

In accordance with the requirements of Bill 25, I hereby appoint Alexandre Harvey, IT Director, as Personal Information Protection Officer for the Protech Group. His role will be to ensure that the company respects and implements the *Act respecting the protection of personal information in the private sector (Bill 25)*.

More specifically, the following are some examples of dossiers that he will oversee:

- Implement policies and practices guiding the governance of personal information within the Protech Group, including in particular:
 - Rules for the retention and destruction of personal information.
 - The assignment of roles and responsibilities of personnel throughout the life cycle of personal information.
 - The establishment of a process for processing complaints regarding the protection of personal information.
- Conduct the privacy impact assessment (PIA).
- Manage confidentiality incidents as well as the notification process, as needed.
- Ensure that company personnel are made aware and trained on the protection of personal information and its issues.

For any questions regarding the confidentiality of personal data, please contact Alexandre Harvey at extension 1198 or at aharvey@theprotechgroup.com.



David Ades
President