

PRIVACY POLICY

Privacy Policy and Personal Information Protection

At Praesidium, we strongly believe in protecting the personal information of our clients, employees and representatives (hereinafter referred to as “you” or “your”).

We comply with applicable privacy legislation, including the Act respecting the protection of personal information in the private sector, and we are committed to maintaining the confidentiality of the personal information we collect in the course of our activities.

This Privacy Policy (the “Policy”) explains how we collect, use, disclose and retain personal information.

By providing us with personal information (through our website, email, in person or by phone), you agree to the terms of this Policy and consent to the processing of your personal information for the purposes described below.

DEFINITIONS

For the purposes of this Policy:

Account

means a unique account created for you to access our website or parts of it.

Cookies

are small files placed on your computer or device by a website that store information about your browsing activity.

Device

means any device capable of accessing the website, such as a computer, mobile phone or tablet.

Personal Information

means any information relating to an identified or identifiable individual.

Service Provider

means any third-party company or individual processing data on behalf of Praesidium.

Third-Party Service

means any website or social network allowing users to log in or create an account to access services.

Usage Data

means data automatically collected when using the website.

Website

means the website operated by Praesidium.

User

means any individual accessing or using the website.

We may use cookies to collect usage data and improve your browsing experience. We may also use third-party analytics services such as Google Analytics.

CONSENT

We collect and use personal information only with your consent, except where permitted or required by law.

By using our website or providing personal information, you consent to its collection and use in accordance with this Policy.

You may withdraw your consent at any time, subject to legal or contractual restrictions.

COLLECTION AND USE OF PERSONAL INFORMATION

When you use our website, we may collect personal information including:

- Name, address, email address and phone number

- Marketing communication preferences
- Recruitment information such as CV, education and work history
- Usage data such as IP address, browser type, pages visited and time spent on pages
- Technical data relating to your device
- Any other personal information you voluntarily provide

If you provide us with personal information about other individuals, you must ensure that you have obtained their consent.

HOW WE USE PERSONAL INFORMATION

Praesidium may use personal information for purposes including:

- Responding to inquiries
- Managing human resources and business relationships
- Operating and improving our website
- Providing requested services or information
- Understanding how users interact with the website
- Managing user accounts
- Communicating updates or marketing information

We do not share personal information with third parties for marketing purposes without explicit consent.

COOKIES AND ANALYTICS

We use cookies and similar technologies to:

- operate and maintain our website
- remember user preferences
- analyze website traffic and usage

You may disable cookies through your browser settings, although some website functions may be affected.

We may also use LinkedIn Insight Tag to analyze audiences and advertising performance.

DATA RETENTION

We retain personal information only as long as necessary to fulfill the purposes outlined in this Policy or as required by law.

DATA SECURITY

We implement appropriate technical, administrative and physical safeguards to protect personal information.

However, no method of data transmission over the Internet is completely secure.

THIRD-PARTY WEBSITES

Our website may contain links to external websites. We are not responsible for the privacy practices of those sites.

YOUR RIGHTS

You have the right to:

- access your personal information

- request corrections
- understand how your information is used

Requests may be sent to:

Praesidium

Email: info@praesidium.ca

POLICY CHANGES

We may update this Policy from time to time. The most recent version will always be available on our website.

Last updated: **March 12, 2026**