

SC BUPAR UNION SRL

8 Martie street No. 8

Ploiesti locality PRAHOVA county

UIC RO 25786443

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TRANSLATION from the Romanian language

INFORMATION NOTICE ON PERSONAL DATA PROTECTION

SC BUPAR UNION SRL processes your personal data in accordance with the provisions of **Regulation no. 679 from 27 April 2016** on the protection of individuals with regard to the processing of personal data and the free movement of such data (GDPR), local and European data protection laws and, as an employer, in accordance with the specific labor legislation.

When deciding to conclude a labor agreement with you, the line department of **SC BUPAR UNION SRL** requires a set of personal data and documents.

The personal data provided by you as an employee freely are taken from the standard forms used for employment; we also process copies of ID cards, civil status, studies and qualifications, health data, tax / bank data. These are necessary in the context of fulfilling the legal obligations regarding the conclusion and execution of the individual labor agreement.

SC BUPAR UNION SRL processes the personal data provided by you for the purpose of:

- Concluding and executing the individual labor agreement (drawing up the staff file, drawing up the job description)
- Updating the General Record of Employees (REVISAL);
- Performing salary payments and other rights by bank transfer;
- Compliance with regulatory requirements in the field of occupational health and safety (collaboration and information exchange with the occupational health practitioner, prevention and extinction of fires, FPS / ES);
- Filling in Statement 112 on the obligations to pay social contributions, income tax and nominal bookkeeping of insured persons;
- Ensuring the guard and protection of persons, goods and valuables through the monitoring of premises and property;
- Archiving purposes;
- Statistical purposes.

If you do not agree on employment with providing personal data, **SC BUPAR UNION SRL** as an employer can not start the legal steps for the preparation and conclusion of the individual labor agreement.

Depending on the state where the work point where you operate is based, your personal data will be transferred from outside Romania to the construction sites and authorities with duties in the financial-fiscal field or labor law from that State.

Legal ground of processing data

The legality of processing your personal data is:

- ✓ Article 6 (1) letter (b) of GDPR - processing for contractual purposes as well as
- ✓ Article 6 (1) letter c) GDPR - to fulfill a legal obligation incumbent on the operator.

To the extent that special categories of personal data are required (eg your health data), **SC BUPAR UNION SRL** requests your consent in accordance with the provisions of art. 9 par. (2) letter (a) and (h) of the GDPR.

The introduction of these special categories of personal data into the archive will be based on art. 9 par. (2) letter (j) of the GDPR.

The legislation governing labor relations is the following:

- **Law no. 53/2003** on the Labor Code,
- **Law no. 227/2015** on the Fiscal Code;
- **Law no. 31/1990** on trading companies

Types of personal data processed

The personal data protection and security policy of **SC BUPAR UNION SRL** is to collect only the personal data required for the purposes agreed and to require our employees to communicate personal data only where strictly necessary for such purposes.

When we have to process personal data in order to fulfill certain legal obligations in the legitimate and undertaken interest of our employees, we can ask these employees to provide information about other data subjects, such as family members (eg children and / or parents in care for certain deductions).

The data we hold about you is mainly the information you provided to us on employment, which was later completed with information generated by the conclusion of the employment agreement.

The categories of personal data (classic or digital) that are required and processed are the following:

- name surname,
- PIN
- series and no. of the ID Card / Passport,
- gender,
- date and place of birth,

- citizenship,
- signature,
- data from civil status records,
- health and social insurance,
- profession
- job,
- professional training - diplomas, studies,
- family situation,
- contact details (personal phone number, email address)
- domicile / residence address, etc.,
- driver's license (for drivers),
- bank data,
- references / recommendations,
- work accidents,
- data from Curriculum Vitae.

Special data of employees held by SC BUPAR UNION SRL

SC BUPAR UNION SRL does not process special personal data revealing racial or ethnic origin, political opinions or philosophical beliefs or membership to trade unions and processing of genetic, biometric data for the sole identification of a natural person, data on sexual life or sexual orientation of an individual.

SC BUPAR UNION SRL processes special data of employees regarding the health condition under the conditions specified by Article 9, paragraph 2, letters d) and h) of GDPR. Employees' biometric data (personal photographs) can only be processed if the employee has given the explicit consent to the processing of this particular type of data, in accordance with Article 9 para (1) letter (a).

If you believe that in a document that you provided on your own initiative (application, CV, letter of intent) you submitted sensitive personal data, you can request that this information to be deleted and their proof of deletion.

