

# Privacy and Data Protection Policy

\* In the event of any discrepancy between the French and English texts, the French text shall prevail.

*Updated as of August 29, 2022*

## 1. Preamble

The purpose of this Privacy Policy is to inform you of our practices with respect to personal or confidential information about you or your business. The protection of Data (as defined below), particularly Personal Information (as defined below) is very important to us and our Trusted Third Parties (as defined in our [Terms and Conditions](#)). The means we use to ensure the confidentiality and protection of your Data meet the highest standards set forth by Laws (as defined below) and best practices in the field.

The Trusted Third Parties we select are committed to protecting your Data to at least the same level as we are, including adhering to and implementing the elements described in this Privacy and Data Protection Policy.

The Privacy and Data Protection Policy (the "Policy") below sets forth the principles followed and explains our practices regarding the processing, including direct collection from you and indirect collection from certain Trusted Third Parties, use, controlled disclosure, sharing with certain Trusted Third Parties, aggregation, statistical processing, retention and destruction, of private data in accordance with the laws in force in Canada and Quebec (the "Laws").

The laws on which this Policy is based are primarily: 1. the *Act respecting the protection of personal information in the private sector*, S.Q. c. P-39.1 (Quebec), and 2. the *Personal Information Protection and Electronic Documents Act*, S.C. 2000, c. 5 (Canada), as well as the regulations, interpretation bulletins, guidelines, and guidelines for the protection of personal information. 2. the *Personal Information Protection and Electronic Documents Act*, S.C. 2000, c. 5 (Canada), as well as the regulations, interpretation bulletins, notices and decisions of the bodies responsible for their application.

Certain provisions of the Policy go beyond the requirements of these Acts, given the importance we place on protecting your Data. In this spirit, where possible and relevant in the context of the Mission (as defined below) pursued by CMAI, the Policy also incorporates certain principles of the recent European regulation set out in the General Data Protection Regulation ("GDPR").

This Policy also describes your data protection rights, including the right to object to some of our processing (Section 13).

This Policy is supplemental to the [Terms and Conditions of Use](#) (the "Terms") and includes our treatment of cookies ("Cookie Policy") described in Section 17.

In the context of this Policy, the words "you", "your", and "Data Subject" refer to any identified or identifiable individual who visits or browses the Site, registers and uses the Platform for any reason, or benefits from the Services and about whom we collect Personal Information.

The words "we", "us" and "our" refer to the Institute for Mobility and Aerospace in Canada - CMAI™ ("CMAI"), its employees and its business and operating units.

In addition, capitalized terms not otherwise defined in this Policy shall have the meanings given to them in the Terms.

## 2. Introduction

The mission (the "Mission") of the Placement and Work-Study Opportunities Service website and interactive platform ("PLACEMENT SPOT™" or the "Platform") is to provide multidisciplinary students (the "Students") and companies working in the field of mobility (the "Companies") with a one-stop value-added matchmaking service (the "Match") designed to support and enhance the development of the next generation of students throughout their careers, in particular by providing work-based learning opportunities (each, an "Opportunity"). Opportunities include internships (each, an "Internship") and value-added services (the "Services").

The Site and the Platform are operated by its owner, CMAI™, a not-for-profit corporation duly incorporated in Canada, and registered with the Quebec Enterprise Registry, and which provides work-based learning opportunities in the mobility and aerospace industries to students attending post-secondary educational institutions ("Educational Institutions").

As set forth in the Terms, by browsing the Site, you provide us with non-personal information that does not identify you as an individual ("Non-Personal Information").

In addition, in order to use the features of the Platform, we ask you to provide us, with your consent, with information about yourself that directly or indirectly identifies you as an individual, whether you are doing so in a personal capacity or on behalf of the organization you represent ("Personal Information").

In addition, we may also collect Personal Information when you take advantage of an Opportunity or one of our Value-Added Services, when you communicate with us or one of our Trusted Third Parties, in writing or verbally, in person, by mail, by e-mail, by telephone or by any other means of communication, as well as when the Personal Information is provided to us by a third party (e.g., former employer, educational institution, etc.)

In the text of this Policy, when we refer to both Non-Personal Data and Personal Information, we will use the term "Data".

In the following, we set out the principles followed and explain our practices regarding the handling, including collection, use, disclosure, sharing, aggregation, retention and destruction, of Data, particularly as they apply to your Personal Information.

