



## **Employee Privacy Notice Respecting the Protection of Personal Information**

**Last Updated:** Novembre 27, 2025

Caisse de dépôt et placement du Québec ("La Caisse", "we", or "us") is providing this Privacy Notice to describe how we collect, use, and disclose employee and candidates' personal information. La Caisse is the controller for the processing of your personal information under this Privacy Notice.

Separately, for information about how we process personal information collected from our Website, please visit [https://www.lacaisse.com/sites/default/files/medias/pdf/en/privacy\\_policy.pdf](https://www.lacaisse.com/sites/default/files/medias/pdf/en/privacy_policy.pdf).

### 1. What personal information do we collect?

Below you will find information about the personal information that La Caisse may collect about you, the purpose intended for such collection, and the ways in which La Caisse might use and process that data. La Caisse relies on different lawful basis to collect your personal information, including your consent, our contract with you, compliance with our legal obligations and other legitimate business interests.

What personal information do we collect?	Why do we collect it?	To whom may we disclose it?*	Where is it hosted?
Résumé Personal contact information Video interview, references, evaluations Interview report Employment equity information Psychometric assessment results Security assessment results Employment contract Employee profile photographs	For personnel recruitment purposes	Recruiters Cloud-based human resource management solutions	Canada United States European Union Switzerland United Kingdom
Government identifiers Personal contact information Date of birth Gender, ethnocultural background, nationality, citizenship information	For compensation purposes and to help create and maintain a work environment where equity, diversity and inclusion are visible and sustainable	Suppliers of professional services Payroll managers Competent governments Cloud-based human resource management solutions	Canada United States European Union Switzerland United Kingdom

Information on compensation Bank accounts Seizures and withholdings			
Government identifiers Information on compensation Date of birth	To comply with mandatory government programs	Competent governments Cloud-based human resource management solutions	Canada United States European Union Switzerland United Kingdom
Government identifiers Gender Date of birth Salary Beneficiaries and dependants Insurance choices	To manage group insurance programs and benefits administration	Insurance companies Cloud-based human resource management solutions	Canada United States European Union Switzerland United Kingdom
Name Date of signing of the Code of Ethics Professional information (job title, sector, hire date) Business or professional activities outside La Caisse Business operated by spouse Position as director or officer of a private or public company or	To ensure compliance with the Code of Ethics	Cloud-based human resource management solutions	Canada United States European Union Switzerland United Kingdom

<p>NPO, and that of spouse or a related person</p> <p>Conflict of interest declaration</p> <p>Securities involved in the preapproval process (description of the security and the brokerage firm)</p> <p>Personal investor status</p> <p>Covered securities held</p> <p>Discretionary management agreement</p>			
<p>Amounts to be reimbursed</p> <p>Expense accounts</p> <p>Contact information</p>	<p>For billing and reimbursement of expenses</p>	<p>Payroll managers</p> <p>Cloud-based human resource management solutions</p> <p>Billing management solutions</p>	<p>Canada</p> <p>United States</p> <p>European Union</p> <p>Switzerland</p> <p>United Kingdom</p> <p>Philippines</p>
<p>Contact information</p> <p>Gouvernement identifier</p> <p>Information on compensation</p> <p>Pay statement details (amounts received, withholdings, contributions, etc.)</p> <p>Workplace</p> <p>Banking information</p>	<p>For payroll management</p>	<p>Suppliers of professional services</p> <p>Payroll managers</p> <p>Cloud-based human resource management solutions</p>	<p>Canada</p> <p>United States</p> <p>European Union</p> <p>Switzerland</p> <p>United Kingdom</p>

