

NORGATE MÉTAL 2012 INC. (NORGATE) is committed to the protection of all personal information collected and used in the operation and management of its activities.

OBJECTIVES OF PERSONAL DATA COLLECTION

All persons working with, for, or on behalf of **NORGATE** are required to respect the confidentiality of personal information and the right to privacy of every individual, in compliance with the Privacy Act, when collecting, using, disclosing, retaining, or disposing of personal information in the performance of their duties.

STATEMENT OF PRIVACY PRINCIPLES

Personal information in **NORGATE**'s custody or control is only created, collected, maintained, used, disclosed and disposed of in a manner that complies with the Privacy Act. **NORGATE** respects the privacy rights of individuals whose personal information is in its possession, in compliance with these provisions.

PERSONAL INFORMATION

Personal information is defined as any information which relates to a natural person and directly or indirectly allows that person to be identified. However, personal information does not apply to the person's name, title and duties, address, telephone number and e-mail address. Personal information must be protected regardless of the nature of its medium or form, be it written, graphic, audio, visual, digitalized or other.

CONSENT

The organization obtains an individual's express written consent in the following situations:

- prior to the collection of personal information, unless seeking the consent of the individual might result in the collection of inaccurate information, might defeat the purpose of collecting the information, or might compromise the use of the information collected. For example, the organization will generally consult with a complainant to indirectly collect personal information for the purpose of conducting an investigation;
- prior to the use or disclosure of personal information for purposes that do not respect the purposes for which the information was collected or created;
- prior to any disposal or destruction of personal information, unless such disposal or destruction is expressly authorized by law;
- if it intends to disclose a complaint received by the company or any confidential information obtained in the course of an investigation or proceeding. In such cases, the written consent of all persons whose rights or interests might reasonably be impacted must be obtained.

Obtaining an individual's consent for collecting personal information does not replace nor establish legal authority for collecting that information under the Privacy Act. Rather, the organization must ensure that the personal information to be collected is directly related to and demonstrably necessary for the organization's activities.

COLLECTION AND CREATION OF PERSONAL INFORMATION

Personal information may only be collected or created (examples of creation of personal information include the assignment of a license number or the imposition of license restrictions) under the following conditions:

- the personal information is directly related to a regulatory activity of the organization;
- the collection of personal information is necessary to enable the organization to fulfill its statutory purposes or regulatory objectives.

The organization must consult the policies that require or authorize the collection of personal information to determine whether personal information is directly related to a regulatory activity. The organization's policies provide direction and guidance on the necessity to collect personal information to enable the organization to meet its operational objectives. Before collecting or creating new personal information, the organization shall:

- identify the personal information that will be collected;
- identify the purposes for which each type of personal information will be collected;
- limit the collection to only that information necessary for the purposes that have been identified.

The organization collects or creates personal information intended for administrative purposes directly from the individual, except in the following cases:

- the person authorizes the organization to collect personal information from a third-party source;
- personal information is collected for a purpose for which it may be disclosed to the organization;

- collecting personal information directly from the individual might result in the collection of inaccurate information; or
- collecting personal information directly from the individual might defeat the purpose of collecting the information or might compromise the use of the information collected. For example, the organization will generally consult with a complainant to indirectly collect personal information for the purpose of conducting an investigation.

NORGATE limits the collection, use, and disclosure of personal information only to purposes identified and disclosed. Personal information shall only be accessed by authorized persons and only in relation with the tasks assigned to them.

DISCLOSURE OF PERSONAL INFORMATION

Personal information in the custody of the organization shall not be disclosed without the express consent of the individual unless disclosure is authorized or required under the Privacy Act.

Any person subject to the provisions of this Policy shall:

- disclose only the minimum amount of personal information considered reasonable or appropriate for the fulfillment of the purposes indicated;
- consult with the Privacy Officer before disclosing personal information other than the information necessary to perform his or her duties.

RETENTION OF PERSONAL INFORMATION

NORGATE shall retain personal information only as long as necessary for the fulfillment of the purposes for which it was collected and shall destroy personal information in compliance with the law and the provisions set out in the Record Retention Policy. When personal information is destroyed, the necessary steps shall be taken to protect its confidentiality and to ensure that no unauthorized person gains access to it during the destruction process.

ACCURACY

NORGATE shall take reasonable steps to ensure that personal information is as accurate, up-to-date, and complete as required for the purposes for which the information is to be used, and to minimize the possibility that inaccurate or incomplete information may be used to make a decision that could have an impact on the individual.