## 3. Privacy Officer

In order to ensure that our processing of Data complies with this Policy and the Laws, we have designated the following individual as our Chief Privacy Officer ("CPO"). This person will act as the Chief Privacy Officer, but may delegate this function in writing, in whole or in part, to any person.

Dominique Sauvé

Chief Privacy Officer (CPO)  
Canadian Mobility and Aerospace Institute - CMAI  
673 Saint-Germain Street  
Saint-Laurent, Quebec  
H4L 3R6  
Email: dsauve@cmai-imaca.ca

#### 4. Personal Information and Non-Personal Information We Collect

At various stages of our interactions with you, we collect and process various Data. The table in Appendix A, below, lists the information we collect from you as a Member in order to carry out our Mission. The table also specifies what information is required from you in order for us to serve you, what information is optional, and how we use it.

Please note that if you provide us with Personal Information about anyone other than yourself, you must ensure that they understand how their Personal Information will be used and that they have given you written permission to share it with us and to allow our Trusted Third Parties to use it, if applicable.

#### 5. Purposes of collecting Personal Information and Non-Personal Information

We collect your Information in order to carry out our Mission and to render the Services for which you wish to do business with us. We collect, use and disclose this information to, among others, our Trusted Third Parties and only to the extent required for these purposes.

If we need to use or disclose your Non-Personal Data or Personal Information for purposes other than those identified in this Policy, we will ensure that we obtain your Consent prior to using or disclosing such information, except in the circumstances discussed in Section 9 (Disclosure and Retention) of this Policy.

In general, we collect and process your Data, where applicable, to the extent permitted by law, including to:

- i. Carry out our activities, provide our services and meet our legitimate interests.
- ii. Provide you with value-added Opportunities and Services and facilitate the identification, matching, selection, hiring, documentation and tracking of your achievements throughout your career.
- iii. Conduct background checks on you, when necessary and if you authorize us to do so.
- iv. Communicate Personal Information and Non-Personal Information to Trusted Third Parties that we have carefully selected so that they can contribute to our Mission and render the services for which you wish to do business with us.
- v. Administer and manage our relationship with you.
- vi. Aggregate information for statistical analysis for purposes such as providing better matches, opportunities, and services and to meet our reporting obligations.

- vii. Exercise or defend our legal rights, comply with court orders, submit to compliance audits, screening and reporting as may be required by law or to meet the requirements of our insurers.
- viii. Collect information about your preferences to personalize our services and communications with you to improve the quality of our services while respecting our policies and commitments.
- ix. Monitor and analyze your use of our Site, Platform and Services, as appropriate.
- x. To ensure that the content on our Site is useful to you and presented in an effective manner.
- xi. Detect and prevent security threats, fraud and other criminal or malicious activity to ensure the security of our communications, computer systems and business processes.
- xii. Keep you up to date with the latest news, announcements and other information about our services, events, and initiatives.
- xiii. To communicate promotional materials that you have chosen to receive and for which you may unsubscribe at any time by following the unsubscribe instructions in each email.
- xiv. Subject to your prior approval and in the event that you have not found an Opportunity, share with certain Trusted Third Parties certain Data about you so that the Third Party may send you information about other opportunities consistent with our Mission.

We will not use Personal Information for purposes other than those for which it was collected, except with your consent, unless there are legal or security reasons for not obtaining your consent, or we are permitted or required to do so under applicable law.

## 6. Collection of Personal Information from

We will only collect Personal Information about you from third parties after obtaining your Authorization to do so or as permitted by law. For example, as set out in the Terms, in order to carry out our Mission, if you are a Student, we must obtain, with your consent, certain Personal Information about you from your Educational Institution and from the Companies where you have completed or are currently completing an Opportunity.

In certain circumstances, we may be required by applicable law and regulatory requirements to collect, use or disclose your Data, if any, without your knowledge or consent. In such cases, where Personal Information has not been provided to us by you, we will inform you, in response to your request, of, among other things, the source, purpose and nature of the information collected. However, we are not required to inform you of the foregoing if:

- i. You have already been informed of the existence of the request made to us.
- ii. Providing this information is impossible or would require unreasonable efforts.
- iii. Applicable law expressly provides for obtaining and disclosing this information and for appropriate measures to safeguard your legitimate interests.

- iv. Personal Information must be kept confidential, as it is subject to a duty of confidentiality required by law.