<p>Date(s) and reason for the leave</p>	<p>For absence and leave management</p>	<p>Suppliers of professional services Payroll managers Cloud-based human resource management solutions</p>	<p>Canada United States European Union Switzerland United Kingdom</p>
<p>Health-related appointment information (name, contact details, confirmation of eligibility)</p>	<p>For occupational health management</p>	<p>Health clinics or service providers Cloud-based human resource management solutions</p>	<p>Canada United States European Union Switzerland United Kingdom</p>
<p>Details of disciplinary incidents Witness accounts Legal notices relating to the incident</p>	<p>For the management of disciplinary incidents</p>	<p>External law firms Cloud-based human resource management solutions</p>	<p>Canada United States European Union Switzerland United Kingdom</p>
<p>Office access and identification information Surveillance records Personal and business contact details, location, travel information</p>	<p>For security management</p>	<p>Lessors Security agencies Cloud-based human resource management solutions</p>	<p>Canada United States European Union Switzerland United Kingdom</p>

<p>Performance and development objectives, deadlines, monitoring and progress</p> <p>Feedback from colleagues</p> <p>Performance evaluations</p> <p>Information required to calculate variable compensation</p>	<p>For performance and compensation management purposes</p>	<p>-</p>	<p>Canada</p> <p>United States</p> <p>European Union</p> <p>Switzerland</p> <p>United Kingdom</p>
<p>Travel information, workplace, passport, citizenship information</p> <p>Traveller health information</p>	<p>Business travel management</p>	<p>Mobility management solutions</p> <p>Cloud-based human resource management solutions</p>	<p>Canada</p> <p>United States</p> <p>European Union</p> <p>Switzerland</p> <p>United Kingdom</p>
<p>Information on nationality and citizenship</p> <p>Family information</p> <p>Personal and professional contact information</p> <p>Destination country and dates</p> <p>Information on compensation</p>	<p>For international mobility management</p>	<p>Moving companies</p> <p>Real estate agencies</p> <p>International mobility services</p> <p>Cloud-based human resource management solutions</p>	<p>Canada</p> <p>United States</p> <p>European Union</p> <p>Switzerland</p> <p>United Kingdom</p>
<p>Login and eligibility information (name, email)</p>	<p>For training management purposes</p>	<p>Cloud-based human resource management solutions</p>	<p>Canada</p> <p>United States</p> <p>European Union</p> <p>Switzerland</p> <p>United Kingdom</p>

<p>Aggregated answers to engagement survey questions and comments</p> <p>Professional information (job, position, cost centre, sector, etc.)</p> <p>Personal information (gender, ethnocultural origins, age, etc.) - consolidated</p>	<p>For engagement management purposes and to help create and maintain a work environment where equity, diversity and inclusion are visible and sustainable</p>	<p>Cloud-based human resource management solutions</p>	<p>Canada</p> <p>United States</p> <p>European Union</p> <p>Switzerland</p> <p>United Kingdom</p>
<p>Employment information (position, hire date, departure date, change of position date, etc.)</p> <p>Contact information (last name, first name, telephone number)</p> <p>Resumé</p> <p>Projects and achievements</p>	<p>For talent development and management purposes</p>	<p>Cloud-based human resource management solutions</p> <p>Talent development firms</p> <p>Suppliers of professional services</p>	<p>Canada</p> <p>United States</p> <p>European Union</p> <p>Switzerland</p> <p>United Kingdom</p>
<p>Name, telephone number</p> <p>IP address</p> <p>Browser</p> <p>Emails and chats</p> <p>History of technological activities</p> <p>Identifiers and password</p> <p>Videos, photographs, voice</p> <p>Answers to security questions</p> <p>Information collected by cookies</p> <p>Geolocation</p>	<p>For network access, office attendance analysis and cybersecurity purposes</p>	<p>Web analytics services</p> <p>Digital solutions</p> <p>Business partners as service providers and their subcontractors for user support</p> <p>Competent authorities</p>	<p>Canada</p> <p>Ireland</p> <p>United States</p>

Public IP Results of phishing simulations			
Webcasts (support statistics, registration, geolocation, name, IP address, time connected, connection method) Inbound and outbound calls Identification of workplaces Listening to and recording telephone conversations Geolocation of users as they log on in the building Schedule of connections to business applications	To provide messaging and videoconferencing services	Competent authorities	Canada United States
Name Postal address for deliveries Cellular phone passwords Employee biometrics Departure date	For hardware management	Delivery services	Multiple jurisdictions
Browser cookies	To access La Caisse's internal sites	Data analysis services Business partners as service providers and their subcontractors in case of user support	Canada United States

