

## **Protection of Personal Information Policy**

### **Objectives and Scope**

At **Branches HR**, in accordance with the *Act Respecting the Protection of Personal Information in the Private Sector*, we are committed to respecting the confidentiality of personal information that we collect only for necessary commercial purposes.

We collect information in the following cases:

- On our website, via our electronic contact form: your identity (Name) and contact details (email address).
- As part of our business relationships with clients and in the execution of our mandates with our clients.

### **Collect, Retention, destruction and right of withdrawal.**

The personal information we collect is used only for the purposes for which it was collected.

We store the personal information in a secure environment and only authorize individuals within our company to access it.

We destroy collected personal information in a secure manner as soon as the purpose for which it was collected has been fulfilled.

We are committed to offering you the right to object and withdraw your personal information at any time for the purposes mentioned above. To do so, please contact Branches HR management team at [info@brancheshr.com](mailto:info@brancheshr.com).