

Soma Pub inc. Policy for Protection of External Personal Information

Objective: At SOMA, we are committed to respecting and protecting the confidentiality of the personal information that we collect, use, and conserve in the course of our activities. This policy applies to all personal information that we gather from our partners, job applicants, actors, and other stakeholders.

Collection and use of personal information:

We treat all personal information seriously.

SOMA determines the purpose of collection before gathering personal information and informs the people whose data have been collected of the purposes of the collection. It collects personal information directly from the individuals concerned and from third-party partners.

Information collected from visitors to our website:

- Contact information

Information collected from job applicants:

- Last name, first name
- Personal email address
- Telephone number

This information will be used only to assess your application and may be shared with third parties such as our recruitment partners.

Information collected for actors:

- Last name, first name
- Personal (or work-related, if applicable) email address
- Telephone number
- Civic address

This personal information will be used only in the context of organization of our productions and may be shared with our partners.

Communication:

SOMA communicates personal information to its suppliers and service providers, and to appropriate governmental agencies and third parties as required by law.

In the case of communication of personal information to co-contractors, SOMA ensures that the information is communicated confidentially and securely and is destroyed when the contract is completed.

Conservation and security of personal information:

SOMA ensures that personal information conserved is accurate and current to fulfil the purposes for which it is collected. SOMA conserves personal information only for the time period necessary to fulfil the purposes for which it is collected, to which are added the conservations periods required by law.

Access to and correction of personal information:

1. Individuals have the right to access their personal information held by the company and to request corrections if this information is inaccurate or incomplete.
2. Requests for access to or correction of personal information must be made in writing to Marc-Antoine Lambert at marcus@soma.ca.
3. All requests will be processed in compliance with the requirements of the *Act respecting the protection of personal information in the private sector*, and measures will be taken to respond to these requests within the deadlines prescribed by law and according to SOMA's internal procedures.

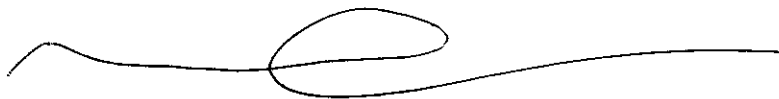
Risk management and compliance:

1. The company regularly conducts risk evaluations to identify potential threats to the security of personal information and implements measures to reduce these risks.
2. We have appointed a manager for protection of personal information who is responsible for supervising the company's compliance with the *Act respecting the protection of personal information in the private sector* and for dealing with concerns regarding the confidentiality of data.
3. Confidentiality and cyber incidents are handled according to internal procedures and in compliance with the law.

Training and raising awareness:

1. All employees receive training regarding the company's protection of personal information policies and procedures, including their obligations pursuant to the *Act respecting the protection of personal information in the private sector*.
2. We regularly make our employees aware of best practices with regard to protection of personal information and encourage a culture of respect for and confidentiality of data.
3. SOMA is committed to providing open and accessible communication channels to allow employees to report any potential violation of laws or regulations.

Most recent update : September 12, 2024



Signature : Marc-Antoine Lambert

Date: 02/10/24