

Commitment to the protection of personal information

Corem, by the nature of its business activities, does not collect personal information for the purpose of selling goods or services. Corem collects personal information only for purposes related to the recruitment process, the analysis of job applications and the analysis of website visit statistics.

Data obtained throughout the recruitment process remains confidential and will only be used for the purposes of the hiring process. The information collected will only be accessible to Corem's human resources team and will only be shared with a third person or third party for the purposes of the recruitment process. The personal information of unsuccessful applicants will be destroyed after a period of two years following the end of the recruitment process for which it was collected.

Technological means used to collect personal information

The technological means used to collect applications are as follows:

- By e-mail
- Through our career page on our website
- Through the use of cookies on our website
- Through a third-party recruitment or job-posting platform
- Through a third-party staffing or recruitment agency

Personal information collected

Corem collects personal information only for purposes related to the recruitment process and the analysis of job applications, as well as for statistical analysis of visits to its website.

The following information may be collected during the recruitment process:

- Full name
- Date of birth
- Postal address (physical address of place of residence)
- Personal phone number
- Personal e-mail address
- Curriculum vitae
- Diplomas and training certificates

- Driver's license or competency card
- Passport and work permit (non-permanent residents)

Purposes for which personal information is collected

In order to complete the recruitment process, personal information collected by Corem may be used for some or all of the following purposes:

- Analyze a candidate's application in light of opportunities
- Select candidates
- Carry out professional and criminal background checks
- Check for professional references
- Hire selected candidates

Cookies are collected in order to perform analyses and thus:

- Track the number of visitors to the site
- Know which pages are most frequently consulted
- Measure the duration of visits
- Identify browsing patterns
- Make adjustments in order to:
 - Segment audiences
 - Improve loyalty
 - Better understand our audience

Access to personal information collected

As part of the recruitment process, all personal information collected will be available for the exclusive use of Corem's Human Resources team.

Certain personal information collected, such as resumes, diplomas and training certificates, may be shared with other Corem employees, including managers, for the purposes of the selection and recruitment process.

Corem may transmit certain personal information to third-party companies acting as service providers in the recruitment process, such as a supplier of application management software or professional and criminal background checks.

Cookies collected while browsing our website are only accessible to members of the Communications and Marketing team.

Security measures

All personal information collected electronically is accessible only to members of the Human Resources team through limited, controlled, secure, and exclusive access. Corem uses a number of computer security measures, such as firewalls, to ensure the security of its data.

Data subject's right

At the request of a data subject, Corem shall inform him or her of the following:

- The personal information collected from him or her
- The categories of Corem employees who have access to this information
- How long the information will be kept

Subject to applicable law, any data subject about whom Corem holds personal information has the following rights, among others:

- Access and obtain a copy of personal information held by Corem, regardless of the format in which it is held
- Rectify any incomplete or inaccurate personal information held by Corem
- Request the deletion of information in certain circumstances, or provide Corem with written comments
- Ask Corem to cease disseminating information or to de-index any hyperlink in its name under certain conditions
- Be informed, where applicable, that personal information is being used to make a decision based exclusively on automated processing
- Withdraw consent to the use and disclosure of personal information collected by Corem

The spouse or close relative of a deceased person may ask Corem for personal information that Corem holds concerning that person, if knowledge of this information is likely to help him or her in his or her grieving process and the deceased person has not recorded in writing his or her refusal to grant this right of access.

Refusal to provide personal information

If you do not wish to provide Corem with your personal information, please do not apply through any of the channels offered and contact us by telephone or e-mail at confidentialite@corem.qc.ca.

Destruction of Personal Information

Corem securely destroys personal information once the purposes for which it was collected have been fulfilled, subject to applicable laws as well as retention periods based on good business practices.

Additional information

For more information or if you have any questions about the protection of personal information, please contact us at confidentialite@corem.qc.ca.

In keeping with its commitment to the protection of personal information and in compliance with applicable laws, Corem has appointed Mr. Francis Pelletier, Director - Organizational Development and Human Resources, as its Privacy Officer. Mr. Pelletier can be reached at confidentialite@corem.qc.ca.

Corem's Board of Directors adopted the *Politique de protection des renseignements personnels PLT-10-FR* on September 26, 2023.