



# PERSONAL INFORMATION MANAGEMENT POLICY

## Foreword

Personal information collected by EBC and its subsidiaries (hereinafter referred to as "EBC", "organization" or "company") from employment candidates or from its employees, and privacy protection are a high priority for our organization. It is highly important that you understand how the organization manages this data.

## Scope

This policy applies to our employees or to anyone seeking employment at EBC or one of its subsidiaries.

## Objective

Respect for privacy and protection of personal information are top priorities at EBC, which is why, through this policy, EBC intends to protect it in accordance with Canadian laws and regulations. This policy is purposely written in simple and clear language to ensure understanding and application by all.

The purpose of this policy governing the management of personal information is to establish EBC's practices regarding the collection, use, communication, retention, and destruction of personal information (hereinafter referred to as the "lifecycle of personal information"). It also aims to clarify the role and responsibilities of everyone within the company that manages personal information while protecting privacy throughout the information's lifecycle.

Finally, this policy aims to detail our incident reporting procedure per EBC's personal information management practices, how to report a confidentiality breach or how to file a complaint.

## Application

The following policy comes into effect on September 22, 2023.

## Publishing

This policy is published on EBC's website and intranet. It is also available on our applicant tracking system for candidates applying for a vacant position within the company.

Training activities have been developed for EBC employees, managers, and executives to present all concepts surrounding the management of personal information. In addition, due to the nature of their role within the organization, certain employees will get additional training regarding the protection of personal information and privacy best practices.

## Roles and responsibilities

### Our Human Resources Department

Our Human Resources Department is responsible for developing and implementing policies and practices regarding the management of employee personal information in compliance with current laws in the provinces and territories where it operates.

Human resources professionals coach managers and departments on best practices throughout the personal information's lifecycle. Should a confidentiality incident occur, they may intervene to analyze the situation with the Privacy Officer or any other required internal resource.

### **Our Technological Solutions and Innovations Department (TSI)**

Our Technological Solutions and Innovations Department implements all technical solutions to maintain an optimal level of data confidentiality, integrity and availability when managing personal information in its care. It also guarantees the implementation of sufficient controls to manage new data access.

### **Team members handling personal information**

Team members that have access to personal information when performing their duties have a responsibility to protect it, physically and electronically, from inappropriate access. Employees must adhere to EBC guidelines regarding the collection, use and disclosure of personal information throughout data lifecycle.

### **Managers**

Managers must implement and use all means to protect personal information and the privacy of its staff working at EBC offices or jobs sites. A team manager that needs to access personal information is also responsible for implementing solutions that protect all departmental or divisional information.

### **Employees**

EBC employees are responsible for policy and guideline compliance. EBC employees may only share their personal information with other employees that require this information to perform their duties. Furthermore, an employee that inadvertently comes across someone's personal information must dispose of it securely and report the incident to the Privacy Officer. For contact information see section "Compliance violation complaint or report".

### **Privacy Officer**

EBC's Vice President, Human Resources, Health, Safety and Environment has been designated as Privacy Officer and oversees EBC compliance with all rules and guidelines described in this policy and organizational compliance with provincial and federal laws.

The Privacy Officer must approve the policies and practices governing personal information management. This person must have a global view of all aspects of personal information protection.

The Privacy Officer reports any confidentiality issue that may cause serious harm to the body responsible for enforcing personal information laws and to the individuals involved. This officer minimizes the risk of serious harm and adapts corporate practices to decrease risk and prevent any similar incident from recurring. The organization must also record any privacy breach.

The Privacy Officer conducts Privacy Impact Assessments (PIAs) per Quebec's Law 25 (Act respecting the protection of personal information in the private sector (CQLR c P-39.1)). A privacy impact assessment may demonstrate that the company has complied with all obligations regarding the protection of personal information and that all measures have been taken to effectively protect this information when, for example, projects for acquisition, development or overhaul of an information system require access to personal information.

Complaints and infractions pertaining to EBC processing personal information are also received and reviewed by the Privacy Officer. The "Compliance violation complaint or report" section at the end of this document details the procedure for such a situation.

## Conditions to obtain consent

EBC is committed to obtaining consent prior to collecting personal information from a candidate applying for employment at EBC or from an employee. Consent may be explicit or implicit and must be provided directly by the individual, or if not possible, by their authorized representative.

EBC prioritizes obtaining explicit consent, whether verbally, electronically or in writing. However, implied consent can be reasonably inferred from a person's action or inaction. For example, providing your name, phone number or personal email address in a resume shared with an EBC team member is considered implied consent to collect personal information within a recruitment process.

To determine the appropriate type of consent, EBC considers personal information sensitivity, the purpose for which it is collected and reasonable expectations of an individual in a similar situation.