<p>Government identifiers Date of birth Personal and professional contact information Criminal records Information on affiliated persons</p>	<p>As required by the “know-your-customer” or other due diligence process for the individuals concerned</p>	<p>Co-investors Banks Custodians Co-contractors Business partners Regulatory authorities</p>	<p>Multiple jurisdictions</p>
<p>Contact information Resumé Diversity-related information Date and place of birth Government identifiers Termination of employment Psychometric tests Criminal record Tax forms Information on income Expense accounts and travel Declarations of interests Signature</p>	<p>For recruiting purposes, for the management of directors (including compensation), to ensure compliance with the Code of Ethics and to help create and maintain a work environment where equity, diversity and inclusion are visible and sustainable</p>	<p>-</p>	<p>Canada United States</p>
<p>Witness accounts Information that can be collected during investigations</p>	<p>To carry out investigations</p>	<p>External law firms</p>	<p>Multiple jurisdictions</p>

Personal contact information Age Government identifiers	In order to respond to requests from partners or regulatory authorities	Regulators International partners	Multiple jurisdictions
Personal contact information Banking information Travel information Expense reports	To assist employees with administrative tasks	-	Canada United States
Resumé	To retain consulting services	-	Canada United States
Banking information	To collect funds	Banks International offices	Multiple jurisdictions
Name First name Business email address Business phone number	To reserve spaces	Cloud-based workspace management solutions	Ireland Singapore Canada
First name Name Email address Work address	For philanthropic purposes	Charities	Canada

Name First name Job title Business email address Personal email address Employee ID number Business phone number Employee status Management level Date of hire	For access to and use of technological tools within La Caisse	Digital solutions	Canada United States Ireland Germany
Photographs, videos	For internal and external communications	Digital data management firms	Canada United States
Video surveillance images Photographs Name First name Email address	For security and investigation management	Competent authorities Security system suppliers	Canada
Name First name Claims file Contact details	For incident management	Activity and incident management solutions	Canada

Name First name Email address Telephone number Corporate and/or personal credit card Corporate and/or personal address	For assistance services in the offices	Marketing solutions E-commerce platforms	Canada
Email address	For communication purposes	Marketing solutions Web and software development solutions	Canada United States

\* We use the Office365 Suite for hosting and data sharing.

**2. For what purposes will your personal information be used?**

In addition to the purposes set out in the table above, we use personal information to communicate with you about your application and assess your suitability and eligibility for a position or opportunity, contact you about future career opportunities, create aggregated anonymous statistics to promote diversity and other workplace initiatives, protect the security and integrity of our systems, assets, information, or colleagues, operate our business and manage our relationship with you, comply with legal obligations, and protect the rights and interests of La Caisse and others.

**3. Contact Us**

Should you have any questions about La Caisse’s privacy practices or to exercise your rights, please contact La Caisse’s designated Privacy Officer:

**Claude Mikhail**  
 Senior Director, Ethics and Compliance  
 Tel.: +1-514-847-8005

Two Assistant DPOs have also been appointed to assist the Privacy Officer in ensuring compliance with applicable laws related to La Caisse's activities in Europe and Asia Pacific:

**Chiraz Kmar Turki**  
Director, Legal Affairs  
CDPQ Paris  
Tel: + 33 (7) 897250423

**Sewok Yang**  
Director, Legal Affairs, Asia Pacific  
CDPQ Singapore  
Tel: +65 9739 6792

The Assistant DPOs report annually to the Privacy Officer on all the requests they processed regarding the protection of Personal Information. In the event of a privacy incident, the Privacy Officer should be immediately notified by the relevant DPO.

Any requests concerning the protection of Personal Information must be sent by email to: [protectionRP@lacaisse.com](mailto:protectionRP@lacaisse.com).

#### **4. Updates**

This Privacy Notice may be amended from time to time, so please check back periodically for updates. Where the changes we make materially affect how we process the personal information described in this Privacy Notice, we will inform you of these changes where relevant if we have your contact details.