#### **Confidentiality Policy**

#### **GENERAL CONDITIONS OF USE**

Introduction

Considering the development of new communication tools, it has become necessary to pay specific attention to the protection of privacy. That is why we are committed to respecting the confidentiality of the personal information we collect.

## **Collection of Personal Information**

We collect the following information:

- Surname
- Name
- Email address
- Telephone / Fax number
- Title
- Company name

The personal information we collect is collected through forms and through the interactivity established between you and our website. We also use, as shown in the following section, cookies and/or logs to gather information about you.

Forms and Interactivity

Your personal information is collected through forms, which are:

• Contact form

We use the information collected for the following purposes:

- Statistics
- Contact

Your information is also collected through the interactivity that can be established between you and our website in the following way:

- User behaviour analysis system
- Log files and cookies

We use the information collected for the following purposes:

• Statistics

# Log Files and Cookies

We collect certain information through log files and cookie files. This mainly consists of the following information:

- IP address
- Operating system
- Visited pages and requests
- Time and day of connection

Such files are used for:

- Service improvement and personalized interaction
- Personalized consumer profile
- Statistics

## Sharing of Personal Information

We do not market personal information collected. However, we sometimes share this information with third parties for the following reasons:

- Consumer profile
- Partnership
- Publicity

If you do not want your personal information to be communicated to third parties, you can oppose this at the time of collection or at any time thereafter, as mentioned in the following section.

# Right of Opposition and Withdrawal

We are committed to offering you a right of opposition and withdrawal with respect to your personal information.

The right of opposition is understood as the possibility for Internet users to refuse to give their personal information for certain purposes mentioned during collection.

The right of withdrawal is understood as the possibility for Internet users to request that their personal information no longer appear, for example, in a mailing list.

In order to exercise these rights, you can contact us.

Mail: 5795 Avenue de Gaspé

Montreal, Québec

H2S 2X3

Email: info@capitolindustriesinc.com

Phone: 1514 273-0451

Website: http://capitolindustriesinc.com/en/

## **Right of Access**

We are committed to recognizing the right to access and rectification to persons concerned who wish to consult, modify or even delete the information concerning them.

To exercise these rights, you can contact us.

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#### Security

The personal information we collect is kept in a secure environment. People working for us are required to respect the confidentiality of your information.

To ensure the security of your personal information, we use the following measures:

- SSL protocol (Secure Sockets Layer)
- Access Management Authorized person
- Access Management Person concerned
- Computer backup
- Digital certificate development
- Username/password
- Firewalls

We are committed to maintaining a high degree of confidentiality by integrating the latest technological innovations that ensure the confidentiality of your transactions. However, considering that no mechanism provides absolute security, a partial risk is always possible when using the Internet to transmit personal information.

# SSL Security Certification

Our privacy commitments meet the requirements of the following program:

• Let's Encrypt