

**SC BUPAR UNION SRL**

**8 Martie street No. 8**

**Ploiesti locality PRAHOVA county**

**UIC RO 25786443**

**No.10961 /11.07.2018**

TRANSLATION from the Romanian language

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## **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,