Consent is valid for the purposes declared by EBC and for the duration required to achieve this purpose. It remains valid according to retention obligations required by law and corporate retention schedules. If EBC needs to collect, use, or communicate your personal information for other purposes, consent will be requested again.

EBC may use personal information without obtaining consent when permitted by law, for example, if used for your benefit or if compatible with collection purposes.

EBC may also use or communicate your personal information without obtaining consent to comply with legal obligations. For example:

- To prevent or detect fraud.
- If part of an investigation.
- To comply with a court order or any other legal requirement.

## Data collection objectives

Information collected is in accordance with purposes and objectives set out in this policy.

Your personal information may be collected for the following reasons:

- **For talent acquisition.** To process and evaluate applications received and fill available positions within the company.
- **For corporate benefits and compensation programs.** Our group insurance and group retirement savings programs and payroll administration require certain data from our employees.
- **To process payroll.** Paying wages, collecting tax deductions or government plans require information from each worker.
- **For worker health, safety, and well-being.** Data is collected to submit a claim for compensation or preventative withdrawal, for example.
- **To secure EBC infrastructures.** Creating and supplying an employee user account to allow them to access EBC information, network, and systems. To ensure EBC infrastructure security, an automatic data collection solution is required, for example, an anti-virus or anti-spam system.
- **To comply with legal obligations.** Data is collected to fulfill EBC's tax and retention obligations, and when responding to a court order or to government and regulatory agencies.

## Collection and use of personal information

EBC may collect personal information in various forms, by lawful means and only for purposes previously disclosed and as described in this policy or as permitted or required by law.

Personal information collected and its sensitivity depend on context. This is why the company will clearly inform you of its intended purpose.

EBC protects all personal information collected. Here are some examples of personal information likely to be collected and used by EBC:

- **Name and contact information:** First and last name, home address, email address, telephone number and emergency contact information are used to establish an employee and payroll file.
- **Proof of identity:** Driver's license, social insurance number, work permit and permanent residence card allow us to perform pre-employment checks, process payroll, submit a compensation claim and offer proof that you can drive a company vehicle, per your duties.
- **Demographic data:** Employee data such as date of birth, gender, and language preference. This information is required to provide group insurance coverage to employees and their dependents.
- **Medical information:** A work accident report or a medical certificate are required when requesting compensation from a government agency or a private insurer.

## **Personal information storage**

The information you provide to EBC in paper format is kept under lock and key on our construction sites and offices. Digital documents containing personal information are also secured on our internal servers or in data centers that comply with ISO/IEC 27001, an international information systems security standard.

## **Protecting personal information**

To protect your personal information, EBC uses organizational, physical, and technological protection means that prevent unauthorized access, use or disclosure, loss of personal information or information protection infringement. These same measures are also applied when disposing of your personal data.

EBC monitors internet activity to detect any access to inappropriate websites or materials. EBC also uses email filters to block spam and computer viruses; some legitimate emails and websites may be blocked or affected by these filters.

Although EBC does its best to protect your personal information, it cannot guarantee the security of your information when transmitted by email; any such transmission is at your own risk.

Individuals requiring access to personal information to perform their duties must take adequate measures to protect it. Likewise, when you are assigned a temporary password, you are responsible for changing the password upon your first connection. It is your responsibility to maintain password confidentiality during the course of your work; you may not disclose or share it with colleagues or anyone else.

## **Terms of access and control of personal information**

EBC makes sure your personal information is accurate, complete and up-to-date. EBC relies on your cooperation to inform us, should your personal data change. If the information you provided to the company is out of date or becomes inaccurate, please contact our Human Resources Department by email at [ressources.humaines@ebcinc.com](mailto:ressources.humaines@ebcinc.com) for our updating procedure. Sharing personal information or documents containing personal information via email is not recommended.

To the best of its ability, EBC will provide you with timely access to your personal information. However, for safety purposes, EBC may need to validate your identity.



## PERSONAL INFORMATION

Furthermore, there may be circumstances where EBC cannot give you access to your personal information. Namely, when access may disclose someone else's personal information or when restricted by law. If such a situation arises, EBC will notify you of the reason why it cannot give you access to your personal information.

If your request involves data appearing on third party web pages or platforms, please contact those third parties directly.

### Reasons for sharing personal information with third parties

EBC does not share your personal information with companies, organizations, or individuals outside of EBC except with authorized partners that need to access your data for the purposes listed in this policy and within limits, as well as in the following cases:

- **With your consent.** EBC may communicate the information, subject to consent.
- **When storing on cloud servers.** This may be governed by third party jurisdictions. Note that EBC is serviced by reputable companies with confidentiality policies equal to or greater in scope than Canadian legislation.
- **For external processing purposes.** EBC transmits personal information to other companies or government agencies which process it on our behalf, according to our instructions, in accordance with this policy, with a data security level equal to ours and in compliance with any other appropriate security and confidentiality requirements.
- **For legal reasons:** EBC transmits personal information outside of the company when required, to comply with applicable laws and regulations.
- **For a deceased person.** If information is likely to help the deceased person's spouse or a close relative with their grieving process unless the deceased person left written refusal to grant said access.

