

PRIVACY POLICY

LG2 Architecture (“LG2 Architecture” or “we”) attaches great importance to your privacy and is committed to the protection of your personal information. We are committed to protecting the personal information collected when you use the website www.lg2architecture.com (the “Website”) and when you communicate with us will use it only for the purposes for which it was collected.

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This privacy policy (the “Privacy Policy”) addresses the collection, use and storage of personal information obtained by LG2 Architecture from or about the visitors when they access or use the Website or when they communicated with us, whether it be by email, by telephone, via social media or other.

BY ACCESSING THE WEBSITE OR BY OTHERWISE PROVIDING US WITH YOUR PERSONAL INFORMATION, YOU CONSENT TO THE COLLECTION, USE, DISCLOSURE AND RETENTION OF YOUR PERSONAL INFORMATION UNDER THE CONDITIONS DESCRIBED IN THIS POLICY.

1. SCOPE AND APPLICATION

The term “Personal Information” refers to any information that, taken alone or in combination with other information, can identify an individual, for example his or her name, date of birth, email address, and any other information that should be treated as “personal information” in accordance with applicable law.

LG2 Architecture reserves the right to change the terms of this Privacy Policy at any time without prior notice. The latest version of the Privacy Policy is available on the Website and its effective date is indicated in the Privacy Policy. If changes are made to the Privacy Policy that materially affect the privacy risk, you will be notified by means of a notice published on the home page of our Website or we will communicate with you to inform you of the changes, when required by law. By continuing to use the Website after the modified version of the Privacy Policy has been posted, you are accepting the changes to the policy. We recommend that you regularly review the latest version of this Privacy Policy.

This Privacy Policy is an integral part of the Terms and Conditions of Use of the Website, which governs your use of the Website.

2. WHY WE COLLECT INFORMATION

The personal information is notably collected and used for the following purposes:

- To enable users to access and use the Website properly;
- To process user requests, such as inquiries;
- To allow users to apply for a posted position;
- To address problems reported to us by users, particularly for troubleshooting, support, optimization, reviewing Website security breaches and restoring lost data;
- To evaluate, optimize and improve the content and features of the Website;
- To communicate with you regarding a request you made or your experience with our services, products or Website;
- To provide you with advertising content, notably through retargeting, and improve the content of our advertisements and Website so that they are more tailored and relevant to the public;
- To track your use of the Website's features.

We use personal information only for the purposes for which it was collected.

3. THE INFORMATION WE COLLECT

When you access and use the Website, LG2 Architecture may collect certain data regarding your use of the Website, such as the features used, the sections visited or any other data identifying the operating system of the device you are using. This data cannot be used to identify you personally. We may use performance tools provided by third parties, such as Google Analytics, to collect information that is not of a personal nature, such as the internet browser and the type of operating system you are using and the name of the domain from which you were directed to the Website. Google Analytics uses cookies to collect statistical aggregate data in order to analyze how visitors use a website. These cookies are used to store non-identifying data. If you do not wish to provide information to Google Analytics, you can opt out of having your data used by installing the Google Analytics opt-out browser add-on available at <https://tools.google.com/dlpage/gaoptout>. For more information about Google Analytics and how this third party processes and manages your personal information, you can consult the privacy policy available at <http://www.google.com/intl/fr-CA/policies/privacy/>.

In addition, when you visit the Website, we may place a data file on your device, such as a cookie, pixel tags (very small graphics) or a similar file. These files allow us to store certain information about your use of the Website, including the date of your most recent visit, the pages you visited and the files you downloaded. This allows us to tailor the Website to better meet the interests and preferences of our users. These files may also be used by LG2 Architecture for targeted marketing purposes in order to show you content or advertisements that we deem likely to interest you based on your browsing behaviour on the Website. You have the option to disable these cookies in the future if you wish by changing your browser's settings.

