

## OUR PRIVACY POLICY

- **Obtaining your consent**

We ensure that we have your consent before collecting your personal information.

- **How and why do we collect your information?**

Directly from you, when you take a reservation by phone and when you place your reservation directly on the Libro platform.

- **With whom may we share your information?**

We may share your information with a limited number of organizations to serve you or to meet our legal obligations. We ensure that these individuals and organizations respect the confidentiality and security of your information.

- **Limiting our collection**

We collect only the information that is necessary to provide service to our customers, fulfill our obligations to our employees and suppliers, e.g. for a reservation, first name, last name, phone #, e-mail address to reach you and credit card guarantee (not kept in our systems).

- **Maintaining the security and confidentiality of your information**

We ensure that personal information is kept secure and confidential at all times. Our staff has access only to the personal information they need to perform their duties.

- **Ensuring transparency in our practical activities**

We handle your personal information transparently, clearly explaining why we are collecting your information.

- **Your rights with respect to your information**

You can always consult the personal information we hold about you. You can ask us to correct any inaccuracies by contacting our Privacy Officer.

Nancy Lavoie, Director of Operations, is the company's "Privacy Officer" and is responsible for ensuring compliance with our privacy obligations.

If you have any questions, wish to obtain information, correct or withdraw your consent to the communication or use of your personal information, she can be contacted at the following coordinates:

1- [nlavoie@laurieraphael.com](mailto:nlavoie@laurieraphael.com)

2- 418-692-4555 ext. 0

3- 117 rue Dalhousie, Québec, Qc. G1K 9C8