Source of personal data

SC BUPAR UNION SRL collects personal data directly from you or from third parties (such as recommendations, certificates from employers) or public documents.

In case we have to process personal data obtained from third party legal entities, the latter have the obligation to provide you with the necessary information regarding the use of personal data transmitted.

Categories of recipients of personal data

The personal data of the employees are intended for use by the operator (SC BUPAR UNION SRL) and are communicated to the following recipients:

- a) Person (the employee);

- b) Central / local public authorities (ITM, ANAF, INS);
- c) Social and health services (CNPP, CNAS, ANOFM);
- d) Banking companies;
- e) Employer / potential employer of the data subject;

SC BUPAR UNION SRL guarantees to every employee that the disclosure of data to third parties is based on the legal provisions for the categories of recipients specified by points a) - c) and only on the basis of the explicit consent / express request of the employee, letter e).

Storage period of personal data

SC BUPAR UNION SRL stores the personal data of the employees as long as it is necessary for the purpose for which they were collected, in accordance with the legislation on the protection of personal data.

The storage duration of the data processed for the purpose of concluding and executing an individual labor agreement is 70 years from the date of filing.

Your rights and the way of exercising them

Unless you are subject to an exemption under the General Personal Data Protection Regulation, you have the following rights with respect to your personal data:

- **Right of access** – you have the right to request a copy of the information we hold about you.
- **Right to rectification** – you have the right to correct the data we hold about you, if it becomes inaccurate, incorrect or incomplete.
- **Right to data deletion (right to be forgotten)** – under certain circumstances, you may require that the data we hold to be deleted from our records.
- **Right to restriction of processing** – under certain conditions, you may request to restrict the processing of your personal data.
- **Right to data portability** – you have the right to request the transfer of the data we hold about you to another organization if the applicable conditions are met.
- **Right to file claims** – you have the right to file claims regarding certain types of processing, such as, for example, processing for purposes of direct marketing. The right to challenge the processing of your personal data for the purpose of direct marketing communication is absolute and cannot be denied by us under any circumstance.
- **Right to oppose to processing that implies the automatic taking of decisions** (ex. creating profiles) - You also have the right to oppose to data processing operations involving automatic decision making (for example, by creating profiles).
- **Right to notify complaints** - if we refuse your request for access to personal data belonging to you, we will give you a reason for this refusal. In case you are unsatisfied with this answer, you can file complaints to ANSPDCP.

If the ground of this processing is your consent, we remind you that you may revoke this consent at any time.

If your consent is the sole reason for the lawfulness of processing, any processing of your personal data will be terminated once you have revoked this consent, but this will not affect the processing of your personal data that was provided prior to revocation.

Special circumstances

- **Data transfer abroad** – If personal data is transferred to non-EU countries or territories, we will provide you with details of how such data will be protected, along with details of how to achieve the relevant guarantees.
- **Taking automatic decisions** – If we prepare an automatic process of taking decisions by processing your personal data, we will provide you with details of any such processing together with information about the logics involved and the significance and consequences of the processing.
- **Subsequent processing** – If we want to use your personal data for a new purpose that is not covered by this data protection information, we will provide you with new information explaining this new use before starting the processing and establishing the relevant goals and processing conditions. When and whenever necessary, we will require your prior consent for the new processing.

Commitment and policy of SC BUPAR UNION SRL regarding data protection and security

SC BUPAR UNION SRL treats very seriously the data protection and security. We have internal control policies on loss, destruction, theft, fraudulent use of physical and electronic data.

Employees' personal data can only be accessed by staff with specific responsibilities within the HR office.

The staff of SC BUPAR UNION SRL who processes your data is trained and responsible to keep the confidentiality of your personal data in accordance with the provisions of the GDPR.

This information notice was endorsed on 11.07.2018 by Mr. BARTOLOMEO GIOVANNI, acting as Manager of SC. BUPAR UNION SRL.

Information is made through the following ways: display at the headquarters, in writing, by email, by publishing on the company's website.

SC BUPAR UNION SRL
Manager
BARTOLOMEO GIOVANNI

DRAFTED,
DATA PROTECTION OFFICER
GENEROSU MARIUS

Subsemnata, MIHALACHE ANDREEA-CRISTINA, interpret si traducator autorizat pentru limba Engleza, in temeiul Autorizatiei nr. 33686/2012, eliberata de Ministerul Justitiei din Romania, certific exactitatea traducerii efectuate din limba engleza in limba romana, ca textul prezentat a fost tradus complet, fara omisiuni, si ca, prin traducere, inscrisului nu i-au fost denaturate continutul si sensul.