the protection of personal information must evaluate and formulate a written response by email to the complainant. This evaluation will aim to determine whether the processing of personal information by Aliments Asta complies with this Policy and applicable legislation or regulations.

If the complaint cannot be processed within this period, the complainant must be informed of the reasons justifying the extension of the deadline, the progress of the processing of his complaint and the reasonable time necessary to be able to provide him with a final answer.

It is also possible to file a complaint with the Commission d'accès à l'information du Québec or any other supervisory body regarding the protection of personal information responsible for the application of the law concerned by the subject of its complaint. However, Aliments Asta inc. invites anyone interested to first contact the person responsible for the protection of personal information and to wait for the process to be completed by the company.

11. Modification of our policy on the protection of personal information

The company reserves the right to modify or supplement this policy on the protection of personal information at any time, to meet new requirements or simply to update it.

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