Finally, you may also provide us with Personal Information about other individuals. In such cases, you agree to obtain, before such information is disclosed to us, each such individual's informed and written consent to the disclosure of their Personal Information and to our subsequent use of such Personal Information in accordance with this Policy, unless otherwise permitted by law.

## 7. Consequences of Refusing to Provide Personal Information

You may refuse to provide us with certain Personal Information that we ask you to provide or that one of our Trusted Third Parties asks you to provide.

However, we or our Trusted Third Party, if any, may not be able to provide you with the services for which you wish to do business with us.

Should CMAI act as an intermediary, this may also result in the termination of the Matching process being carried out by CMAI at the time of refusal. In addition, to the extent that this Personal Information is required to open an Account and maintain membership, such refusal may result in the loss of membership and closure of the Account.

However, you will be notified if any of these situations arise.

## 8. Processing of Data while using our Site and Platform

### 8.1 Information collected as a result of your use of our Site and our Platform

In order to facilitate your use of our Site, or for future communications, we and our Trusted Third Parties, if any, may use *cookies* to collect information related to the Internet connection and how and when you visit the Site and Platform. This information includes, but is not limited to, your IP address, location data, *logs* of your activities on the Site, time, date, language preferences, browsers you use, referred Internet addresses, other communications data, searches performed, and pages visited.

Any marketing email from us or our Trusted Third Parties, if any, may contain a "web beacon" unique to its advertising campaign that is used to confirm that it was opened and, when combined with other technologies, that you clicked on the links in the email. We and our Trusted Third Parties may use this information to, among other things, determine which emails are of most interest to you and whether you want to receive emails from us and our Trusted Third Parties. The web beacon will be deleted when you delete the email. If you do not want the web beacon to be downloaded to your device through your client email, you may choose not to download images from us or our Trusted Third Parties, if any.

You may also not click on links in marketing emails from us or Trusted Third Parties. This information could be linked to your personal identity.

Further details are provided in the Witness Policy described in item 17 of this document.

## 8.2 Social media widgets features

Our Website and Platform may include social media features such as the "Share" button or interactive mini programs that are operated from our Website or Platform. These features may collect information such as your IP address and the pages you view while browsing our website or Platform and may set a cookie to enable them to function properly. Social media widget features and other features are hosted by a third party or directly by our Website or Platform. Your interactions with these features are governed by the privacy policy of the company providing these services.

## 8.3 Links to third party sites

Our Site and Platform, where applicable, include links to other websites that are governed by privacy practices that may differ from ours. If you submit Personal Information to any of these sites, that information is governed by their privacy policies. As set forth in Sections 13 and 14 of our Terms and Conditions of Use, we have no liability or responsibility for third party websites. Please read the privacy policy posted on any third-party website you visit through our Site or Platform, if any, before submitting Personal Information to such sites.

## 9. Disclosure and retention

### 9.1 Disclosure of your Personal Information

In order to provide you with the services for which you wish to do business with us, we may share your Personal Information with the following entities:

- i. Trusted third parties that we use to provide services to you, i.e., the organizations, institutions and businesses described in Section 7 of our Terms and Conditions.
- ii. Government or regulatory authorities, for example, to verify your eligibility for a work-based learning opportunity.

### 9.2 Collection, Use, Disclosure and Storage Outside Canada

We and our Trusted Third Parties and other third parties (see Section 6 of this Policy) to whom we disclose information under this Policy may operate outside of Canada. Any Personal Information about you that is used, stored, or accessed in countries other than Canada may be subject to the laws of those countries (for example, where a third-party service provider operates globally). As a result, Personal Information may be disclosed in response to valid requests or requirements from governmental authorities, courts or law enforcement authorities in foreign countries.

If you have any questions about the collection, use, disclosure, or storage of Personal Information outside of Canada, please contact CMAI's CPO as set out in Section 3 above.

### 9.3 Retention

As set forth in Section 7 of the Terms, we retain and maintain Personal Information and Non-Personal Data only for as long as is reasonably necessary to fulfill the purposes for which it was

collected, including for the purpose of satisfying the legal and accounting requirements of CMAI and the Companies with which you have been involved as a Member. Unless otherwise specified and except as noted below, when a Member closes their Account, we retain the Data for a period of 12 months after which the Data is completely and permanently deleted. In addition, we require Trusted Third Parties to comply with this commitment.

