

# C2 Studio – Privacy Policy

Last Update: October 2024

C2 International Inc. (“C2 Studio”, “we”, “us” or “our”) are committed to protecting the privacy and security of your information. This privacy policy (the “Policy”) describes how we collect, use and disclose your personal information and how this personal information can be consulted and corrected when necessary. This Policy also explains how cookies are used on our Website (as defined below).

By accessing, visiting or using <https://www.c2.studio/> or any related services (collectively the “Website”), contacting us or agreeing to receive emails from C2 Studio, you accept the terms and conditions of this Policy.

This Policy does not extend to websites operated by third parties. C2 Studio is therefore not liable for their privacy policies, procedures and practices.

If you have any questions or comments about this Policy or your personal information, to make an access or correction request, to make a complaint, or to obtain information about our policies and practices with respect to any service providers outside Canada, our Privacy Officer can be reached by email using the following contact information: [info@c2.biz](mailto:info@c2.biz).

## **1. WHAT PERSONAL INFORMATION DO WE COLLECT?**

We collect your personal information in several ways, including when you request information, enter information on our Website, contact us by telephone or by email, or interact with our social media accounts. Depending on the circumstances, personal information may include your first name, last name, email address, telephone number, postal address and any other information you submit to us when you contact us (such as the content of your resume you share with us when applying for a job we have posted).

## **2. WHAT ABOUT COOKIES?**

We also collect data relating to your visit to our Website. This information may include your IP address, the date, time and duration of your visits as well as the

web pages you consulted. Our Website, like most other commercial websites, also uses cookies that are necessary for it to function properly. These are files that are installed on your computer hard drive or web browser in order to collect information such as your language of preference, browsing history and browser type and version, all for the purpose of optimizing your experience on our Website. In addition, subject to applicable law, we may use cookies to compile aggregate data about site traffic and site interactions in order to offer better site experiences and tools in the future.

We may also, subject to applicable law and more specifically, your consent, use trusted third-party services that track this information on our behalf. More specifically, we use Google Analytics to understand how you and other visitors engage with our Website. It uses a set of cookies to collect information and report site usage statistics without allowing us to identify individual visitors.

These cookies cannot be used to extract personal information. You can choose to have your computer warn you each time a cookie is being sent, or you can choose to disable all cookies. However, disabling cookies on your browser could adversely affect your browsing experience on the Website.

### **3. HOW DO WE USE AND SHARE THIS INFORMATION?**

We take steps designed to ensure that only those employees who need access to your personal information to fulfil their employment duties will have access to it. We use and disclose your personal information mainly:

- to operate, maintain, enhance and provide all features of the Website, to provide the services and information that you request, to respond to comments and questions and to provide support to users of the Website;
- to understand and analyze the usage trends and preferences of our users, to improve the Website, and to develop new products, services, feature, and functionality;
- to analyze the applications received for posted positions and thereby fill available openings within our organization;
- to send you communications subject to applicable laws; or
- for any other purposes authorized or required by law.

When we disclose your personal information to service providers, and our professional advisors, in each time to the extent necessary to provide our service and operate our business, we take reasonable measures to ensure that the rules set forth in this Policy are complied with.

In the event of a change of ownership, sale, merger, liquidation, reorganization or acquisition of C2 Studio, in whole or in part, your personal information may be transferred as part of the transaction.

#### **4. WHERE AND HOW DO YOU RETAIN MY PERSONAL INFORMATION?**

We generally host your personal information in Canada and in the United States. However, your personal information may be stored and processed in any country where we have facilities or in which we engage service providers. By using our Website, you consent to the transfer of information to countries outside your country of residence which may have different data protection rules than in your country. While such information is outside of Canada, it is subject to the laws of the country in which it is held, and may be subject to disclosure to the governments, courts or law enforcement or regulatory agencies of such other country, pursuant to the laws of such country.

C2 Studio has implemented various physical, administrative and technical safeguards designed to protect the confidentiality and security of personal information under our control. However, no security measures are absolute or wholly guaranteed.

C2 Studio will maintain your personal information for as long as a business need exists, or as required by applicable laws, regulations, or government orders.

#### **5. DO I HAVE THE RIGHT TO ACCESS AND CORRECT THIS INFORMATION?**

Yes you do! On written request and subject to proof of identity, you may access the personal information that we hold on you, and ask that any necessary corrections be made, where applicable, as authorized or required by law. You can contact the person responsible for the protection of personal information at [info@c2.biz](mailto:info@c2.biz) to send us such requests.

However, to make sure that the personal information we maintain about you is accurate and up to date, please inform us immediately of any change in your personal information.

## **6. CAN YOU CHANGE THIS POLICY?**

Yes, we may change this Policy to adapt to new features of our Website or otherwise. Please revisit this page periodically to stay aware of any changes to this Policy, which we may update from time to time. If we modify the Policy, we will make it available through the Website, and indicate the date of the latest revision, and will comply with applicable law. Your continued use of the Website after the revised Policy has become effective indicates that you have read, understood and agreed to the current version of the Policy.