# **Privacy Policy**

#### 1. Introduction

This Privacy Policy is designed to inform you about how Transtech Innovation Inc. (hereinafter "we" or "us") collects, uses, stores, and protects your personal information in accordance with Law 25 and other applicable privacy laws.

### 2. Definition of Personal Information

For the purposes of this policy, "personal information" refers to any information that identifies an individual directly or indirectly, such as name, address, phone number, email address, financial information, etc.

### 3. Collection of Personal Information

We collect personal information when you interact with us, for example, when you:

- Visit our website.
- Fill out an online form.
- Subscribe to our newsletter.
- Contact our customer service.

### 4. Use of Personal Information

We use your personal information for the following purposes:

- To provide and manage our products and services.
- To improve our services and offer you a better user experience.
- To inform you about our offers and promotions, with your consent where required.
- To comply with our legal and regulatory obligations.

# 5. Retention of Personal Information

We retain your personal information for as long as necessary to achieve the purposes for which it was collected, unless a longer retention period is required or permitted by law.

## 6. Sharing of Personal Information

We only share your personal information with third parties in the following cases:

- When necessary to provide our services (e.g., to service partners).
- When required by law or to comply with legal obligations.
- With your explicit consent for any other use.

## 7. Security of Personal Information

We implement appropriate security measures to protect your personal information from unauthorized access, disclosure, alteration, or destruction. These measures include physical, administrative, and technical security procedures.

### 8. Rights of Individuals

Under Law 25, you have the following rights regarding your personal information:

- Right of Access: You can request access to the personal information we hold about you.
- Right of Correction: You can request the correction of inaccurate or incomplete personal information.
- Right to Erasure: You can request the deletion of your personal information under certain conditions.
- Right to Withdraw Consent: You can withdraw your consent to the processing of your personal information at any time.

### 9. Changes to the Privacy Policy

We may update this Privacy Policy from time to time to reflect legislative changes or modifications to our practices. We encourage you to review this policy regularly to stay informed of any changes.

### 10. Contact

For any questions or concerns regarding this Privacy Policy or the handling of your personal information, please contact us at:

Transtech Innovations Inc.
930 Bd Lionel-Boulet, Varennes, QC, J3X 1P7

<u>msavard@transtechinnovations.com</u>
450-583-0008 (#222)