

Dear Madam / Dear Sir,

The purpose of this information is to explain you, what data we process, why we process them and what we do with those data. We are fully aware that your personal data belongs to you, so we do our best to safely store and process them carefully.

1. Who are we, the operator who processes your personal data?

Transilvania Broker de Asigurare S.A., a company registered in the Personal Data Processing Record Office administered by the National Supervisory Authority for Personal Data Processing under No 23791, is responsible for the processing of your personal data on which collects them directly from you or from other sources.

Our company has, always, pursued the highest ethical standards in its activities in accordance with the legal provisions in the field of personal data processing. For your data, being processed safely, we have made all the effort to implement measures to protect your information.

2. Who are you?

According to the legislation, you - the natural person in a relationship of any kind with us - are a "data subject", that is, physically identifiable or identifiable. To be fully transparent regarding, to data processing and to allow you, to easily exercise your rights at any time, we have implemented measures to facilitate communication between us, your data operator and you, the "data subject"

3. Our commitment to you

Protecting your personal information is very important to us. That is why, we are committed to follow the next principles:

- ☞ **Legality, fairness and transparency** – we process your data legally and correctly. We are always transparent about the information we use and you are properly informed.
- ☞ **Control belongs to you** - within the limits of the law, we offer you the possibility to review, modify, delete your personal data, and exercise your other rights.
- ☞ **Data integrity and purpose limitation** - We use the data only for the purposes described at the time of collection or for new purposes compatible with the original ones. In all cases, our goals are compatible with the law. We take reasonable steps to ensure that personal data is accurate, complete and up-to-date.
- ☞ **Security** - we have implemented reasonable security and encryption measures to protect your information. However, we mention that no website, application or internet connection is completely secure.

4. What personal data we collect ?

Our Privacy Policy governs the use and storage of your data. You can access our privacy policy at <https://transilvianibroker.ro/en/data-protection/>.

Transilvania Broker de Asigurare S.A. is an operator for the personal data that you (the subject of the processing) provide us, as a candidate for the potential vacancies within our company.

We collect, from you, the following types of personal data :

- **personal contact and identification data:** name, first name, home address, residence, date of birth, telephone number and email address, nationality, citizenship, identity card or passport, national identification number, series and number of identity card or passport, or other identification data insofar as they are included in the CV of the Data Subject and / or in any application form;

- **data that allow us the verification of the eligibility and selection conditions related to the recruitment process:** study papers (high school diploma, bachelor's degree, master's degree, doctorate), professional certificates or other certificates issued by the regulatory authorities, specific to the position, references, interview notes, evidences / results of the pre-employment checks, information included in the CV of the Data Subject and / or in any application form ;
- **data regarding the remuneration and the legal taxes:** evidences regarding the job offer, such as but not limited to: details on salaries, bonuses, benefits, data on taxes due by the Data Subject according to the applicable tax legislation;
- **health data:** information about the medical condition of the data subject, details regarding possible disabilities or restrictions of work;
- **data regarding the discipline at work:** information regarding possible behaviors of the Data Subject and / or disciplinary procedures in which he was involved;

5. Where do we get your data ?

We collect your personal data directly from you, at our headquarters and at our work points in the country, physically or via e-mail, from the internet (various recruitment sites you have called for employment), other service providers involved in the execution of the individual employment contract). You provide us, your data directly through the CV sent for employment, through the applications / communications sent in the recruitment process.

6. The basis and purposes of the processing of your personal data?

- *Processing activities are carried out, based on making requests in order to conclude the employment contract (legal basis), to draw up the employment documentation.*
- *Processing activities are carried out, based on the fulfillment of a legal obligation, for the purpose of reporting / communication with authorities / institutions with control / supervision / monitoring powers.*
- *Processing activities are carried out, based on ensuring a legitimate interest of the Transilvania Insurance Broker Company S.A., for the following purposes:*
 - *carrying out the selection and recruitment process for the data subjects' employment, analyzing the conditions of employment or promotion;*
 - *scheduling and conducting the employment interview, elaboration of the short list with all the data subjects who's approach the most to the requirements of the open position;*
 - *preserving the right of defence of the company*
- *Processing activities are carried out, based on the consent of the data subject, if it has been obtained, in order to keep personal data, of the data subjects, in the context of subsequent specific recruits.*

7. What we do with your personal data ?

Your personal data may be processed by other operators, associated operators or operators of the operator, in full compliance with the legislation regarding the protection of personal data:

- Providers of work services, public authorities;
- State authorities, such as ITM (territorial labor inspectorate), fiscal authority, etc., based on their competences provided by the applicable law.

