

Imports Dragon has Appointed Brian Miller As the DPO

He is charge of respecting the Obligation of Act 25 and will:

- Monitor the changes to the law and regulation and apply changes to internal policies and processes when need be.
- Manage and maintain the incident reporting obligations, through contractual agreements and formal signed policies once a year for the employees.
- Determine Whether there is continued dissemination of information and if this could result in harm.
- Manage and report any and all Privacy incident should there be any. (Those will be Logged)
- Will Update, create, approve, and formally communicate policies including the 3rd parties below.
- In charge of the Communication between Imports Dragon and its IT provider for all PI aspects, Risk process and Annual Risk Analysis
- Maintain an employee Awareness and Training for Data protection in our New employe Manual.
- Handle the Awareness of different Phishing attempt by the means of reminder email sent every 6 months on the topic.
- Make sure the Retention Policy of Electronic documents and physical File is respected.

**ADP** Has employees + Customers Information and are Act 25 Compliant.

**Novitec** is our IT provider and is Act 25 Compliant.

**Catalog Machine** Doesn't Store Customer Information but have the Required Cookie Maragement in place.  
This provider is outside QC.

**Prextra** is Act 25 Compliant. It doesn't have employee informatcn. It has customer and supplier information.

As of 2024-02-19: We have informed the employees by email of all Aspect of PI & PIA at Imports Dragon.

I Brian Miller, have Accepted the Position of DPO on 2024-03-15



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Brian Miller