As also stated in Section 7 of the Terms, because our Mission involves a continuous learning component that continues over an extended period, all or part of your Data will be retained for that period of time, unless of course you withdraw your Consent and Authorizations. In such a case, the benefits associated with the existence of certain Data concerning you, such as those related to certifications or training attestations obtained as a Member, could be lost following the destruction of such Data. It is your responsibility to ensure that you download and retain your Data and CMAI shall not be liable for the loss, deletion or destruction of your Data at any time.

If you have any questions about the retention of Personal Information, please contact CMAI's CPO as listed above in Section 3.

At the end of the applicable retention period, we will securely destroy your Personal Information and Non-Personal Data, if any, in accordance with applicable laws and regulations and our records retention policy. We require Trusted Third Parties to comply with this commitment as well.

## 10. Accuracy of Personal Information

We make reasonable efforts to maintain the accuracy of your Personal Information and to ensure that it is complete and up to date.

Since the quality of the functionality of our Platform depends on, among other things, the accuracy of your Personal Information, we will contact you periodically to confirm that your Personal Information is current or to make any necessary updates.

However, as set forth in Section 9 of the Terms and Conditions, you are fully responsible for the truthfulness, accuracy, maintenance, legality and appropriateness of the information and Personal Information you provide to us, which you post on the Platform and which you provide to us by other means. The same applies to Personal Information you provide to Trusted Third Parties, if any.

If you become aware of any inaccuracies in our records, in the records of Trusted Third Parties, or if your Personal Information changes, please notify CMAI's CPO listed above in item 3 or the Trusted Third Party, as applicable, immediately.

## 11. Protection of Personal Information

We are committed to protecting the confidentiality, integrity, availability and privacy of your Personal Information. This includes the use of high-level physical, electronic and organizational security measures appropriate to the sensitivity of the Personal Information.

Unfortunately, as discussed in Section 12 of the Terms of Use, the transmission of information over the Internet is not completely secure as no system can guarantee absolute security.

Although we are committed to using technical and human resources that meet the highest standards set forth by laws and best practices in the field to protect your Personal Information, we cannot



guarantee the absolute security of information transmissions through our Site or Platform. Any transmission is at your own risk. Once we receive your Personal Information, we will use our best security measures to prevent unauthorized access, use or disclosure. However, it is your responsibility to exercise caution and diligence and to inform us of any problems you detect.

We intend to store and process your Personal Information at the locations set out in Schedule B of this Policy. We have also established agreements and controls with our Trusted Third Parties to require them to protect the Personal Information they store, handle and process in a manner comparable to this Policy.

## 12. Openness and transparency

We are committed to openness and transparency with respect to our policies regarding the protection of your Personal Information and Non-Personal Information and invite you to contact the CPO with any questions or to visit our Site at [www.PlacementSPOT.ca](http://www.PlacementSPOT.ca).

## 13. Your rights

### 13.1 Miscellaneous rights

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

- i. Access: You have the right to request a copy of, or access to, your Personal Information that we maintain. However, we may not disclose your Personal Information to you where disclosure would reveal Personal Information about another individual or would violate applicable law. If you wish to obtain a copy of or access your Personal Information, please contact us using the contact information provided in Section 3 above.
- ii. Accuracy: We seek to ensure that your Personal Information is accurate, current and complete. We invite you to update or correct your Personal Information yourself at your convenience by accessing your profile in your Account on the Platform. If you are unable to update or correct your Information yourself by accessing the Platform or if you do not have an Account, you may contact the CPO as described in Section 3 above.
- iii. Objection: In certain circumstances, you also have the right to object to the processing of your Personal Information and to request that we block, erase and limit access to your Personal Information. If you would like us to stop using your Personal Information, please contact the CPO as set out in Section 3 above. If we do so, we will no longer be able to provide you with the services for which you wish to do business with us, with the same consequences as set out in Section 7 of this Policy.
- iv. Erasure: You have the right to erase your Personal Information when it, among other things, is no longer required for the purposes for which it was collected or when your Personal Information has been used unlawfully.
- v. Complaints: If you believe that your privacy or data protection rights may have been violated, you have the right to file a complaint with the applicable supervisory authority or have recourse to the courts.



You may, at any time, exercise any of the above rights by contacting the CPO at the contact information in #3 above.

### 13.2 Right of access to information

You may inquire about your Personal Information by contacting the CPO or by submitting a request for access to information to [info@cmai-imaca.ca](mailto:info@cmai-imaca.ca).

