

Privacy Policy

(Applicants, Employees and Directors)

Maxa AI Inc. (“**Maxa**”) values your privacy and the protection of your personal information.

When you provide us your personal information after having been informed of this policy, we presume that you accept that your personal information will be processed as described in this policy.

1. What is the scope of this policy?

This policy applies to the personal information of **job applicants, employees and directors** at Maxa. It describes how we collect, use, communicate and protect your personal information when you apply for a job with us or when you are selected for a position, including a directorship, and during the course of that employment or position. It explains how you can exercise your rights regarding your personal information, for example to access or rectify it.

2. What is “personal information”?

“Personal information” is any information which relates to a natural person and directly or indirectly allows that person to be identified, such as a name, social insurance number, online tracking identifier such as IP address or one or more specific characteristics related to identity.

3. How do we collect your personal information?

We collect your personal information:

- when you apply for a job or position at Maxa, including through a posting on a third-party site or an unsolicited application.
- using technological systems, such as an access card or video surveillance systems.
- when you provide us with personal information as part of the recruitment or hiring process, following your hiring, or during the course of your employment or position, through various means of communication such as email, telephone, web form or in person.

We may also generate de-identified or anonymized information using technological tools that may rely on artificial intelligence, following our interactions with you as described above.

4. What personal information do we collect and why?

We only collect, use and communicate your personal information as authorized by applicable privacy laws. For example, we only use your personal information for the purposes for which we obtained your consent, or for other purposes where required or permitted by law.

To learn more about the categories of personal information that we collect and the reasons why, please read the following.

What?		Who?
<ul style="list-style-type: none"> Contact information, including your email address Contents of your <i>curriculum vitae</i> Professional history Pre-employment test results SIN Banking information 	<ul style="list-style-type: none"> To analyze your application and facilitate your hiring With your consent, to contact you for further offers To invite you to an interview, if we are interested in your application To conduct pre-employment checks with third parties (background checks, credit reports) 	Applicants
<ul style="list-style-type: none"> Invoices and other proof of expenses Photos 	<ul style="list-style-type: none"> To manage financial and other benefits related to your job or position, such as payroll, expense reimbursement, insurance, etc. To post images taken at events on our social media channels 	Employees and directors
<ul style="list-style-type: none"> Emergency contacts 	<ul style="list-style-type: none"> To communicate with you or your emergency contacts throughout our relationship 	Employees and directors
<ul style="list-style-type: none"> Employee file, including annual performance 	<ul style="list-style-type: none"> To manage your employment, including to assess your performance and adjust your treatment 	Employees
<ul style="list-style-type: none"> Site visits and associated time IP address 	<ul style="list-style-type: none"> For control measures related to your presence/movement on the premises For security purposes, to monitor our equipment and premises, e.g., with cameras and access cards 	Applicants, employees and directors
<ul style="list-style-type: none"> Call and virtual meeting recordings 	<ul style="list-style-type: none"> With your consent, to provide you feedback and training 	Employees
<ul style="list-style-type: none"> Certain medical information 	<ul style="list-style-type: none"> Via medical certificates from health professionals when processing disability or absence files To adapt your working environment 	Employees
<ul style="list-style-type: none"> Contact information ID with photo 	<ul style="list-style-type: none"> To ensure proper management of Maxa To keep information up to date for government agencies such as the Canada Revenue Agency 	Directors
<ul style="list-style-type: none"> Information on dependents and beneficiaries 	<ul style="list-style-type: none"> For group insurance purposes 	Employees



The personal information listed is not necessarily exhaustive. They are examples provided to give you a better understanding of how we use the personal information you provide us.

5. How do we obtain your consent?

How we obtain your consent depends on the circumstances.

- Sometimes we ask for your explicit consent. However, consent may also be implied, i.e., it is inferred from the circumstances or from your silence.
- If we want to use your personal information for a purpose that was not identified to you at the time of collection or that is not required by law, we will ask for your consent again.
- We may collect information about you from third parties, such as your references, or from our pre-employment screening service providers (criminal history, credit records). In such cases, we will ensure that we have obtained your consent or are authorized to do so by law.

