

Bill 25

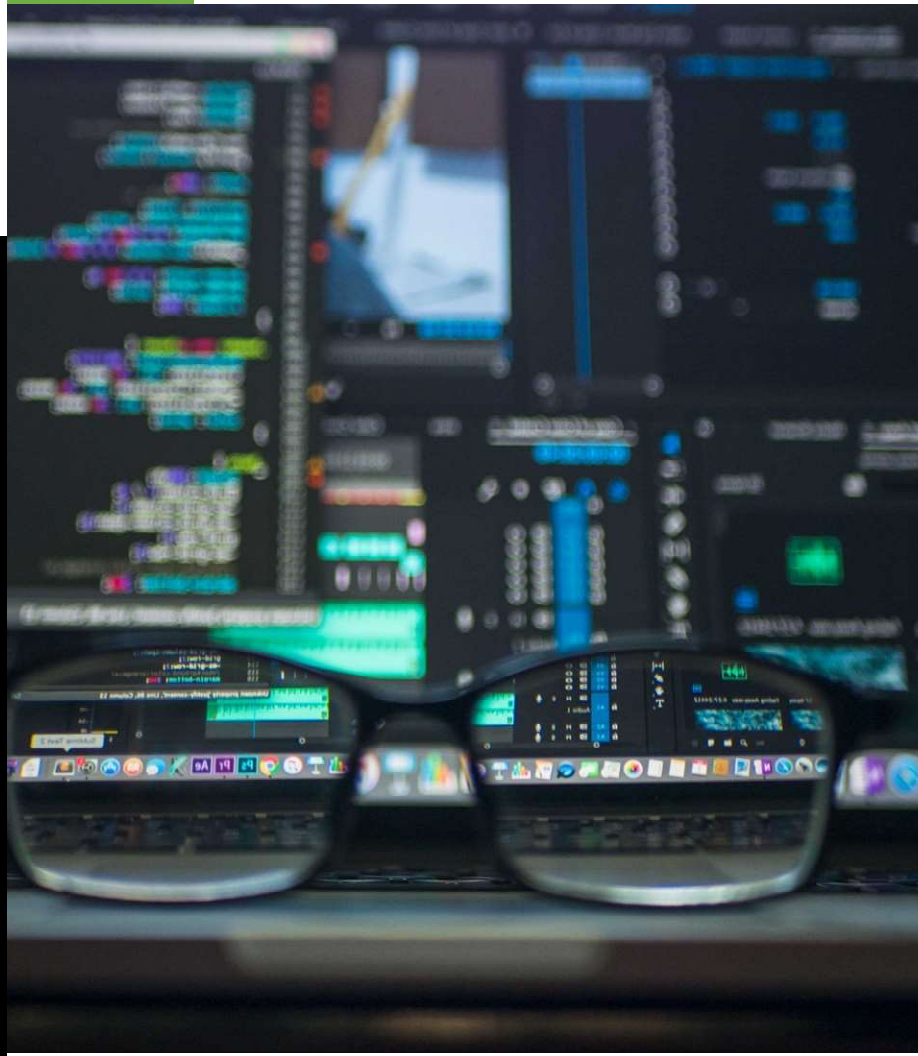
Protection of Personal Information



Anatis Bioprotection inc.

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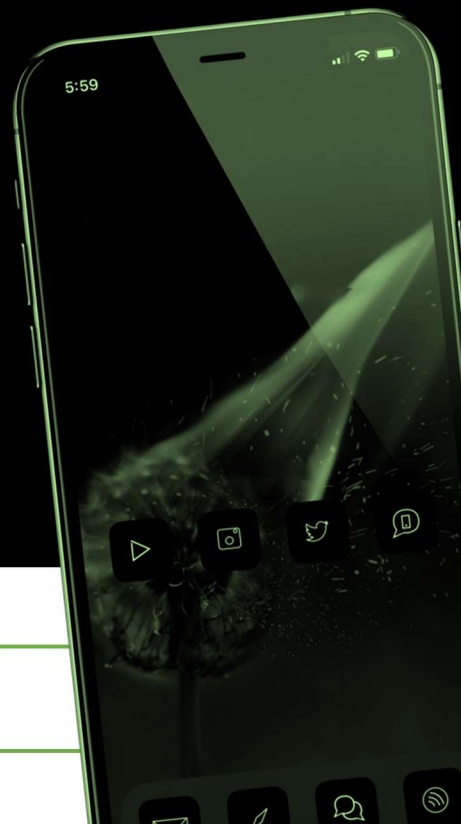


1. Introduction

Anatis Bioprotection places a significant emphasis on safeguarding the personal information of our customers, employees, and anyone who engages with our organization.

This privacy policy is designed to clarify our approach to gathering, utilizing, revealing, storing, and securing personal data, aligning with the guidelines outlined in Bill 25.

Our company is dedicated to upholding our customers' privacy and upholding the confidentiality of their personal information.



2. Collection of personal information

We exclusively gather personal data essential for conducting our legitimate business operations. Our commitment is to acquire personal information in a lawful, equitable, and transparent manner.

The categories of personal information we might gather encompass, but are not restricted to, customer names, addresses, email addresses, and telephone numbers.

3. Use of personal information

The personal data we gather could serve the subsequent objectives:

- To deliver services and address customer inquiries;
- To engage with our customers concerning products, services, updates, and promotions;
- To enhance the quality of our products and services;
- To fulfill our legal responsibilities.

4. Disclosure of personal information

We exclusively share personal information with employees and third-party service providers essential for our operational needs.

These entities encompass, but are not confined to:

- Management team members
- Customer account management personnel
- Project coordinators
- Staff from the administration and accounting departments
- Customer service and technical support staff;

- Production staff allocated to customer projects;
- External service providers delivering supplementary services;
- Providers of payment gateway services;
- Third-party software developers, integrators, and administrators (CRM, ERP, etc.)

5. Retention of personal information

The company exercises its discretion in determining the retention duration for personal information, which is preserved across various forms of media, including but not confined to.

- Production board;
- Microsoft Exchange server;
- Local data servers;
- Computers, smartphones and tablets;
- QuickBooks Desktop Pro;
- Dropbox;
- Microsoft OneDrive;
- Mailboxes;
- Web host.

We either archive or securely dispose of this data upon concluding our engagement unless a customer explicitly requests the removal of their information or if legal requirements mandate a specific maximum or minimum retention period.

6. Security of personal information

We implement suitable security measures to safeguard personal information against unauthorized access, disclosure, alteration, or deletion. Our security protocols encompass the use of technologies such as firewalls, anti-virus software, routine scans, data encryption, access control (both physical and digital), and employee training on phishing prevention, all of which are employed to thwart unauthorized access to personal data.

7. Access and correction personal information

Our customers possess the entitlement to access their personal information and, when deemed necessary, make corrections, amendments, or deletions. To exercise these rights, customers can get in touch with us using the contact information provided towards the conclusion of this policy.

8. Policy changes

We retain the prerogative to modify this Privacy Policy at any given moment. Such alterations will be publicly displayed on our website and will take effect promptly upon their publication. We encourage users to periodically review our policy to remain abreast of any revisions.

9. Contact details

For any inquiries, concerns, or requests pertaining to privacy or this policy, please reach out to our head office at:

Anatis Bioprotection inc.

278, rang Saint-André
Saint-Jacques-le-Mineur JOJ 1Z0

Responsible person

Michelle Laflamme, présidente

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