LG2 Architecture may also collect certain personal information about you, which may include, as the case may be, your full name, mailing address, email address, telephone number which you voluntarily provide when using features of the Website such as when you apply for a job posting.

4. HOW INFORMATION IS STORED AND DISCLOSED

LG2 Architecture stores personal information for a reasonable period of time to provide you with proper access to the Website, to fully respond to your requests or to fulfill stated purposes, or in accordance with the law, whichever period is longer. After this period, we ensure that the personal information is anonymized or destroyed to protect it from unauthorized access or disclosure.

Only authorized relevant staff members may access the data when necessary for the performance of their service-related duties and in accordance with the purposes stated in this privacy policy, subject to the following paragraph.

We never disclose your personal information to anyone outside LG2 Architecture without your consent, except to the following third parties and only if they have implemented appropriate security safeguards to ensure at least the same level of security as we do:

- Our suppliers whose services have been retained to perform certain functions on our behalf (e.g. data processing and storage, quality of service analysis, tracking and management of job applications and recruiting, etc.). In such cases, we take the necessary steps to ensure that these third parties have access only to the information that is necessary to carry out the agreed services, that they process your information only for the purposes we have specified and that they have personal information protection measures in place that comply with applicable laws and respect the same conditions and level of protection as set out in this Privacy Policy;
- Any entity resulting from a merger, corporate reorganization or change of control of LG2 Architecture, in whole or in part, only if the parties have signed an agreement stipulating that the collection, use and disclosure of the information is limited to the objectives of the business transaction;
- Any public authority if required by law, or to defend our rights, or otherwise in accordance with the law. If LG2 Architecture is required to disclose information or provide a copy of such information to a government agency in accordance with law or court order, LG2 Architecture will attempt to give you prior notice to the extent permitted by law.

5. HYPERLINKS AND THIRD PARTIES

The Website may contain sharing or posting options or links to third-party websites or platforms. By using or activating these links or features, you are leaving the Website and your browsing becomes subject to the terms and conditions and privacy policies of such third parties. We have no control over these third-party platforms and the fact that these platforms are listed on the Website does not render us liable in any way.

6. SECURITY AND STORAGE

All data is stored on servers with high-level security standards and is protected against improper use and access by unauthorized persons. We strive to maintain the necessary physical, administrative and technical security measures in place at our offices and data storage centres. The information is only made available to individuals (employees or agents) who need access to the information in order to carry out their duties.

LG2 Architecture uses reasonable means to protect personal information received when you use the Website. More specifically, LG2 Architecture uses technical and organizational measures to protect your personal information from loss or theft, as well as from unauthorized access and disclosure, both internally and externally to our organization. However, no security mechanism is perfect, and you should be aware that there is always a risk of a security breach. LG2 Architecture disclaims any liability should any such information about you be disclosed, except in the event of negligence on the part of LG2 Architecture.

All data collected in connection with your use of the Website is generally stored on servers located in Canada. However, the data may be processed by LG2 Architecture's third-party service providers located outside of Canada to enable them to carry out work on behalf of LG2 Architecture. In the latter case, LG2 Architecture takes reasonable steps to ensure that such third parties are bound by appropriate guarantees.

7. YOUR RIGHTS

You have the right to know the purpose for which LG2 Architecture collects and processes your personal information, as well as the right to access, update and correct such information. You may withdraw your consent to LG2 Architecture's use and storage of your personal information at any time. In such a case, however, you may no longer be able to use certain features of the Website.

8. CONTACT US

If you have any questions about this Privacy Policy, access to your personal information, LG2 Architecture's collection, use and disclosure of personal information, or how you can exercise your rights as set out above, make a complaint or update your personal information, please contact our Privacy Officer:

By email : renseignements.personnels@lg2architecture.com

By mail : LG2 Architecture, Att : Privacy Officer, 4051 Molson Street, Suite 100, Montreal, QC, H1Y 3L1

We will make every effort to handle your request promptly.

Last update : August 28, 2023