



Privacy Policy

Preamble

This privacy policy (hereinafter referred to as "this policy") applies to the **Opco Notaires Inc.** website and all confidential information collected by **Opco Notaires Inc.** in accordance with the *Act respecting the protection of personal information in the private sector* and any other applicable laws or regulations.

In this policy, the terms "we", "us" and "our" refer to **Opco Notaires Inc.**

The purpose of this policy is to describe **Opco Notaires Inc.'s personal information** handling practices, including the collection, use, disclosure and retention of personal information through our website or by various means of communication (telephone, Internet, fax or other).

Opco Notaires Inc. collects, uses, discloses and retains personal information in accordance with the *Civil Code of Québec* and the *Act respecting the protection of personal information in the private sector*, while maintaining the confidentiality of said information.

Our commitment

At **Opco Notaires Inc.** our business is based on a close relationship between notaries, support staff and customers.

Our firm provides legal services, while our clients entrust us with highly confidential personal information.

It is essential for us to maintain this trust and to confirm our determination to preserve the security of personal information shared as part of our business relationship.

What is personal information?

Personal information is that which relates to a natural person and makes it possible to identify him or her. This information is confidential and includes, but is not limited to, date of birth, social insurance number and driver's license number. With certain exceptions, personal information cannot be communicated without the consent of the person concerned.

Opco Notaires Inc. commitment to confidentiality

Opco Notaires Inc. is committed to respecting your privacy. In this regard, **Opco Notaires Inc.** takes all necessary measures to preserve the confidentiality of personal information in its possession.

By visiting or using our website and communicating with us, you consent to the collection, use, disclosure and retention of your personal information in accordance with this policy.



Personal information collected

The firm **Opco Notaires Inc.** collects personal information in various contexts, such as file management, service delivery, professional meetings, job applications, visits to its offices, as well as when using its website.

Personal information comes from information you provide via forms and/or requests for information from **Opco Notaires Inc.** or from information collected by telephone or via documents, whether in electronic or paper form.

Opco Notaires Inc. collects only the information required for its activities and implements protective measures upon receipt of such information. Moreover, it collects only information that is relevant, appropriate and limited to the purposes for which it is processed.

We collect only the information necessary to perform the legal services for which we are contracted to provide.

This information is regularly updated during meetings with our notaries or the firm's staff, who provide us with any information that needs updating.

Personal information concerning specific individuals is confidential. In general, it cannot be shared without the consent of the person in question.

This information may include, but is not limited to:

- Name;
- Date of birth / Date of death;
- Social security number;
- Health Insurance number;
- Bank account number;
- Home address;
- Telephone and fax numbers;
- E-mail addresses;
- Family situation;
- Income / expenses;
- Name of bank advisor;
- Name of financial advisor;
- Bank details;
- Medical data;
- Photocopies of documents such as contracts, marriage certificates, prenuptial agreements, divorce certificate, passports, driver's licenses, health insurance cards, checks specimen, criminal records, employment contracts, tax statements.



In order to create, obtain and update files, our clients must consent to this policy. Explicit consent will be kept on file.

Collection of personal information

Personal information is collected as follows:

- By telephone;
- In paper form, at the firm, its subsidiaries or by collaborators;
- In digital form, stored on the study's servers, either on our premises or at our infrastructure hosts;
- In digital form on the servers of the study's management software used by **Opco notaires Inc.** as part of our professional activities related to the services you request.

Purposes of processing personal information

Personal information is collected for clear, explicit and legitimate purposes. Depending on the context, personal information may be used for the following purposes:

- File processing and follow-ups;
- Respond to satisfaction surveys and carry out statistical analyses to improve services and get to know our clients better;
- Process job applications;
- Meet legal or regulatory obligations.

It is important to note that any processing of personal information is carried out for a specific purpose.

Protection of personal information

Personal information is confidential, and only members of the **Opco Notaires Inc.** team and persons duly authorized by Opco Notaires Inc. have access to it. These details may potentially be transmitted to regulatory or inspection bodies in accordance with applicable legislation or regulations, as well as to authorized third parties.

As notaries and employees of **Opco Notaires Inc.** we are authorized to access personal information, and it is essential that we fully understand the importance of preserving and protecting the confidentiality of this information. Our training clearly instills the need to use this information only for the specific purposes intended. In fact, as soon as they start work, employees who are not subject to professional secrecy sign a confidentiality agreement as part of their employment contract.

Opco Notaires Inc. takes all necessary measures to protect and secure personal information in order to preserve its confidentiality and prevent any alteration, destruction or unauthorized disclosure to third parties.



These measures are in place for as long as is necessary for the purposes pursued in accordance with applicable legislation or regulations. However, there is no such thing as totally secure transmission or storage of information. Consequently, an absolute guarantee of the security of information transmitted or stored cannot be provided.

Collection of personal information via our website

a) Automatic collection

We may automatically receive certain information when you interact with our website, e-mail, social media or other online marketing tools.

