

No. 40133/15.10.2019

Approved by  
**DIRECTOR GENERAL**  
PhD. Eng. Timur – Vasile CHIS

**INFORMATION NOTE**  
**regarding the protection of personal data of shareholders, natural persons and natural persons, representatives of shareholders**

Starting May 25<sup>th</sup>, 2018, the provisions of (EU) Regulation no. 679/2016, of the European Parliament and the European Council on the protection of natural persons regarding the processing of personal data and the free circulation of these data are applicable.

The company CONPET SA, headquartered in Ploiești, No. 1-3, Anul 1848 street, J29/6/22.01.1991, TIN RO 1350020, telephone: +40-244-401360, e-mail: [conpet@conpet.ro](mailto:conpet@conpet.ro), informs that, in the activity it performs, processes in a responsible way and gives particular attention to the protection of personal data of individuals who come into legal relations with, in compliance with EU Regulation no. 679/27 April, 2016 on the protection of individuals with regard to the processing of personal data and the free movement of such data.

For the organization and carrying out of the meetings of the General Meeting of Shareholders (GMS), the identification of the persons who are entitled to exercise their rights as shareholders, in relation to the organization of meetings, during the carrying out of the meetings and for the assessment of the resolutions adopted by the Ordinary General Meeting of Shareholders, as well as to identify the shareholders who will benefit from dividends, special dividends or other rights and who are affected by decisions of the General Meeting of Shareholders, the Company CONPET is processing the following personal data:

- For all shareholders of the company: ***name, first name, personal identity code, series and number of the identity card, address, citizenship, number of shares, bank account.***
- In the case of shareholders, natural persons, who require the introduction of additional items on the agenda and/or submit for approval to the GMS of draft resolutions for items included on the agenda, as well as in the case of shareholders, natural persons exercising the right to vote within the GMS: ***name, first name, type of identity card, series and number of the identity card, home address, and, if necessary, address of residence, citizenship of the shareholders, and, if necessary, the manner in which the right to vote is exercised;***
- In the case of legal representatives of shareholders, natural persons, who call for the introduction of additional items on the agenda and/or submission for approval to the GMS of draft resolutions for items included on the agenda, as well as of legal representatives of shareholders, natural persons, exercising their right to vote within the GMS meetings, in the name and on behalf of the shareholders: ***name, first name, personal identification number, date and place of birth, citizenship, the manner in which the right to vote is exercised;***

- In the case of representatives with special or general proxy of shareholders, natural persons, who call for the introduction of additional items on the agenda and/or submission for approval to the GMS of draft resolutions, for items included on the agenda, and exercising the right to vote within the GMS meetings, in the name and on behalf of the shareholders: ***name, first name, personal identification number, place of birth, home address, citizenship of conventional representative, natural person, and, if necessary, the manner in which the right to vote is exercised;***

The Company CONPET SA collects the personal data of shareholders, natural persons, and, if necessary, of the natural persons representatives of the shareholders:

- directly from the shareholders and through requests made by them for the introduction of additional items on the agenda and/or submission for approval to the GMS of draft resolutions for items included on the agenda of GMS meetings, such as at the time of the expression of the right to vote within the GMS meetings, through participation at the meeting or by correspondence;
- indirectly through DEPOZITARUL CENTRAL, as data from the Registry of Shareholders CONPET SA.

The legal basis of processing your personal data is represented by the necessity to comply with the legal obligations as per art. 6 para (1) letter (c) of the GDPR Regulation regarding the protection of natural persons with regards to the data – processing, legal obligation governed by Law no. 31/1990 on the companies and Law no. 297/2004 on the Capital Market, as well as by the legal and statutory provisions applicable to the organization and carrying out of the GSM.

The Company CONPET SA will send your personal data to the Depozitarul Central that manages the Registry of Shareholders according to the legal provisions.

Your personal data are stored by the Company CONPET SA permanently for the historic and until the loss of your shareholder status, both on paper and in electronic form, in the form of the files for the GMS meeting, as specified in the archives of documents.

At CONPET SA no shareholder natural person, representative of a shareholder, shall be subject of a decision based solely on automatic processing of personal data, including profiling, introducing legal effects, according to the shareholder, natural person, or natural person, representative of a shareholder, that should affect him in the same way, to a significant extent.

Based on (EU) Regulation no. 679 from April 27, 2016, of the European Parliament on the protection of natural persons regarding the processing of personal data and the free circulation of these data, you benefit from the following rights:

- ***the right for the correction of data;***
- ***the right to delete data;***
- ***the right to restriction of data;***
- ***the right to opposition;***

- ***the right to submit a complaint to the National Supervisory Authority for Personal Data Processing (Ro. ANSPDCP).***

At the same time, you have recognized the right to address justice.

To exercise these rights, you can address a written notice, dated, signed and sent on the address of the company CONPET SA.

The company CONPET SA has implemented technical and procedural measures to protect and ensure the confidentiality, integrity and accessibility of your personal data, will prevent the use or unauthorized access and the violation of data security, according to the legislation in force.

For additional information regarding the processing of personal data you can contact the Personal Data Responsible at e-mail: [gdpr@conpet.ro](mailto:gdpr@conpet.ro) or address a written request on the address of the company.

HEAD OF CRITICAL INFRASTRUCTURE DEPARTMENT

Eng. Radu Necsulescu

HEAD OF INFORMATION SECURITY UNIT

Eng. Marian G. Marinescu

Issued,  
Personal Data Responsible  
Econ. Adrian Banu