8. How long do we keep your personal data?

For the purposes of human resources activity, your personal data will be stored for a limited period of time in a secure place and in accordance with the legal conditions and provisions, as follows:

- During the recruitment process, until the moment of employment, the date after which the data will be kept in the personnel file of the data subject and will be processed for the purpose of executing the employment contract and kept in accordance with the law applicable during the respective contract;

9. What are your rights ?

Starting May 25, 2018, you have the following rights resulting from the EU Personal Data Protection Regulation:

- ✓ **Right to be informed**
Right of the data subject to be informed of the identity and contact details of the operator and the Data Protection Officer, the purposes of processing the data, the categories of personal data concerned, the recipients or categories of recipients of the data, the existence of rights provided for by the legislation on the protection of personal data for the data subject and the conditions under which they may be exercised.
- ✓ **Right to access your personal data**
The right of the data subject to obtain from the data controller on request and free of charge the confirmation that personal data relating to him/her are processed or not, by this one.
- ✓ **Right to rectification**
The right of the data subject to obtain, on request and free of charge, the rectification of inaccurate data relating to him/her and the completion of incomplete data;
- ✓ **Right to erasure ('right to be forgotten')**
The right of the data subject to obtain, on request and free of charge, to the extent that the conditions laid down by law are met, the deletion of personal data relating to that person;
- ✓ **Right to restriction of processing**
The right of the data subject, to obtain, on request and free of charge, to the extent that the conditions laid down by law are met, the marking of stored personal data in order to limit their further processing
- ✓ **Right to data portability**
The right of the data subject, to obtain, on request and free of charge, his/her personal data in a structured way, commonly used in an easy-to-read format, as well as the right to have such data transmitted by Transilvania Broker de Asigurare SA to another data controller, to the extent that the conditions provided by law are met;
- ✓ **Right to object**
The right of the data subject, to oppose, at any time, for legitimate and legitimate reasons related to his / her particular situation, that the personal data concerning him / her are intended to be processed, provided that the conditions provided by the law are met;
- ✓ **The right not to be subject to an individual decision**
The right of the data subject, to seek and obtain the withdrawal, cancellation or reassessment of any decision based exclusively on the processing by automatic means (including profile creation) which produces legal effects in relation to the data subject or similarly affects him to a significant measure.

10. Please note the following:

- *If you have given your consent to keep the data for future specific recruitment, you can withdraw it at any time.*
- *If you want to exercise your rights, you can do so by sending a written, signed and dated request, as follows:*

**Information note regarding the
processing of personal data**

- *By post to the follow adress : Bistrița, Calea Moldovei Street, no 13, Bistrița-Năsăud County, Zip code 420096*
 - *Personally – at our headquarters from Bistrița, Calea Moldovei Street, no 13, Bistrița-Năsăud County, Zip code 420096*
 - *By e-mail : dataprotection@transilvaniabroker.ro*
- *The rights listed above are not absolute. There are exceptions, which is why, each request received will be analyzed so that we decide whether it is well-founded or not. If the claim is well founded, we will facilitate the exercise of your rights. If the request is unfounded, we will reject it, but we will inform you about the reasons for the refusal and the rights to file a complaint with the Supervisory Authority and to address the justice.*
- *We will try to respond to your request within 30 days. However, the deadline can be extended depending on different aspects, such as the complexity of the request, the large number of requests received or the inability to identify you in a timely manner.*
- *If, although we make every effort, and we are unable to identify you, and you do not provide us with additional information to successfully identify you, we are not obligated to comply with the request.*

However, if you believe that your personal data has not been properly dealt with by law, you may contact the National Supervisory Authority for Personal Data Processing and submit a complain.