### Personal information retention duration

Generally, EBC will only retain personal information for as long as required to fulfill the purpose for which it was collected. However, some personal information is retained to comply with other legal obligations and requirements, namely for taxation, health, and safety purposes. EBC has implemented retention schedules to clearly establish these limits. Once the retention period has expired, your personal information is permanently destroyed.

### Destruction of personal information

EBC undertakes to destroy personal information when the purpose of its collection is accomplished, subject to the conditions and retention periods provided for in its retention schedule or as required by law.

### Compliance violation complaint or report

Any concern, violation, report, or to file a complaint regarding personal data collected, used or processed by EBC or one of its subsidiaries, should be done via our Privacy Officer at the following address:

#### Privacy Officer

EBC Inc.  
1095 Valets Street  
L'Ancienne-Lorette, QC  
G2E 4M7

Email: [ressources.humaines@ebcinc.com](mailto:ressources.humaines@ebcinc.com)

If you are concerned about the management of your personal information by EBC or its subsidiaries, you may inform the commissioner or ombudsman responsible for ensuring compliance with provincial or territorial privacy laws. In Canada, four government bodies oversee the management and protection of personal information in the private sector:

- **Alberta:** [Alberta Personal Information Protection Act SA 2003 c P-6.5](#) (hereinafter PIPA-AB)
- **British Columbia:** [British Columbia Personal Information Protection SA 2003 c 63](#) (hereinafter PIPA-BC)
- **Québec:** [Act respecting the protection of personal information in the private sector cP-39.1](#) (hereinafter LPRPSP)
- **Canada:** [Personal Information Protection and Electronic Documents Act \(S.C. 2000, c. 5\)](#) (hereinafter PIPEDA)

Alberta, British Columbia, and Quebec have adopted their own private sector privacy laws. They are deemed substantially similar to federal law. Organizations subject to substantially similar provincial laws are generally exempt from the application of federal law when collecting, using, or disclosing personal information within that province.

However, EBC is also subject to federal law as it processes personal information that crosses provincial and territorial boundaries in the course of its business activities.

Several factors determine which laws apply and who is responsible for monitoring their application. More information is available on the Office of the Privacy Commissioner of Canada website.

Authorities responsible for monitoring and enforcing laws on access to information and the protection of personal information in Canada are:

- **Alberta:** [Office of the Information and Privacy Commissioner of Alberta \(OIPC\)](#)
- **British Columbia:** [Office of the Information and Privacy Commissioner](#)
- **Québec:** [Commission d'accès à l'information du Québec](#)
- **Canada:** [Office of the Privacy Commissioner of Canada](#)

## Policy updates

EBC may make occasional changes to its personal information management policy when required to comply with any law regarding the protection of personal information.

If you have questions about your rights or if you have specific requests regarding your personal information, please contact our Human Resources Department by email at [ressources.humaines@ebcinc.com](mailto:ressources.humaines@ebcinc.com).

## Definitions

**Confidentiality:** Personal information is confidential. Its confidentiality arises from the right to privacy, allowing any person to exercise control over the use and circulation of their information.

**Consent:** Consent is the act of authorizing an organization to collect, use or communicate personal information shared by an individual. Tacit or implied consent is authorization which, without having been formally expressed, is presumed to have been granted due to its circumstances. Express or explicit consent occurs when an individual agrees or authorizes the collection, use or sharing of their personal data, for example by clicking "Accept" or "Allow" or by signing a form, a declaration, a document, or any other material.

**Privacy Impact Assessment:** A preventive approach that aims to better protect personal information and better respect the privacy of individuals. It considers all factors which may have positive and negative consequences on an individual's privacy.



## PERSONAL INFORMATION

**Purpose:** Purpose is the reason behind collecting, using, or disclosing information. For example, personal information may be required for employment application evaluations or for EBC employee payroll.

**Confidentiality incident:** Refers to access, use, collection, or communication of confidential information for a purpose other than its original intention or any other personal information breach involving potential candidates or employees.

**Personal information:** Refers to any information which relates to a private individual which allows, alone or in combination with other information, to be identified.

**Personal Sensitive information:** Personal information is deemed "sensitive" when, by its nature, particularly medical, biometric or otherwise intimate, through contextual usage or communication, requires a high expectation of privacy.

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