

Information Note on the Processing of Personal Data Electroputere S.A.

WHAT DOES THIS INFORMATION NOTE COVERS?

This documents is meant to provide information about the way **Electroputere S.A.**, with the headquarters in Craiova, 80 Calea Bucuresti Street, Dolj County, Tax Identification No. 6312800, registered under no. J16/12/1991 at the Trade Register Office near Dolj Court House ("Electroputere" or "Company") understands to process your personal data and ensures the protection as per the applicable law, including Regulation (EU) 2016/679 on the protection of individuals with regard to the processing of personal data and on the free transfer of such data and annulment of Directive 95/46 / EC (GDPR).

This Information note applies to all data processing made by the Company and is relevant to you, no matter whether you are a client, partner – individual; representative of a partner – legal entity, a quotation applicant or a person approaching us for other interests (egg: demands or claims), a visitor of one of our headquarters, collaborator, intern, site-visitor, etc.

HOW CAN YOU CONTACT US?

This Note is purely informative and does not affect the rights conferred by the law, and we will do our best to help you carry them out. If you have any comments, suggestions, questions about any information in this note, or any other data processing matter, please do not hesitate to contact our Data Protection Officer at any time. Depending on your preferences, you can contact us through any of the communication channels listed below:

Address of the registered office: **80 Calea București Street, Craiova, 200440, Dolj County, Romania**; Phone number: **0372.703.450**; Email address: dpo@electroputere.ro

CATEGORIES OF PERSONAL DATA THAT WE PROCESS

Your personal data that we process will be data obtained directly from you or from third parties who are allowed to exchange information with us and include the following categories of data:

Common personal data such as: Personal Details, Access Data, Imags: video images/records (in our enclosures where CCTV cameras have been installed, they are indicated by visible signs); Payment data: billing address, bank account number or bank card number / IBAN, bank account or bank card holder's full name (it may be someone other than you if somebody else has paid an invoice in your name and on your behalf); the date from which the bank card is valid; expiry date of the bank card;

Our respect for your personal data includes the fact that we give them the necessary human attention through our staff.

Under the current circumstances, you are not the subject of our decision based exclusively on the automatic processing of your data (including the creation of profiles) that will produce legal effects for you or affect you significantly in a similar way.

LEGAL GROUNDS FOR PERSONAL DATA PROCESSING

Electroputere shall process your common personal data under the following legal grounds:

- (i) Conclusion and execution of your employment contract;
- (ii) Compliance with a compulsory legal provision;
- (iii) Our legitimate interest;
- (iv) Acknowledgement, carry out and defence of our right in court.

REASONS FOR PROCESSING PERSONAL DATA

The reasons for processing your personal data are the following:

- (i) Accomplishment of our own business activity;
- (ii) Relation with customers;
- (iii) Management of our ITC systems (Information & Communication Technology).
- (iv) Fulfilment of our legal obligations;
- (v) Improvement of the company's site;
- (vi) Communication in view of settling requests. Use of data to respond to any requests, claims, complaints, or any other questions you may have.
- (vii) Surveillance of the company's premises as per applicable legal provisions. CCTV systems installed to surveil access related areas, areas where valuable things are found, to ensure the safety and protection of goods and personnel in those areas.
- (viii) Settlement of disputes
- (ix) Answer to authorities/institutions' request or processing of personal data in other cases demanded by the law.

DISCLOSURE OF PERSONAL DATA

As a rule, we will not disclose your personal data to other natural persons or legal entities.

We try to limit the access to your personal data. However, in certain cases, we may need to disclose them.

In all these cases, we will make all reasonable efforts to make sure that the personal data receivers understand to process them with the observance of the safety and confidentiality constraints, in accordance with the purpose for which we sent them and complying with your legal rights. If the personal data are processed by means of authorized persons or associated operator, personal data processing agreements concluded between that one and the company shall include at least all other obligations stipulated by the law applicable with regard to personal data protection.

