

*APPROVED by,  
GENERAL MANAGER  
Dr. Eng. CHIȘ Timur Vasile  
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## **NOTICE REGARDING PROCESSING OF PERSONAL DATA**

CONPET SA society, headquarters in Ploiesti, Anul 1848 str. Nr.1-3, Trade Registry Number J: 29/6 / 22.01.1991, Tax ID Code: 2350020, telephone + 40-244-401360, e-mail address: [conpet@conpet.ro](mailto:conpet@conpet.ro), acting as an operator (the Company) wishes to inform you about personal data processing with certain operations, for the purposes set out below, but are not limited to these.

In this document, we explain how CONPET SA processes your personal data in providing protection, according to the applicable legislation, including Regulation (EU) 2016/679 on the protection of natural persons in data processing and the movement of these data and repealing of Directive 95/46 / CE (GDPR).

This one note is applied regarding personal data processing by CONPET SA. This document is relevant to you regardless of the position in which you are: client, partner - natural person representative of a partner - legal person requesting an offer or person who contacts us for other purposes (e.g., regarding requests or complaints), visitor to one of our offices or working points former/current/ potential employee, intern, visitor of our website, and so on and so forth.

### **1. CATEGORIES OF PROCESSED PERSONAL DATA, PURPOSES AND LEGAL GROUNDS BASED ON**

CONPET SA Society in the process of business, processes personal data in the following purposes, based on legal grounds indicated for each of them.

#### **1.1. Current or potential Customers of CONPET S.A.**

we can process personal data concerning you for

- a) providing our services. We will use your data to submit an offer (upon your request), to end and execute the contract with you, and to ensure that we provide the services requested. In this case, we establish processing on the need to complete and/or execute the contract with you. We mainly process your data of identification (name, other data document of identity) and if we have a contractual relationship with you, data is included in your contract.
- b) Solutions to your request. We will use your data to reply to any requests, demands, claims, or any other questions we send within the relationship.

In this case, the processing will be the execution of the contract with you or, as the case may be, with your consent. We will primarily use your name, your first name, your contact information (e-mail, phone number) and information contained in the request that we send it.

c) Communication for marketing purposes. In order to send you communications and offers about our products, services, and promotions (on our own initiative), we need to process your personal data. In this case, your data processing will be based on your consent. We will mainly process the following data that relate to you: name, surname, e-mail address, phone number, postal address, etc.

## **1.2. Members (employees, collaborators, etc.) of our contractual partners - legal entities**

### **We may process your personal data for:**

a) Maintaining the contractual relationship with your companies. In order to be able to collaborate with the company they are part of (including to communicate with you to solve any problems that your company or CONPET SA encounters in relation to the contract between them), we will have to process personal data that relates at you. In this case, we will take over the processing of our legitimate interests in order to execute the contracts we have entered into with other companies and to ensure that other companies execute those contracts instead. We will mainly process the following data that relate to you: name, first name, position, employer, phone number, email address

b) We will mainly process the following data relating to you: name, surname, telephone number, e-mail address, postal address, etc.

## **1.3. Candidates for positions/internships within CONPET S.A.**

We may then process your personal data for the recruitment process. In order to be able to analyze your application, we need to process the data included in it. These data will usually include your name, surname, contact details (telephone and email address), your professional experience, studies, and any other information listed in your resume and other documents that we may request to you or to volunteer. In these cases, we will base your data processing on the conclusion/execution of the employment contract, internship, etc. with you. If we ask you to provide us with referral letters, we will process personal data about the opinions that the authors of those recommendations have about you. In this case, the source of your personal data will be those people. Also, in this case, we will process personal data about the authors of those letters (on the basis of their consent) and about other identifiable or identifiable persons mentioned in these documents (based on our legitimate interests).