We will generally respond to all requests for access within 30 days of receiving all required information. Where we are unable to grant access, or if additional time is required to fulfill a request, we will notify you in writing.

We may not provide you with certain types of information because of exceptions set out in applicable laws, for example, where the records contain Personal Information about other individuals. Wherever possible, we will redact information that should not be disclosed to you and give you access to the remaining information. If we are unable to provide you with access to or disclosure of Personal Information, we will provide you with an explanation, subject to applicable restrictions, if any.

### 13.3 Right to withdraw consent

If you have given your Authorization for us to obtain certain Personal Information from third parties or if you have given your Consent to the collection, processing or transfer of your Personal Information, you have the right to withdraw all or part of that Authorization and Consent. As set forth in Section 6 of the Terms of Use, you may withdraw your Consent and Authorizations at any time by closing your Account. Please be aware, however, that if you close your Account while CMAI is acting as an intermediary, this may also result in the termination of any ongoing Matching efforts by CMAI.

Alternatively, you may contact the CPO directly as outlined in #3 above.

Once we receive confirmation that you have withdrawn your Authorization or Consent, we will no longer use the Personal Information for the purposes for which you provided your Authorization or Consent, unless there is a lawful reason for the processing.

Withdrawing consent to receive marketing emails will not affect the processing of Personal Information in the provision of our services.

## 14. Resolution of concerns

To the extent possible, we will treat as confidential any reports, concerns, complaints or incidents of conduct that violate this Policy. However, disclosure may be required for the purposes of investigation, to adequately address the issues raised and to implement solutions, if appropriate.

### 14.1 Incident Reporting and the process for communication and escalation of issues

We take all potential and actual privacy violations seriously.

You may address concerns about the collection, use, disclosure, retention, or destruction of your Personal Information directly to CPO.

The CPO will inform the CMAI Executive Committee and will call upon the appropriate higher authorities to assist in resolving the issue.

#### 14.2 Other measures

While we are committed to resolving all privacy issues internally, you have the right under this Policy to contact the appropriate federal or provincial privacy commissioner.

#### 14.3 Prohibition on Retaliation

We will not retaliate against you for raising questions or concerns about your privacy in good faith and on reasonable grounds.

### 15. Monitoring and control mechanism

The CPO is responsible for receiving all questions and requests related to the processing of Data and for ensuring that the processing of Data complies with this Policy. It reports to the CMAI Executive Committee, which periodically reviews incidents reported and issues raised through the incident reporting and escalation process to identify and respond to issues of a systemic nature.

### 16. Update and revision of the Policy

This Policy takes effect on the effective date indicated on the first page of this document and supersedes all previous versions.

We reserve the right to interpret this Policy in our sole discretion and to make such changes from time to time as we deem appropriate. We agree to follow the same process for amending this Policy as we follow for other amendments to the Terms.

### 17. Cookie Policy

#### 17.1 Basic concepts

A *cookie* is a data file that is transferred to your computer's hard drive through your Web browser when you visit our Site or access our Platform. This data file is stored temporarily or permanently on your computer's hard drive, keeping track of your visit.

This is a standard approach in the computer industry to collect Data such as your IP address, the type of Web browser you use, language preference, date, time of access to the Site, location, pages visited, browsing preferences, etc.

Most web browsers automatically accept cookies by default. However, you can change your browser settings to refuse cookies if you wish. If you do so, however, you may not be able to access certain parts of our Site and Platform. Therefore, unless you have modified your browser to refuse cookies, our Site and Platform will send cookies to your browser each time you visit.

You can set your browser to block cookies at any time. However, doing so may prevent you from using some of the features offered on the site.

If you use a computer in a public place or share a computer with other users, be sure to erase your browsing history before ending each session.

## 17.2 Our use of cookies

We use only those cookies that are strictly necessary for us to carry out our Mission and to render the services for which you wish to do business with us.

Some cookies are used to analyze trends, administer the site, monitor Visitor navigation and your preferences in order to, among other things, make improvements to our Site and Platform and to generate a variety of anonymous statistical data that we use to update our value proposition.

When you create an Account, you provide certain Personal Information and certain other cookies that are used to identify you so that our systems recognize you and you can easily access your Account and the features available to you.

Appendix C provides a table of the key controls we use.

The information obtained through the use of cookies is strictly reserved for us. However, subject to your prior authorization, some of the Personal Information contained in these cookies is transferred to our Trusted Third Parties so that they can perform their work in order for you to obtain the services for which you are doing business with us.

