# PRIVACY POLICY GOCLICO



We are committed to protecting the privacy and security of personal information collected from our customers and employees. This Privacy Policy explains how we collect, share, use, and protect your personal information in accordance with applicable laws and regulations.

GoClico 's Privacy Officer ensures the application, compliance, and monitoring of this policy.

## **Contact: Mathieu Lamarche**

President and Privacy Officer – Complaints and/or incident reports concerning confidentiality and/or the protection of personal information.

#### Information we collect

Contact information such as your name, phone number, date of birth, driver's license, SAAQ driving record, and GCA insurance record.

#### Information sharing

GoClico must share your information in order to offer you a quality service. Consequently, GoClico undertakes to respect the confidential nature of the information that you transmit and to use it solely to offer you the services that you have requested, unless you consent to the disclosure of your information for other purposes or when the law so orders or authorizes it by an express provision. By retaining our services, you agree, among other things, to provide us with the following information to enable us to offer you the service, namely your name, telephone number, mailing address, e-mail address, date of birth, copy of your driver's license, driver's insurance record and SAAQ record, your credit card or bank transfer payment information, and any other similar personal information required. Some of this information may be shared with GoClico's service providers, such as payment intermediaries or document depositories offering online platforms for this purpose, which may be located outside Quebec, and you consent to this sharing of information by retaining our services. Finally, you consent to the use of your contact information by GoClico to offer you products and services from time to time. If you wish to withdraw your consent or limit the scope of your consent, you should contact GoClico's Privacy Officer as described in this Privacy Policy.

#### Information security

We take reasonable precautions to protect your personal information from unauthorized access, use, or disclosure. GoClico employees record any information that must be kept in digital format for consultation, rental, or administrative purposes on the secure database. Despite this, no security mechanism can guarantee perfect protection and a residual risk will always exist.

### **Privacy incident management**

A privacy incident is any situation in which GoClico has reasonable grounds to believe that one of the following incidents has occurred: (1) unlawful access to personal information; (2) unlawful use of personal information; (3) unlawful disclosure of personal information; and (4) loss of personal information.

In the event of a privacy incident, GoClico will:

- Take all reasonable measures to reduce the risk of harm being caused and prevent further incidents of a similar nature.
- Notify any individual affected by the privacy incident in accordance with applicable laws and regulations.

#### Your legal rights

You have the right to access, modify, or delete your personal information. You may withdraw your consent to the collection and use of your personal information at any time. However, this may prevent us from providing you with adequate services. You have rights in accordance with legal and regulatory requirements. If you wish to exercise these rights, please inform us.

Please note that we reserve the right to modify this Privacy Policy at any time to maintain compliance and reflect any changes to our personal information collection process.

Effective date: September 22, 2023

