

## **PRIVACY POLICY**

www.mouluresjonh.com

J.O. Noël Houle et fils inc.

Site type : Commercial

### **Purpose of this privacy policy**

The purpose of this privacy policy is to inform users of our site of the personal data we will collect and the following information, where applicable :

- a. The personal data we will collect
- b. How we will use the information we collect
- c. Who has access to the data collected
- d. Rights of site users
- e. Site cookie policy

This privacy policy operates in conjunction with our site terms and conditions.

### **Consent**

Users agree that by using our site, they consent to :

- a. the conditions set out in this privacy policy, and
- b. the collection, use and retention of the data listed in this policy.

### **Personal data we collect**

#### **Automatically collected data**

We do not collect any data automatically on our site.

#### **Data collected non-automatically**

We may also collect the following data when you perform certain functions on our site:

- a. First name and surname
- b. Email

- c. Telephone number
- d. Company name

This data may be collected using the following methods:

Via the "Contact us" form

Please note that we only collect data that helps us achieve the purpose stated in this privacy policy. We will not collect any additional data without informing you first.

### **How we use personal data**

Personal data collected on our site will be used only for the purposes specified in this policy or indicated on the relevant pages of our site. We will not use your data beyond what we disclose.

The data we collect when the user fills in the fields on the "Contact us" form may be used for the following purposes:

- a. Communicate with the user
- b. Follow-up on orders or quotations

### **With whom we share personal data**

#### **Employees**

We may disclose to any member of our organization such user data as is reasonably necessary to carry out the purposes set out in this policy.

#### **Third parties**

Data is not shared with any third parties.

Third parties will not be able to access user data beyond what is reasonably necessary to achieve the given purpose.

#### **Other disclosures**

We undertake not to sell or share your data with third parties, except in the following cases:

- a. if required by law
- b. if required for any legal proceedings
- c. to prove or protect our legal rights

d. to purchasers or potential purchasers of this company in the event that we seek to sell the company

If you follow hyperlinks from our site to another site, please note that we are not responsible for and have no control over their privacy policies and practices.

### **How long we store personal data**

We do not store user data beyond what is necessary to achieve the purposes for which it is collected.

### **How we protect your personal data**

All data collected through our website is subsequently stored on our secure systems, which are only accessible to those who process the data. These people are bound by confidentiality agreements and any failure to comply with this agreement would result in the employee's dismissal.

While we take every reasonable precaution to ensure that our user data is secure and that users are protected, there is always the risk of harm. The Internet as a whole can be, at times, insecure and therefore we are unable to guarantee the security of user data beyond what is reasonably practical.

### **Your rights as a user**

As a user, you have the right to access all your personal data that we have collected. In addition, you have the right to update or correct any personal data in our possession provided it is acceptable under the law.

You may choose to withdraw or change your consent to the collection and use of data at any time, provided that it is legally acceptable to do so and that you have informed us within a reasonable period of time.

How to modify, delete or dispute collected data

If you wish to have your information deleted or modified in any way, please contact our Privacy Officer here:

Kassandra Corriveau

4700 chemin de Sainte-Catherine, Sherbrooke, QC, J1N 0E7

kcorriveau@mouluressjonh.com

(819) 864-6273

### **Cookie policy**

A cookie is a small file stored on a user's hard disk by the website. Its purpose is to collect data about the user's browsing habits.

We use the following types of cookies on our site:

#### **a. Analytical cookies**

This allows us to improve the design and functionality of our site by collecting data on the content you access and engage with while using our site.

### **Changes**

This Privacy Policy may be amended from time to time to maintain compliance with the law and to reflect any changes to our data collection process. We recommend that our users check our policy from time to time to ensure that they are aware of any updates. If necessary, we may notify users by e-mail of changes to this policy.

### **Contact**

If you have any questions, please don't hesitate to contact us using one of the following methods:

(819) 864-6273

kcorriveau@mouluressjonh.com

4700 chemin de Sainte-Catherine, Sherbrooke, QC, J1N 0E7

*Effective date:* September 22, 2023