

Liquiteck - Privacy Notice

1. Introduction

Liquiteck Inc. ("**Liquiteck**" also referred to as "**we**" or "**us**") values the Personal Information we collect, use, store, and communicate ("**process**") to manage our business and maintain commercial relationships. The present privacy notice (the "**Notice**") explains how we process information that relates to a natural person ("**you**" or "**your**") and directly or indirectly allows that person to be identified ("**Personal Information**"), when they interact with our website or communicate with us. This Notice also describes your Personal Information protection rights and how to exercise them.

Some provisions may exceed regulatory requirements. In such circumstances, we have full discretion with respect to their application.

2. Notice Requirements

2.1 Accountability: Who is Responsible for my Personal Information?

Liquiteck is responsible for the Personal Information we process. We have appointed a Chief Privacy Officer ("**CPO**") to oversee our compliance with applicable Personal Information protection legislation. Our CPO can be reached at the following coordinates:

CPO
Liquiteck Inc.
5403 Av. Pierre-Dansereau
Salaberry-de-Valleyfield, QC,
J6S 0M1
Tel: 514-630-0880
cpo@liquiteck.com

2.2 What Personal Information do we Process?

The table below describes 1. the Personal Information we process about you, 2. why we process it, 3. how we collect it, and 4. who has access to it.

Personal Information	Reasons for processing	Collection methods	Access
Contact information such as your name, email address, and telephone number.	To respond to your inquiry.	When you complete our contact submission form. When you email us at info@liquiteck.com When you contact us via telephone or facsimile.	Our CPO receives the inquiry and then dispatches it to the relevant unit.
Digital footprint such as time spent on our web page and the geographic location (city, province, country) from which you are visiting, referring website, device type, and return visits.	To focus our marketing activities.	When you visit our website.	This information is collected by Wix Analytics (Wix hosts our website) and transferred to our CPO.

Please note: If you provide Personal Information to us about anyone other than yourself, including your employees or your suppliers, you must ensure that they understand how their information will be used, and that they have given their permission for you to disclose it to us and for you to allow us, and our outsourced service providers, to us it.

We only collect Personal Information directly from you.

We will not use your Personal Information for taking any automated decisions affecting or creating profiles other than as described above.

We will not use Personal Information for a purpose other than for which it was collected except with your consent unless: (i) legal, medical or security reasons make it impossible to obtain consent; or (ii) we are permitted or required to do so by applicable laws.

2.3 What Happens if I don't Provide my Personal Information?

Where we need to collect Personal Information by law or in order to process your instructions or perform a contract we have with you and you fail to provide that Personal Information when requested, we may not be able to carry out your instructions or perform the contract we have or are trying to enter into with you. In this case, we may have to cancel our engagement or contract you have with us, but we will notify you if this is the case at the time.

2.4 How much Personal Information do we Require?

Liquiteck limits the Personal Information we process to what is necessary for managing our business and maintaining and developing our commercial relationships.

2.5 How is your Personal Information Processed when using our Website?

2.5.1 Information Collected from your Use of Our Site

To ensure our internet site is optimized for ease of use, and/or for future communications, Liquiteck or our service provider(s) may use cookies to collect standard internet information about how and when you use the internet site. This information may include but is not limited to your location data, weblogs, time, date, language preferences, browser used, referring web addresses, other communication data, searches conducted, and pages visited.

2.5.2 Social Media Widgets

Liquiteck's internet site may include widgets, such as the "Share This" button or interactive mini programs that run on our internet site. These features may collect your IP address, which page you visit on our internet site, and may set a cookie to enable the feature to function properly. Social media features and widgets are either hosted by a third party or hosted directly on our internet site. Your interactions with these features are governed by the privacy policy of the company providing such service.

2.5.3 Links to Other Internet Sites

Liquiteck's internet site includes links to other internet sites, the privacy practices of which may differ from ours. If you submit Personal Information to any of those internet sites, your information is governed by the Personal Information protection policies of those internet sites, and we do not accept any responsibility or liability in respect of third-party sites. Please check the privacy policies

published on any third-party sites which you may access through our internet site before submitting Personal Information to them.

2.6 Do we Share your Personal Information?

Liquiteck shares your Personal Information only in the following circumstances and with the following recipients:

- (i) with courts, law enforcement authorities, regulators, government officials or attorneys or other parties where it is reasonably necessary for the establishment, exercise or defense of a legal or equitable claim, or for the purposes of a confidential alternative dispute resolution process;
- (ii) with service providers who we engage within or outside of Liquiteck, domestically or abroad, (e.g. shared service centres), to process Personal Information for any of the purposes listed above on our behalf and in accordance with our instructions only; and
- (iii) if we engage in a commercial or business transaction - as defined by applicable privacy legislation - in which case we may disclose your Personal Information to the prospective seller or buyer of such business or assets to whom we assign or novate any of our rights and obligations.

Please note: Liquiteck, its third-party service providers and other third parties to whom we disclose information under the Notice may perform activities outside of Québec.

