



# Privacy Policy

Last updated on October 1<sup>st</sup>, 2023

## 1 OVERVIEW | PREAMBLE

**BCE Pharma Inc.** is committed to protecting your personal information and privacy. The confidentiality and security of your personal data are a priority for us. Whether obtained through our web platform or in a verbal exchange, the personal information communicated will only be used to fulfill our organization's mission and in compliance with applicable laws. To this end, here are the details of our privacy policy. It concerns the collection, use, and disclosure of the information we gather from you.

We reserve the right to modify this Privacy Policy without prior notice and will publish the revised Privacy Policy on our website.

## 2 SCOPE

The present privacy policy applies to all our activities, including those on our website located at <https://www.bcepharma.com> (for example, when you sign up for a training, use our tools or services, or when you browse our website or access information therein, referred to here as our Services). By accessing or using our Services, you consent to the collection, use, and disclosure of your information under this Privacy Policy.

## 3 INFORMATION WE COLLECT

We will collect and process the following personal information about you:

- » Name
- » Email address
- » Business address
- » Payment information
- » Link that a user clicks on our site
- » Content that a user views.

## 4 HOW TO USE YOUR INFORMATION?

We use the information we collect about you for the following purposes:

- » Process your registration requests for training sessions;
- » Provide you with the requested information;



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- » Create, complete, or modify your record upon your request;
- » Appropriately communicate with you;
- » Evaluate your job application;
- » Provide support.

We will ask for your consent if we wish to use your information for other purposes. We will only use your information after receiving your consent and then only for the purpose(s) you grant unless the law requires us to act otherwise.

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## **HOW WE SHARE YOUR INFORMATION?**

We will not transfer your personal information to third parties without seeking your consent, except in limited circumstances as described below:

- » Website traffic data analysis (Google Analytics)
- » Access provided to our IT service providers

We require these third parties to use the personal information we transfer to them only for the purposes for which it was transferred and not to retain it longer than necessary to fulfill that purpose. Our third-party services may only analyze your information to the extent necessary to perform the services they provide to us.

We may also disclose your personal information for the following reasons:

- » to comply with applicable law, regulations, a court order, or other legal process;
- » to enforce your agreements with us, including this Privacy Policy;

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## **RETENTION OF YOUR INFORMATION**

We will retain your personal information as long as necessary to fulfill the purposes for which it was collected, as detailed in this Privacy Policy. We may need to retain certain information for longer periods, such as retention/reporting in compliance with applicable law, or for other legitimate reasons, such as enforcing legal rights, fraud prevention, etc. Residual anonymous and aggregated information, neither of which identifies you (directly or indirectly), may be stored indefinitely.

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## **YOUR RIGHTS**

You have the right to access all your personal data that we have collected. Additionally, you have the right to update or correct any personal data in our possession, provided it is permissible under the law. You may choose to delete or modify your consent to the collection and use of data at any time, provided it is legally acceptable to do so, and you have informed us within a reasonable timeframe. To exercise these rights, you can contact us at [support@bcepharma.com](mailto:support@bcepharma.com). We will respond to your request under applicable law. If you wish for your information to be deleted or modified in any way, please contact the Data Protection Officer.



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## **Contact**

For any questions regarding the policy or data usage, please do not hesitate to contact the Data Protection Officer:

### **Data Protection Officer**

📍 1275, boul. Dionne, Suite 202, Saint-Georges, QC G5Y0R4

✉ [support@bcepharma.com](mailto:support@bcepharma.com)

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## **INFORMATION RELATED TO WEB BROWSING (COOKIES)**

What are cookies? Cookies are small text files used to store small amounts of information. They are stored on your device when the website is loaded in your browser. These cookies help us operate the website properly, further secure it, provide a better user experience, understand how the website operates, and analyze what works well and what needs improvement.

**8.1**

### **HOW DO WE USE COOKIES?**

Like most online services, our website uses first-party and third-party cookies for several purposes. First-party cookies are primarily necessary for the website to function properly and do not collect any of your personally identifiable data. Third-party cookies used on our website primarily serve to understand how the website performs and how you interact with it, to maintain the security of our services, to deliver relevant advertisements to you, and overall to provide you with a better and enhanced user experience and to speed up your future interactions with our website.

**8.2**

### **MANAGING COOKIE PREFERENCES**

You can change your cookie preferences anytime by clicking on the settings button at the bottom of our website. This will allow you to revisit the cookie consent banner, adjust your preferences, or withdraw your consent immediately. Additionally, different browsers provide different methods to block and delete cookies used by websites. You can change your browser settings to block/delete cookies. Please refer to your browser's official support documents for guidance.

**8.3**

### **SECURITY**

The security of your information is important to us, and we will use reasonable security measures to prevent loss, misuse, or unauthorized alteration of your information under our control.



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