If you provide us with personal information about another person (e.g., emergency contact), you are responsible for obtaining that person's consent.

6. To whom do we communicate your personal information?

We may communicate your personal information to other organizations, such as our partners or service providers, for the purposes listed in the section [What personal information do we collect and why?](#)

In such cases, we will endeavour to protect the personal information communicated by means of written agreements and undertakings, requiring such parties to adopt best practices and security measures in line with our expectations and applicable privacy laws.

Third party category	What they do for us
Service providers (and their own service providers)	<p>We may engage service providers to perform services <u>on our behalf</u>. Categories of service providers accessing or processing your personal information include those engaged to:</p> <ul style="list-style-type: none"> - host the website on which you are applying - provide our human resources management software - manage security cameras and access to Maxa's premises - manage insurance benefits - provide payroll and time management services - provide technical support - provide hiring support and recruitment services (headhunters, etc.) - provide tools to record phone calls and virtual meetings

Partners or government agencies	<p>From time to time, we may provide personal information to certain organizations that <u>do not act on our behalf</u>, but are authorized to request it.</p> <p>For example, these organizations could be government institutions or other public bodies such as the Registraire des entreprises du Québec, for example, for the purposes of evaluating the effectiveness of equity, diversity and inclusion programs and strategies.</p>
Investors	<p>Where permitted or required by law, we may communicate your personal information to our investors as part of a commercial transaction.</p>

7. How long do we keep your personal information?

We will keep your personal information as long as necessary to fulfill the purposes indicated in this policy, unless the law or an exceptional situation requires us to keep it longer. This could be the case, for example, in the event of litigation.

8. Where do we keep your personal information?

We store the personal information of our directors, employees, other staff members and job applicants on the servers and platforms of our service providers in Canada and the United States.

It is possible that your personal information will be communicated outside Quebec or Canada, where privacy laws may differ. In this case, we endeavour to ensure that your personal information benefits from an equal level of protection, for example, using contractual measures. In any case, it is possible that law enforcement or national security agencies in these countries may access your personal information.

9. How do we protect your personal information?

We implement reasonable security measures to protect your personal information, whether they are kept on our servers or on those of a service provider.

However, no security measure is absolute or entirely guaranteed. If you have reasons to believe that your interaction with us is no longer secure (for example, if you think that the security or accuracy of the personal information you provided us has been compromised), please contact us immediately using the contact details in the section [How do you contact us?](#)

10. What are your rights regarding your personal information?

Depending on the applicable laws, you may have certain rights related to your personal information:



Access, correct or delete your information

You can request access to the personal information that we hold concerning you and obtain a copy of it.

If a piece of personal information concerning you is inexact, incomplete or ambiguous, or if its collection, communication or conservation is not authorized by law, you can request that it be rectified.

If a piece of personal information is expired or obsolete or if the law permits it, you can ask us to delete it.

Withdraw your consent

You can request to withdraw consent to the use or communication of certain personal information we collected.

In most cases, withdrawing your consent means that we are no longer able to process your application or to maintain your employment or position. In these cases, we will inform you of the consequences of your decision in our response, prior to taking any action.

To learn about your rights, please communicate with us or consult the [website](#) of the Commission d'accès à l'information du Québec (in French only).

To exercise your rights, please address a written request to our privacy officer using the contact details indicated in the section [How do you contact us?](#)

We may ask to confirm your identity before responding to your request. This identity information is only used for this purpose.

11. How do you contact us?

You can address any request, question, complaint or comment concerning this policy to:

Privacy Officer

Maxa AI inc.

privacy@maxa.ai

1 Place Ville Marie, Suite #12106 (Ground Floor)

Montréal, QC H3B 2B6

12. Will we update this policy?

This policy is in effect as of the "last update" date at the top of this page.

If we make any significant changes to this policy, we will inform you on our website or by email. These changes take effect the moment this notice is published or on any other date indicated in the notice.