Any Personal Information that is processed in a jurisdiction outside of Québec may be subject to the laws of that jurisdiction (e.g. where a third-party service provider operates internationally). As a result, Personal Information may be disclosed in response to valid demands or requests from government authorities, courts, or law enforcement officials in countries outside of Québec.

You may seek additional information regarding the processing of your Personal Information outside of Québec by contacting our CPO at the contact details above.

2.7 How long do we Retain your Personal Information?

Liquiteck will not retain Personal Information longer than is necessary to fulfil the purpose for which it was collected including for the purposes of satisfying any legal, accounting, or reporting requirements and, where required for us to assert or defend against legal claims, until the end of the relevant retention period or until the claims in question have been settled. As this purpose varies depending upon the Personal Information involved, we invite you to contact our CPO for any inquiries pertaining specifically to you.

2.8 How do we Ensure your Personal Information is Accurate?

Liquiteck uses reasonable efforts to ensure that your Personal Information is kept as accurate, complete, and up to date as possible. We do not routinely update your Personal Information, unless such an update is necessary. To help us maintain and ensure that your Personal Information is accurate and up to date, you must inform us, without delay, of any change in the information you provide to us.

2.9 How do we Safeguard your Personal Information?

Liquiteck is committed to protecting the confidentiality, integrity, and availability of your Personal Information. We employ security safeguards that are customary in the industrial manufacturing sector and appropriate to the sensitivity of the information, including physical, organizational, and technological measures. Examples of such measures include restricted access to offices, training of personnel, limiting access to information on a "need-to-know" basis, using passwords and well-defined internal policies and practices.

Unfortunately, the transmission of information via the internet is not completely secure. Although we do our best to protect your Personal Information, we cannot guarantee the security of data transmitted to our internet site. Any transmission you provide is at your own risk. Once we have received your information, we will apply our security practices to try to prevent unauthorized access, use and/or disclosure.

We may store and process your Personal Information at our offices in Montréal. We use contractual and other means to provide a comparable level of protection while information is being processed by third party service providers.

2.10 What are your Rights?

You have various rights with respect to our use of your Personal Information:

Access: You have the right to request whether we hold Personal Information on you and to request a copy of such information. To do so, please contact us at the details provided above. There are exceptions to this right, so that access may be denied if, for example, making the information available to you would reveal Personal Information about another person, or if we are legally prevented from disclosing such information.

Accuracy: We aim to keep your Personal Information accurate, current, and complete. We encourage you to contact us at the details provided above to let us know if any Personal Information is not accurate or changes, so that we can update your Personal Information.

Consent Withdrawal: If you have provided your consent to the processing of your Personal Information, you have the right to withdraw your consent fully or partly. Once we have received notification that you have withdrawn your consent, we will no longer process your Personal Information for the purpose(s) to which you originally consented unless there is another legal ground for the processing.

Complaints: Although we would rather you speak to us first, if you believe that your Personal Information protection rights may have been violated, you always have the right to lodge a complaint with the applicable supervisory authority, or to seek a remedy through the courts.

Rights for Quebec Residents: If you reside in the province of Quebec, in certain circumstances, you may also have: i) the right to request that we cease disseminating your Personal Information, ii) the right to request that we de-index any hyperlink attached to your name that provides access to information by a technological means; iii) the right to request that we re-index a link providing access to information; or iv) the right to request that we communicate to you, as well as to

any person or body authorized by law to collect such information, any computerized Personal Information collected from you in a commonly used technological format.

You may enquire about your Personal Information or exercise any of the above rights by contacting our CPO. Liquiteck will generally respond to all access requests within 30 days of the receipt of all necessary information. In circumstances where we are not able to provide access, or if additional time is required to fulfill a request, we will advise you in writing.

In certain circumstances, such as where the request is excessive or unfounded, we may charge you an administration fee for access to your Personal Information. We may also charge for additional copies. We will advise you of any fees before proceeding with a request.

3. Resolving Concerns

Any report, concern, complaint, or incident of which we become aware that involves conduct that may contravene the Policy will be treated confidentially to the extent possible. However, some disclosure may be necessary to adequately address issues raised, aid enquiry and implement solutions, as appropriate.

3.1.1 Issue Reporting and Escalation Process

Liquiteck takes all potential or actual Personal Information issues seriously.

You may report your concerns about the processing of your Personal Information directly to the CPO.

The CPO will engage the appropriate levels of management to assist with resolution of the issue.

3.1.2 Prohibition Against Retaliation

Liquiteck will not retaliate against an individual who, in good faith, and on the basis of reasonable belief, raises questions or concerns regarding their Personal Information.

4. Maintenance and Review

The Notice is effective January 1, 2024, and supersedes all prior versions.

Liquiteck reserves the right to interpret the Notice at its sole discretion and to make changes as it deems appropriate from time to time without the requirement of advanced notice.

Personal Information protection legislation continues to evolve and, as a result, this Notice may be amended by us from time to time at our full discretion without any prior notice or liability to you or any other persons. The processing of your Personal Information by us will be governed by the version of this Notice in effect at that time.