## Appendix A - Table of information that may be collected

### 1. Courses

Category	Information	Mandatory or optional	Usage
<b>Account</b>	First name	Mandatory	Communicating with you and meeting our commitments to our Trusted Third Parties
	Name	Mandatory	Communicating with you and meeting our commitments to our Trusted Third Parties
	Email address	Mandatory	Communicate with you
	Phone number	Optional	Communicate with you
<b>Identity</b>	Professional status	Mandatory	Increase your visibility with companies
	Status in Canada	Mandatory for paid opportunities subject to the Controlled Goods Program	Validate your eligibility to complete an internship or other integrated learning opportunity in the workplace
<b>Required document</b>	CV	Mandatory	Increase your visibility with companies
	Unofficial transcript	Mandatory	Meeting our commitments to our Trusted Third Parties
	Cover letter	Optional	Increase your visibility with companies
	Proof of eligibility to work in Canada	Optional for paid opportunities subject to the controlled goods program	Validate your eligibility to complete an internship and allow the organization to assess your ability to obtain an exemption from the controlled goods program within the required timeframe
	Identification document in which you are entitled to redact your photo and date of birth (permanent residence card, work permit, study permit, etc.)	Optional for paid opportunities subject to the controlled goods program	Validate your eligibility to complete an internship and allow the organization to assess your ability to obtain an exemption from the controlled goods program within the required timeframe
<b>Studies</b>	Educational institution	Mandatory	Validate your academic record with your consent and meet our commitments with our trusted third parties
	Program of study	Mandatory	Validate your academic record with your consent and meet our commitments with our trusted third parties
	Level of education	Mandatory	Validate your academic record with your consent and meet our commitments with our trusted third parties

	Year of study	Mandatory	Validate your academic record with your consent and meet our commitments with our trusted third parties
	University identifier (matricule, permanent code, etc.)	Mandatory	Validate your academic record with your consent and meet our commitments with our trusted third parties

## 2. Mini-WILs and micro-WILs

Category	Information	Mandatory or optional?	Usage
<b>Account</b>	First name	Mandatory	Communicating with you and meeting our commitments to our Trusted Third Parties
	Name	Mandatory	Communicating with you and meeting our commitments to our Trusted Third Parties
	Email address	Mandatory	Communicate with you
	Phone number	Optional	Communicate with you
<b>Identity</b>	Professional status	Mandatory	Increase your visibility with companies
	Status in Canada	Mandatory	Validate your eligibility to complete an internship or other integrated learning opportunity in the workplace
	Province	Mandatory	Meeting our commitments to our Trusted Third Parties
	Language	Mandatory	Meeting our commitments to our Trusted Third Parties
	Type	Mandatory if selected for a mini-WIL or a micro-WIL	Meeting our commitments to our Trusted Third Parties
	Date of birth	Mandatory if selected for a mini-WIL or a micro-WIL	Meeting our commitments to our Trusted Third Parties
	Under-represented group	Mandatory if selected for a mini-WIL or a micro-WIL	Meeting our commitments to our Trusted Third Parties
	Visible minority	Mandatory if selected for a mini-WIL or a micro-WIL	Meeting our commitments to our Trusted Third Parties
<b>Required document</b>	CV	Mandatory for mini-WILs	Increase your visibility with companies
	Unofficial transcript or registration document	Mandatory	Validate your eligibility for a mini-WIL or micro-WIL and meet our commitments to our Trusted Third Parties
	Cover letter	Optional for mini-WILs	Increase your visibility with companies
<b>Studies</b>	Educational institution	Mandatory	Meeting our commitments to our Trusted Third Parties
	Program of study	Mandatory	Meeting our commitments to our Trusted Third Parties
	Level of education	Mandatory	Meeting our commitments to our Trusted Third Parties

	Year of study	Mandatory	Meeting our commitments to our Trusted Third Parties
	University identifier (matricule, permanent code, etc.)	Mandatory	Validate your academic record with your consent and meet our commitments with our trusted third parties
	School enrollment status	Mandatory	Meeting our commitments to our Trusted Third Parties
<b>Financial information</b>	Financial institution number	Mandatory if selected for a mini-WIL or micro-WIL and eligible for our Trusted Third Party criteria*.	Pay financial compensation upon completion of a mini- or micro-WIL
	Account number	Mandatory if selected for a mini-WIL or micro-WIL and eligible for our Trusted Third Party criteria*.	Pay financial compensation upon completion of a mini- or micro-WIL
	Transit number	Mandatory if selected for a mini-WIL or micro-WIL and eligible for our Trusted Third Party criteria*.	Pay financial compensation upon completion of a mini- or micro-WIL

\* Considering that these mini-WILs and micro-WILs are funded in part by the Government of Canada through the Work-Integrated Learning Innovation Program ([click here](#) for more details), CMAI provides the opportunity to participate in Work-Integrated Learning (WIL) activities to all students, however, financial compensation will not be paid by CMAI if the student does not meet the criteria required by the Government of Canada.