Your personal data may be processed by the following persons, provided that the personal data legislation is strictly observed:

- (i) Recipients for whom you demand or grant us permission to that effect;
- (ii) Those who can demonstrate that they have the legal authority to act on your behalf;
- (iii) Company's shareholders and companies from the same group: for internal administrative purposes (egg: data archiving, CRM) or for the auditing and monitoring of the company's internal processes;
- (iv) Authorities / Public / Regulatory Institutions: at their request or at our initiative, in accordance with applicable law, egg: National Agency for Financial Administration;
- (v) Accountants, auditors, lawyers and other external professional consultants, contractual partners, our service providers acting as agents or associate operators - they will be required by law or contract signed with us to preserve the confidentiality of your data, egg: archiving, accounting, storage, destruction, space surveillance, IT, censors, auditors, voucher providers, etc.)
- (vi) Any person, agency, bailiff or relevant court of law in Romania - to the extent necessary to establish, exercise or defend our right.

ARCHIVING PERSONAL DATA

We will store personal data in accordance with our personal data storage policy, depending on the purpose of the processing and the category of data processed. These periods are based on the legal provisions (especially in the field of personal data protection), also taking into account the obligations to store certain data, the applicable prescription terms, the recommended practices in the field and the goals of our activity.

For example, Payments / billing data will be stored for a period of 10 years, according to Law no. 82/1991 on accounting.

Data on video surveillance to ensure the security of goods and people will be stored for a period of 30 calendar days in accordance with the legislation in force.

If there is no legal requirement, we will only store it for as long as it is necessary to process the data for the purposes mentioned above.

To store your data in electronic format, we use our own servers or other companies specialized in electronic archiving. To that end, we strive to use reasonable organizational, technical and administrative measures to protect personal data within our Company, such as: monitoring systems, IT applications by technical means and signaling systems (including firewalls, Internet protocols, e-mail, etc.), the use of personal passwords to access the database, etc. All the technical equipment we use to process your data is secured and updated to protect the data. We also perform, on a regular basis, security audits on computer systems that we use to process your data.

YOUR RIGHTS

We want you to be aware of your rights and the way you can exercise them.

- **Right to be informed**
- **Right of access to data**
- **Right to rectification**
- **Right to erasure ("right to be forgotten")**
- **Right to restrict data processing**
- **Right to object to your personal data processing**
- **Right to data portability**
- **Right to withdraw your consent**
- **Right to file a complaint at the Supervisory Authority.** If you are not satisfied with the way the Company is processing your data, we would prefer you to contact us directly in order for us to be able to solve your problem. However, if you continue to be dissatisfied, you may also contact the National Supervisory Authority for Personal Data Processing (www.dataprotection.ro): Address: G-ral. Gheorghe Magheru Blvd., Bucharest, Romania; Phone number: 40.318.059.211/+40.318.059.212; Fax: +40.318.059.602; E-mail: anspdcp@dataprotection.ro
- **Right to address to a court of justice**

COOKIES

An HTTP cookie or a cookie module is a special text, often encoded, sent by a web browser server and then sent back (unmodified) by the browser whenever accessing that server. These modules allow you to quickly and efficiently navigate between pages, memorize your choices, options and preferences, and optimize the use of your website.

Cookies are kept in the browser's memory and contain information such as: the name of the server from which the cookie was sent to, the cookie retention time, a value - as a rule, a uniquely generated random number. Cookies do not allow your personal identification.

For now, the company's website, <https://www.electroputere.ro>, does not use cookies.

Privacy Policy – General terms

WHEN DOES THIS INFORMATION NOTE APPLY?

This general information applies to the processing of your data by Electroputere.

This information does not apply to services or products offered by other companies or individuals, including those posted on our websites or those we inform you about. Moreover, this information does not cover the activity of other companies or advertisers of our services or products or process your data through our websites.

We reserve the right to modify, when we consider appropriate, data protection practices and to update and modify this notice at any time. For this reason, we encourage you to periodically check this notice.

Last update:	May 25 th , 2018
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