#### **1.4. If you are a visitor to our headquarters, work points or other premises**

Then we may use your personal data to **ensure the safety of persons and objects**. In some of our enclosures, we have CCTV installed to ensure the safety of our employees, other people in those rooms and our goods. So, we will process images (videos) with you (and possibly your voice). In all cases, I have indicated the places where these rooms are located by means of information plates, in accordance with the law. Data processing for this purpose is based on our legitimate interest in ensuring the security of people and objects in our premises. Also, at the reception we will process your personal data included in a valid ID, as well as information about the purpose of the visit, also to ensure the safety of persons and objects in our premises, on the basis of our legitimate interest.

Consequently, the company CONPET SA processes personal data for the purposes and interests, such as those related to:

- ✓ conclusion and implementation of contracts with customers to provide competitive and quality services in line with the activity of the company declaring the memorandum;
- ✓ marketing purposes to promote the services provided by the company and promote the company's image as a reliable partner to improve and develop services offered by counterparties and by potential counterparties;
- ✓ conclusion and execution of the contract with suppliers of goods, works, and services that the company contracted to ensure the functioning and conduct its work properly and the safety and security of property, goods and personal company
- ✓ fulfillment of legal obligations in the field of taxation, quality, environment, safety and health at work, procurement, labor legislation, railway shunting operators, healthcare, shareholders, capital market, physical and IT security, etc.
- ✓ to solve your applications will use your information to respond to any requests, demands, complaints, or any other questions you send us in your relationship.

In this case, under the processing performance of the contract will be with you or, where applicable, consent.

We will primarily use your name, your first name, your contact details (email address, phone number) and information contained in the request that we send it.

- ✓ response to requests from authorities or data processing in other cases required by law. We may sometimes have a legal obligation to communicate your data to certain authorities, to store your data for a certain period or process your data in a different way. In this case, under processing will be to fulfill a legal obligation of ours.

Processing of personal data is based always either on the implementation of contracts concluded with the company, namely the need to comply with a legal obligation, or based on the legitimate interest or public interest or, where appropriate, the consent of the data subject which express and unambiguous in this regard.

## **2. DURATION OF STORAGE AND / OR PERSONAL DATA PROCESSING**

Personal data of the subjects will be stored/processed only for the time necessary to achieve the purposes of the processing and the observance of the requirements and regulations in force. In the event, the company CONPET SA determines that a legitimate interest or other legal obligation to continue the processing of your personal data for purposes other than those stated, you will be informed as soon as appropriate.

The data processing activities will require your personal data stored for the following time periods for the purposes of processing:

- concluding and executing contracts with customers/suppliers during the processing of personal data will be over the full deployment phase / ongoing contractual relationship and subsequently in accordance with retention and archiving, as well as during the term of prescriptive grounds to protect the legitimate interests of society.
- concluding legal obligations in the field of taxation, quality, environment, safety and health at work, procurement, labor legislation, railway shunting operators, healthcare, shareholders, capital market, physical and IT security, etc. During the processing of personal data throughout there will be required to comply with legal requirements in force and legal compliance archiving.

We do know that when during processing expire and the company has no legal grounds or legitimate interest in processing/storage of your personal data, they will be deleted in accordance with the internal procedures of the company which may involve archiving, anonymization or destruction.

## **3. RECIPIENTS OF PERSONAL DATA**

As a rule, the company CONPET SA will not disclose your information to other individuals or companies. However, in some cases, you may need to send your personal data.

Personal data may be made available or forwarded to third parties in the following situations, such as:

- public authorities such as the National Agency for administering Tax Court of Accounts, Ministry of Finance, Ministry of Energy, Ministry of Transport, Ministry of Environment, Ministry of European funds and central authorities Local National Anticorruption Department, units of the Interior Ministry units subordinate public authorities and institutions, Stock Exchange, Financial Supervisory Authority, the Central Depository, etc.
- courts, judicial bodies, offices or mediation avocation, hospitals, Public Health Department, etc., to meet legal requirements or to protect the rights and assets of CONPET SA
- third-party purchaser, to the extent that the company's activity would be totally, or partially transferred and personal data of data subjects should be part of the assets representing the transaction.