The organization has documented procedures allowing individuals to request correction of inaccurate personal information if they believe there has been an error or omission.

NORGATE shall not routinely update personal information unless such a process is necessary to fulfill the purposes for which the information was collected. The accuracy and completeness of personal information shall depend on the information provided on the consent form authorizing its collection.

ACCOUNTABILITY

NORGATE shall be accountable for personal information in its possession or custody, including information transferred to third parties for processing. **NORGATE** shall require third parties to safeguard this information in compliance with strict confidentiality and security standards.

The Privacy Officer oversees this Privacy Policy and any related principles and directives to protect personal information.

NORGATE personnel is made aware and is adequately trained on the organization's privacy policies and practices.

SAFEGUARDS

NORGATE is required to protect personal information in its custody or control from privacy breaches such as unauthorized access, collection, use, disclosure or disposal, by implementing reasonable safeguards. These methods of protection include technical, administrative, and physical safeguards. The nature of the safeguards will vary depending on the sensitivity of the information that has been collected, the amount, distribution, and format of the information, as well as the method of storage.

NORGATE has implemented and continues to develop rigorous security measures to ensure that personal information remains strictly confidential and protected against loss or theft, unauthorized access, disclosure, copying, use, or modification.

These methods of protection include organizational measures (e.g., security clearances, limiting access on a “need-to-know” basis, backing up and archiving data using an external system, etc.), and technological measures (e.g., the use and frequent changes of passwords, as well as the use of encryption and firewalls).

ACCESS TO PERSONAL INFORMATION

The organization requires that access to personal information be restricted to authorized personnel and limited to the minimum amount of information necessary for authorized purposes.

The organization shall monitor access to and use of personal information in order to promptly detect privacy breaches, such as unauthorized access to or unauthorized processing of personal information, by means such as audits.

The organization requires service providers to comply with the organization’s legal obligations relating to the processing and protection of personal information and with this Privacy Policy.

INDIVIDUAL’S RIGHT OF ACCESS AND MODIFICATION

Upon written request submitted to the Privacy Officer, under the provisions of the Privacy Act and subject to restrictions due to legal obligations, any individual shall be able to access, view or retain a copy of his/her personal information in **NORGATE**’s custody.

NORGATE shall provide access to the individual’s personal information within a reasonable period from the date of the written request. A reasonable fee may also be charged for processing the request.

Under certain circumstances, **NORGATE** may withhold the requested information. Exceptions to the right of access include cases where the information concerns other individuals, the information cannot be disclosed for legal, security or copyright reasons, the information was collected as part of a fraud investigation, the information can only be obtained at prohibitive cost, or the information is the subject of litigation or is classified.

NORGATE may choose to make sensitive medical information available only through a medical practitioner designated by the individual.

An individual may verify the accuracy and completeness of their personal information and, if necessary, request that it be amended. Any request for amendment shall be processed within a reasonable period.

Any request for access to or modification of personal information is to be sent to the following address:

PRIVACY OFFICER

(Last name, First name): DROUIN, NANCY
(E-mail address): n.drouin@norgatemetal.com
(Phone): 418-459-6988 ext. 232

COMPLAINTS AND QUESTIONS

Individuals have the right to file a complaint concerning **NORGATE**’s compliance with legislation and policies for the protection of personal information. Any questions or complaints should be sent in writing to the Privacy Officer at the above-mentioned address.

All complaints shall be duly investigated. If a complaint is found to be justified, appropriate measures shall be taken, including, if necessary, amending the organization’s policies and practices.

TRAINING AND AWARENESS

NORGATE promotes best practices and respect for transparency and privacy rights by:

- informing its personnel (consent form);
- providing the name and contact details of the person responsible for PR;
- using a variety of means to raise awareness, including Information sessions on the protection of personal information, reminders at team meetings, training for personnel, an action plan, a logbook, etc.

APPLICATION

If, for any reason, an employee deems that **NORGATE** has not adhered to these governing principles, the Privacy Officer should be notified. **NORGATE** shall take the necessary steps to identify and remedy the problem within a reasonable period. Such a complaint shall mention “Privacy” in the subject line.

POLICY UPDATE

This policy must be reviewed every three years and be updated in the event of any substantial change in legislation or regulatory requirements.

Last updated on: August 9, 2023

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