

## **MATERIAL, TECHNICAL AND ORGANIZATIONAL MEASURES FOR THE PROTECTION OF PERSONAL INFORMATION**

- Access to physical and digital files :
  - The access to physical and digital files containing personal information is limited to authorized persons only who need it to carry out their activities.
  - Access control mechanism are put in place to prevent access by unauthorized persons to these files (examples : physical files under lock and key, authorization of access to required virtual files, revocation of access authorizations upon cessation employment or change of functions).
  
- Network access :
  - Network access control measures are applied (examples : firewall, antivirus)
  
- Conservation of files containing personal information :
  - Physical files containing personal information are kept on company premises, under key.
  - Digital records containing personal information are stored using reasonable measures to ensure their security.
  - Backup copies of files containing personal information are kept securely so that they can be retrieved if necessary.
  
- Relations with suppliers :
  - Service providers who have access to personal information held by the company (example : IT) and service providers to whom personal information is communicated in order to fulfill the purposes for which this information was collected (example : payroll management service) are subject to contractual confidentiality obligations.
  
- Employee obligations and awareness :
  - Employees with access to personal information held by the company in the performance of their duties are subject to an obligation of confidentiality.
  - The company informs employees who have access to personal information held by the company in the performance of their duties of the measures taken to ensure the protection of personal information and the importance of respecting them.