#### 4. **WHAT CAN HAPPEN IF YOU DON'T PROVIDE US YOUR PERSONAL INFORMATION**

In some cases, you have an obligation to provide us with your personal data. However, if we do not provide the requested data, we cannot, for example, conclude or negotiate a contract with you, provide our services to respond to complaints or requests, etc.

#### 5. **THE RIGHTS OF THE SUBJECT WITH THE PROCESSING OF PERSONAL DATA**

In the context of your personal data processing, according to Regulation 679/2016 on the rights of the subject, we inform you that you have the following rights:

✓ **Right of access to the data subject to personal data.**

Please be advised that you have the right to obtain from your company the confirmation that your personal data is processed or not, and if so, by writing a written request to the company, you have access to the personal data type and the conditions of their processing.

✓ **The right to rectify the personal data**

We inform you that you have the right to obtain the rectification of the inaccuracies of the data about you that we process or control.

✓ **The right to delete data ( “right to be forgotten” ).**

Please be advised that you may request, by written request and provided to the company, the deletion of your personal data in the following situations:

- personal data are no longer needed for their original purpose for which they were collected or processed and there is no new processing lawful purpose;
- the legal basis of the processing is the consent of the data subject and the data subject withdraws consent and there is no other legal basis for the processing;
- data subject asserts his right to object and the company has no reason to prevail in favor of further processing;
- personal data have been processed illegally;
- personal data must be deleted to comply with a legal obligation incumbent on society to comply with EU law or the law in Romania.

✓ **Right to request restriction processing**

• Please note that you may get restricted from the processing of personal data in cases where:

- You dispute the accuracy of data processed for a period enabling the company to verify the accuracy of your data;

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[www.conpet.ro](http://www.conpet.ro)

- processing is unlawful but opposes the deletion of your personal data, instead of calling for restricting their use,
- where the company no longer needs your personal data for processing their stated goals, but you request data for the establishment, exercise or defense of legal court.

✓ **The right to data portability.**

- You may obtain a transfer to another operator of the information about you that we process or control them.

✓ **The right to object**

- Please note that we stop processing your data if you oppose processing based on a legitimate interest in your personal situation or if circumstances arise that cause you to exercise this right (including profiling). We will stop processing your data if you oppose processing for research and statistics.

✓ **The right to withdraw consent.**

- Please note that in cases where process data regarding you under your consent, you may withdraw your consent. You can do this at any time, at least as easy as you initially paid. Withdrawal of consent will not affect the legitimacy of data processing regarding you that we did it before the withdrawal.

✓ **The right to complain to the supervisor**

- Please note that you benefit from the right to complain to the supervisory authority of the processing of personal data on your data processing by us or on our behalf. In Romania, this authority is the National Supervisory Authority for Personal Data Processing (Supervisory Authority).

## 6. **REFUSAL OF DATA PROCESSING AND ITS CONSEQUENCES**

Society CONPET informs you that your data with personal data is necessary to fulfill the contract and the smooth functioning of the contractual relationship, recording a refusal to supply them may void completion/execution agreement between the parties or may void stipulations of law applicable terms.

## 7. **SECURITY OF PERSONAL DATA PROCESSING**

CONPET S.A. society informs you that both the agreement with the security policy on the protection of individuals with regard to the processing of personal data and meeting the requirements of Regulation 679 of April 27, 2016, on the protection of individuals with regard to the processing of data personal data and on the free movement of such data, adopt, implements, evaluates and improves constantly and continuously measures and appropriate technical and organizational measures on

processing of personal data, to safeguard and protect the rights and freedoms of individuals, notably the right to intimate, family and private life.

## **8. CONTACTS**

Company Name: **CONPET SA**

Address registered office: **1848 Street no. 1-3 Ploiesti, 100 569 postal code, Prahova County**

Telephone number: **0244-401360**

Number fax: **0244-516451**

Email Address: **conpet@conpet.ro**

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**Contact person responsible for the protection of personal data**

**Telephone: 0730550751**

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