### 3. Profile

Category	Information	Mandatory or optional?	Usage
<b>Account</b>	First name	Mandatory	Communicating with you and meeting our commitments to our Trusted Third Parties
	Name	Mandatory	Communicating with you and meeting our commitments to our Trusted Third Parties
	Email address	Mandatory	Communicating with you and meeting our commitments to our Trusted Third Parties
	Phone number	Optional	Communicating with you and meeting our commitments to our Trusted Third Parties
<b>Identity</b>	Full mailing address	Optional	Establishing your employment contract
	Professional status	Optional	Validate your eligibility to complete an internship or other integrated learning opportunity in the workplace
	Status in Canada	Optional	Validate your eligibility to complete an internship or other integrated learning opportunity in the workplace
	Province	Optional	Meeting our commitments to our Trusted Third Parties
	Official language	Optional	Meeting our commitments to our Trusted Third Parties
	Gender identity	Optional	Meeting our commitments to our Trusted Third Parties
	Year of birth	Optional	Meeting our commitments to our Trusted Third Parties
	Underrepresented group(s)	Optional	Meeting our commitments to our Trusted Third Parties
	Visible minority	Optional	Meeting our commitments to our Trusted Third Parties
<b>Studies</b>	Educational institution	Optional	Meeting our commitments to our Trusted Third Parties
	Study program	Optional	Meeting our commitments to our Trusted Third Parties
	Level of study	Optional	Meeting our commitments to our Trusted Third Parties
	Year of study	Optional	Meeting our commitments to our Trusted Third Parties
	University identifier (matricule, permanent code, etc.)	Optional	Validate your academic record with your consent and meet our commitments with our trusted third parties
	CGPA (Grade Point Average)	Optional	Increase your visibility with companies



	Number of credits accumulated	Optional	Increase your visibility with companies
	Date of graduation	Optional	Increase your visibility with companies
	Additional courses	Optional	Increase your visibility with companies
	School enrollment status	Optional	Meeting our commitments to our Trusted Third Parties
<b>Software</b>	Software	Optional	Validate the degree of fit between you and the internship or apprenticeship opportunities
	Version	Optional	Validate the degree of fit between you and the internship or apprenticeship opportunities
	Competence level	Optional	Validate the degree of fit between you and the internship or apprenticeship opportunities
<b>Spoken languages</b>	Language	Optional	Validate the degree of fit between you and the internship or apprenticeship opportunities
	Competence level	Optional	Validate the degree of fit between you and the internship or apprenticeship opportunities
<b>Availability</b>	Start and end date	Optional	Establish your availability for the internship or learning opportunity
	Full time/part time	Optional	Establish your availability for the internship or learning opportunity
<b>Work experiences</b>	Experiences, achievements and activities	Optional	Increase your visibility with companies

## Appendix B - Table of Main Storage and Processing Locations for Personal Information and Non-Personal Data

<b>Systems</b>	<b>Location</b>	<b>Storage</b>	<b>Treatment</b>
www.placementspot.ca	<i>Amazon Canada</i>	X	X
Support.placementspot.ca	<i>Freshdesk (Amazon without location)</i>	X	
CMAI Infrastructure	Saint-Laurent, Quebec	X	X
CMAI email (Office 365)	<i>Microsoft Canada</i>	X	
Trusted third party for hosting the SPOT Platform: Aéroemploi	Saint-Jean-sur-le-Richelieu, Quebec	X	
Systems of other Trusted Third Parties (refer to point 7 of the Conditions)	Varies by Third Party	X	X

## Appendix C - Table of Main Cookies Used

The cookies used are only "tokens" that are encrypted, of which there are four:

- One that is in use of the framework used (Laravel);
- One that is for fonts and icons (FontAwesome);
- One that contains database information for the current session;
- One that allows you to reconnect to the system (remember\_me).