We could, for example, find out :

- The type of Internet browser or operating system you are using;
- Your IP address;
- The pages you visit;
- The date and time you access these pages;
- The domain name of the website you've just left.

Most of the information transmitted automatically between computers does not allow you to be identified.

b) Use of cookies

If your browser settings allow, we may also store some data on your computer in the form of "cookies" or other tracking technologies.

Cookies are pieces of information stored on your computer that enable us to recognize your computer each time you visit our website. We may also use cookies to transmit content or store data (to save you having to re-enter your password, for example). If you wish, you can disable cookies by modifying your Internet browser settings. However, this setting may prevent you from making full use of all or some of our website's functionalities.

These cookies do not collect personal information about you.

c) Information provided by the user

When you interact with **Opco Notaires Inc.** you may provide us with personal information, for example, through an online form or by other means:

- Your identity information (first or last name);
- Your contact details (address, e-mail, telephone number, etc.);
- Information relating to your professional activity (position, function, etc.) which we may use to respond to your request, to manage your profile on our website or to process any other requests for information, if applicable;



You may also send us your information for recruitment purposes, when you apply for a position with our firm. In this case, we will ask you only for the information we need to process your application (for example, your contact details and curriculum vitae). We will then store your information in accordance with the policies applicable to our employees. Only authorized persons within our firm have access to this information.

We do not collect personal or confidential information from anyone under the age of 14 without the express consent of a parent or guardian.

d) Social media

Although we prefer to avoid this type of communication for security reasons, we may invite you to communicate with us via websites, Meta (Facebook), plug-ins and social networking applications operated by third parties. On these platforms, you may give us access to information related to your social media account. We may use this information to validate and personalize your profile on our website.

External links

Links on our website may direct you to other external sites. Please note that this policy applies only to personal information collected and used on or through our website. We accept no responsibility for the content or activities of other websites accessible via the links we provide, nor for the privacy practices of third parties.

We strongly recommend that you read the privacy policies of these third parties before providing them with any personal information. However, we attach great importance to the integrity of our website and welcome your comments on external sites linked to it.

Retention and destruction of personal information

We keep your personal information only for serious and legitimate purposes and only for as long as necessary and in accordance with our legal obligations, after which it is destroyed or made anonymous.

Where do we keep your personal information?

We store personal information :

- In paper form, on the premises of the firm, its subsidiaries or at collaborator's offices;
- In digital form, stored on the study's servers with our infrastructure's hosts;
- In digital form on the servers of the study management software used by **Opco Notaires Inc.** as part of our professional activities related to the services you request.



Privacy options

Clients may receive a copy of this policy at any time by accessing our website at the following address:

<https://opconotaires.com/privacy-policy>

By sending a written request to our office located at **208 boulevard Ste-Rose in Laval, Québec H7L 1L6 Canada** or by sending an e-mail to our Privacy Officer, **Me Éric Vallières** rprp@opconotaires.com

We promise to respond to your request as quickly as possible, and no later than 30 days following receipt of your request.

At any time and in compliance with our legal obligations, our clients may revoke their consent by contacting our Privacy Officer. However, it will be explained to them that failure to provide the necessary information could hinder our ability to perform the tasks for which our services were retained.

Modification of this policy

We reserve the right to change this policy at any time. We will notify you of any changes by indicating the date of the last update at the beginning of this policy. It is your responsibility to visit our website to check for changes.

We strongly recommend that you read this policy so that you understand how your information will be used. Any changes to this policy will apply to personal information collected prior to the effective date of the amended policy, as well as to personal information collected on or after that date.

Violation of privacy

If we believe that Personal Information has been handled inappropriately, we will review this Policy and make any necessary changes. If necessary, the affected individual(s) and our insurer will be notified.

Should you wish to express concerns about our privacy procedures or report a breach of this policy, you may file a written complaint with our Privacy Officer. The Privacy Officer will contact you to obtain all relevant details.

Our Privacy Officer will then analyze the circumstances giving rise to the complaint and determine whether any adjustments need to be made to the current provisions of this policy.

Right of access or rectification

You have the right to access or rectify your personal information. If you wish to access or correct your personal information, please write to us at rprp@opconotaires.com, to the attention of the Privacy Officer.



Questions or comments and complaints

If you have any questions or comments about this policy or its application, please write to us at rprp@opconotaires.com, to the attention of the Privacy Officer.

We promise to get back to you as soon as possible to inform you of any measures taken or planned in response to your questions or comments.

If you wish to file a complaint, you may contact the *Commission d'accès à l'information du Québec* by clicking on the following link: <https://www.cai.gouv.qc.ca/a-propos/nous-joindre/>

However, we invite you to first contact the person responsible for protecting the confidentiality of personal information at our firm.

Act respecting the protection of personal information in the private sector

The *Act respecting the protection of personal information in the private sector* applies to personal information that an enterprise collects, holds, uses or communicates to third parties, regardless of the medium or form in which it is held.

Privacy officer:

Name: **Me Éric Vallières**

Position: **Notary and Privacy Officer**

Telephone: **514-524-4900**

E-mail address: rprp@opconotaires.com