	POLICY	Document N ° LEG-HR-POL-05-EN Review: 01
	TITLE Recruitment Privacy Policy	Effective date: February 9, 2024

1.0 PURPOSE

Leger Marketing Inc. and its subsidiaries ("**Leger**") takes the privacy of its employees and candidates involved in the recruitment process very seriously. The purpose of this policy is to ensure that the recruitment process is transparent, fair and respects the privacy of candidates. This policy is also intended to explain how we collect, use, communicate, store and protect candidates' personal information during the recruitment and/or hiring process.

2.0 SCOPE

This Privacy Policy regarding the recruitment process (the "**Policy**") applies to regular employees, contract employees, students and interns as well as all candidates participating in various stages of Leger's recruitment process, including its subsidiaries and division in the United States.

3.0 POLICY PRINCIPLES AND CONSENT

When a candidate applies for a job on our Careers page, Leger needs to collect personal information. By sharing information through our Careers page, candidates must confirm that they have read and accept our privacy policy, particularly with regard to the handling of personal information.

3.1 Types of information collected


The personal information candidates provide during the pre-employment process may include (but is not limited to):

- First and last name
- Email address
- Phone number
- Curriculum vitae; including work experience, education, technical skills, areas of interest
- Letter of motivation or recommendation
- Identity documents

Some positions at Leger require a background check, in which case Leger may also collect data on criminal offenses and other legal proceedings.

Leger may also collect personal information about candidates from third parties, such as:

- Previous employers
- External recruitment agencies
- Background check firms

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This information may be collected via an online form to be completed on our website, by e-mail, through LinkedIn and job search sites. The information is then sent by e-mail to the Human Resources team, which is then responsible for processing the information and contacting candidates who meet the requested requirements.

When a candidate receives a job offer from Leger and signs it, Leger collects the following information:

- Photo ID
- Specimen cheque
- Social insurance number
- Work permit, when applicable

3.2 Data usage

The personal information collected is used primarily for the following purposes:

- Identify and contact potential candidates and analyze the applications received.
- Notify candidates of any follow-up action when the processing their applications, in the event of rejection or acceptance, and explain next steps, such as taking tests.
- Contact former applicants for new positions matching their interests and skills.
- In the event of a positive response to the hiring process, the personal information collected will be used to draft the contract and create payroll files.

3.3 Data retention

If the candidate is hired, Leger will keep the data collected during the pre-employment process in the candidate's file for the duration of the candidate's employment with Leger and for 7 years after termination of employment.

If the candidate is not hired, Leger will keep the personal information collected from potential candidates for a limited period of time in order to consider applications received for future job openings.


The personal information of candidates who do not meet Leger's requirements is automatically deleted from our database.

3.4 Data sharing

Leger's Human Resources team, as well as the manager who requested recruitment at Leger may consult the candidates' personal information. Only certain employees with a legitimate need to access personal information in the course of their duties may have access to it. These employees are bound by a confidentiality agreement with Leger and are responsible for maintaining the confidentiality of this information.

3.5 Protecting personal information

Safeguarding personal information is very important to us. For this purpose, we have put in place physical, administrative, electronic, contractual and technological procedures, which we consider reasonable, to ensure

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the security of the personal information we have collected about you in order to prevent any loss, misuse, copying, unauthorized access, disclosure or modification of personal information. The only employees who have access to personal information are those who need it to perform their work.

We use firewall technology to prevent electronic intrusion and we use SSL certificates to ensure the confidentiality of information collected by our web applications. Authorized employees can only access your personal information, including your e-mail address, using secure connections and passwords within our networks.

4.0 CANDIDATE'S RIGHTS

Due to security and confidentiality obligations when handling personal information, you have the right to access and update your personal information. You also have the right to withdraw your consent to the processing of your personal information. Depending on the circumstances, if you ask us to delete or otherwise stop processing your personal information, we may not be able to continue administering your application for employment, as administration may require analysis of this personal information.

5.0 CONTACT

If you have any questions, comments or requests regarding this Policy, please send your request to privacyofficer@leger360.com.

6.0 POLICY REVISION

This Policy is subject to change in order to take into account, in particular, the rapid evolution of regulations regarding the protection of personal information and privacy. Any new version will automatically take effect upon publication. We therefore invite you to check our website regularly for any changes.