

PRIVACY POLICY
CJPBA.com login portal
Website CJPBA.com
By *Comptabilité JP Bédard Inc.*

Your privacy is of the utmost importance to *Comptabilité JP Bédard Inc.* (hereafter "Comptabilité JP Bédard"), which is responsible for this service. The purpose of this confidentiality policy is to inform you of the practices adopted with respect to personal or confidential information concerning you or your company. With the development of new communication tools, it is necessary to pay particular attention to the protection of privacy. This is why we are committed to respecting the confidentiality of the personal information we collect.

Automatically collected data

The personal information we collect is gathered through a registration form on the CJPBA.com portal and through the interactivity established between you and the Website. We also use cookies and/or logs to gather information about you. *Comptabilité JP Bédard* keeps this data for the purpose of interactivity and optimization of exchanges and services.

When you access our Website, your computer and our server automatically exchange data. This exchange is necessary for the server to provide you with information and profiles similar to your searches and preferences.

When you create a profile via our registration form, the following personal data may be exchanged:

- Your first and last name, gender, country, province and city of residence;
- Your date of birth;
- Your social insurance number (SIN);
- Your citizenship;
- Your mailing address and postal code;
- Your occupation;
- Your GPS location (latitude and longitude);
- Your email address;
- Your telephone number;



- Your language;
- Your banking information and credit and/or debit card(s); and
- Any tax information relevant to the study of your file.

We use the information collected for the following purposes:

- Information about your preferences;
- Trend analysis;
- Demographic data collection; and
- Payment for services.

Personal and confidential information

The services offered by *Comptabilité JP Bédard* through the CJPBA.com portal or the CJPBA.com Website will result in personal or confidential information about you or your company being shared among the various service partners. These partners will ensure the confidentiality of this information in accordance with applicable laws.

By using this portal and our Website, you consent to the following information being exchanged between you and *Comptabilité JP Bédard*:

- Responses to completed questionnaires and forms;
- Information about you that you provided when you created your user account (for example, your first and last name, gender and email address);
- Your contact information;
- Information related to your company, if applicable; and
- Your user profile information.

Unless authorized in writing or if the client lives or has a company head office outside the province of Quebec, *Comptabilité JP Bédard* will not communicate personal and confidential client information outside Quebec, except in certain specific circumstances.

Access to documents and protection of your personal information

The *Act respecting the protection of personal information in the private sector* gives you the following rights:

- Respect for the confidentiality of personal information, subject to the exceptions provided for in the *Act*;



- Access to your personal information; and
- Rectification of your personal information if it is incomplete, inaccurate or misleading, or if its collection, disclosure or retention is not permitted by law.

The Minister responsible for *Access to Information and the Protection of Personal Information* is responsible for the administration of this Act.

Payment and refund policy

We are committed to respecting our prices posted online on our website and invoice the exact amounts as posted. Our payment policy is Net 15 so each invoice is due 15 days upon receipt. After 30 days of non-payment, a fixed amount of \$50.00 will be added to the client's invoice and an interest rate of 1.5% monthly or 18% annually will be added from the date the invoice is sent.

If necessary, any possibility of refunds will be judged acceptable or not by a member of the Comptabilité JP Bédard team.

Right of objection and withdrawal

We are committed to offering you the right to object to and withdraw your personal information. This right of objection is understood to be the possibility offered to users to refuse that their personal information is used for certain purposes mentioned at the time of its collection.

3

To exercise this right, please send an e-mail to the following address: contact@cjpba.com

Access rights

We are committed to recognizing a right of access and rectification of personal information to the users concerned and wishing to consult, modify or delete said information.

To exercise this right, please send an e-mail to the following address: contact@cjpba.com

Responsible for data protection

The person responsible for data protection is the owner of the company, Jean-Philippe Bédard. If you have any questions, please contact him by telephone at (613) 366-6163 or by e-mail at contact@cjpba.com



The Data Protection Officer is responsible for keeping the incident log up to date. In addition, the person in charge will communicate directly with the clients concerned in the event of an incident.

The postal address of the data protection officer is the address of *Comptabilité JP Bédard's* head office: 14 Coolbrook cres, Munster, ON, K0A 3P0, Canada.

Prohibition of access

We reserve the right, in our sole discretion, to terminate your access to all or part of the Website, with or without notice.

Security

The personal information we collect is kept in a secure environment. The people working for *Comptabilité JP Bédard* are required to respect and preserve the confidentiality of your information. To ensure the security of your information, we use the following measures:

- SSL protocol (<https://>);
- Access management (authorized persons);
- Login and password; and
- Firewall.

4

We are committed to maintaining a high level of security by incorporating the latest technological innovations to ensure the confidentiality of your transactions. Please note, however, that we are not responsible for the risks inherent in the use of the Internet.

Responsibility for use

You agree to defend, indemnify and hold harmless, to the fullest extent permitted by law, *Comptabilité JP Bédard* and its affiliates, and each of their respective directors, officers, employees, agents and representatives, from and against any and all claims, liabilities, losses, damages, expenses and costs arising out of your use of the Website or breach of the Terms.

You agree that you will conduct your business in accordance with all legal requirements, including compliance with the law of the Province of Quebec, Canada.

In no event shall *Comptabilité JP Bédard* be liable to the client and/or any third party for any direct, indirect, consequential, exemplary, incidental, special or punitive damages, including any



damages, penalties, lost profits, loss of business and damages resulting directly or indirectly from the use of the Website and its services, even if *Comptabilité JP Bédard* has not been previously advised of the possibility of such damages. The client hereby waives all claims and causes of action against *Comptabilité JP Bédard* in this regard.