



Re: Assignment of Privacy Officer

September 11, 2023

Hello Everyone,

Effective Monday, September 11th, 2023 Aaron Gonsalves has been assigned as the Privacy Officer for Genrep. This assignment has been made under the provisions of Law 25 which came into effect on September 22nd, 2022 and is mandatory for all organizations operating in Quebec.

His duties in the role are to:

- Develop and maintain all Privacy related Policies and Procedures, subject to review and approval by the VP Operations;
- Ensure Genrep's compliance with our Privacy Policy and any regulatory Privacy policies affecting our business;
- Notify the Commission d'accès à l'information and affected individuals of any confidentiality incidents, including privacy data breaches and the unauthorized access/use/disclosure of personal information; and
- Keep a record of all security incidents for a period of five years (subject to regulation's adoption).

Please feel free to reach out to me should you require further information.

Regards,

A handwritten signature in black ink, appearing to be 'Ken McAllister', written over a horizontal line.

Ken McAllister
VP, Operations
Genrep Ltd./Ltée.
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E: kmcallister@genrep.com

A handwritten signature in black ink, appearing to be 'Aaron Gonsalves', written over a horizontal line.

Aaron Gonsalves
HR Leader
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