

## **WEBSITE PRIVACY POLICY**

### **INTRODUCTION**

**S.C. FAST SUPPORT S.R.L**, Romanian legal person, headquartered in Bucharest, 70 Jean Louis Calderon Street, 6th Floor, registered at the Trade Register attached to the Court of Bucharest under the no. J40/8295/14.06.2016, with the sole registration code CUI 36203596, has the capacity of personal data operator (hereinafter referred to as “The Operator” or “The Society”) and undertakes to respect the privacy of [www.fast-support.ro](http://www.fast-support.ro) website’s users, found under its possession.

This privacy policy is based on the Regulation no. 679/2016 regarding the protection of natural persons regarding the personal data processing and free circulation of these data (hereinafter referred to as “[The General Data Protection Regulation](#)”) which is applied starting with May 25, 2018.

This privacy policy describes the way the Operator collects, processes, transfers and protects the personal data of the website’s users, which are provided by them when using the website [www.fast-support.ro](http://www.fast-support.ro) (hereinafter referred to as “The Services”).

The privacy policy is an integral part of the Terms and conditions for the use of the website.

### **THE PERSON IN CHARGE OF DATA PROTECTION**

The operator appointed a person in charge of data protection that may be contacted for any questions and uncertainties regarding the personal data processing at the following e-mail address [dpo@fast-support.ro](mailto:dpo@fast-support.ro).

### **WHICH PERSONAL DATA DO WE PROCESS?**

When you fill in the section “Contact us” on the website [www.fast-support.ro](http://www.fast-support.ro), we shall process the following personal data: name, forename, telephone number, e-mail address, as well as any other data you may indicate in the field “Your message” (hereinafter referred to as “Personal data”).

When you fill in the section “Carrers” on the website [www.fast-support.ro](http://www.fast-support.ro), we shall process the following personal data: name, forename, area of interest (regarding the career), career level, spoken language/languages, as well as any other data you may indicate by the uploaded CV or in the field “Your message” (hereinafter referred to as “Personal data”).

## **THE PURPOSES AND GROUNDS OF THE PERSONAL DATA PROCESSING**

The operator processes the personal data for the following purposes:

### **3. Profiling**

For the improvement of our Services' quality, we may combine personal data (name, forename, e-mail address, telephone number, which are provided directly by you with other data obtained from other sources such as cookies, but only after we obtain the express consent by expressing your option in this regard, according to the art. 6, paragraph (1), letter a) of The General Data Protection Regulation.

### **4. Correspondence**

We shall collect information such as: name, forename, telephone number, e-mail address to communicate the information you requested, so we may respond to messages or notify regarding the available positions as well as to communicate any modifications brought to this Privacy Policy. Your refusal to provide the above mentioned data leads to the impossibility of sending this information related to the Society's Services.

### **5. The fulfilment of the legal obligations**

When public authorities request certain information, we shall process information such as: name, forename, telephone number, e-mail address, zip code (if appropriate) as well as any other personal information you may provide by the uploaded CV or by the messages fields so as to respond to such requests, according to the art. 6, paragraph (1), letter c) of The General Data Protection Regulation. The failure to transmit the above mentioned personal data for the fulfilment of a legal obligation shall lead to the generation of negative consequences (sanctions, fines, etc.) for our Society.

## **DATA STORAGE TERM**

The personal data shall be stored as follows:

**3. Profiling** – The personal data shall be stored until you withdraw your consent, but not longer than 5 years from the date you provided the information. **4.**

**Correspondence** – The personal data shall be stored until you withdraw your consent, but not longer than 5 years from the date you provided the information.

**5. The fulfilment of a legal obligation** – The personal data shall be stored throughout the entire term indicated by the legal obligations of the Operator.

The operator shall delete or anonymize all the personal data for which you withdrew the consent, the above mentioned maximum storage term of 5 years expired or the data are no longer necessary for the fulfilment of any of the above mentioned purposes.

### **WHEN AND HOW DO WE DISCLOSE PERSONAL DATA?**

Our society shall disclose the Personal data only in the following situations:

- a) When we have your express consent in this regard;
- b) When we are obliged to disclose the personal data based on a legal obligation to the following categories of receivers: public authorities, auditors or competent institutions in performing the Operator's verification;
- c) For the fulfilment of any of the above mentioned purposes, our Society may use the services of several contractual partners, and may disclose the Personal data to these partners so as to be used within the limits of the obligations that they assumed to our society. These partners are third parties that do not intend to process the personal data but may have access to the data during the fulfilment of the tasks or during their interaction with our Society, such as societies providing technical maintenance, financial or judicial auditors. We assure you that we make every effort necessary so as to ensure that all the entities with whom we collaborate will process the personal data in conditions of safety and security.
- d) When there are litigations and/or other complaints upon our Society.

### **THE PERSONAL DATA TRANSFER OUTSIDE THE EUROPEAN UNION AND/OR EUROPEAN ECONOMIC AREA**

Before transferring the personal data to a state or international organization outside the European Union and/or European Economic Area, we will assure the observance of all the conditions imposed by The General Data Protection Regulation, as well as any applicable legislation for personal data protection.

### **YOUR RIGHTS**

According to the provisions of The General Data Protection Regulation, you are benefiting of the following rights as data subject:

- 1. ACCESS RIGHT** – meaning your right to request the confirmation whether the personal data are processed or not, and if so, you may request the access to the data, as well as any related information. Also, at your request, you will also receive a copy of the Personal data;
- 2. RECTIFICATION RIGHT** - meaning your right to obtain the rectification of the personal data which are inaccurate, as well as the supplementation of the personal data which are incomplete, including by providing us additional information;
- 3. THE RIGHT TO DELETE THE DATA** - meaning that in the situations which are expressly regulated by the law (especially in case you withdraw your consent or in case it is found that the personal data were illegally processed), you are entitled to obtain the deletion of the Personal data from the Operator.

**4. THE RIGHT TO WITHDRAW THE CONSENT** – meaning your right to withdraw, at any time, the consent for the personal data processing, with the observation that the personal data processing performed previously to the consent withdrawal moment remains valid.

**5. THE RIGHT TO DATA PORTABILITY** - meaning your right to receive the personal data you provided in a structured format, which may be automatically read and the right to request that the personal data are sent to another operator of your choice;

**6. THE RIGHT TO RESTRICT THE PROCESSING** - meaning your right to obtain the restriction of the personal data processing from the Operator, in certain situations expressly regulated by the law (especially in case you question the personal data accuracy or in case the processing is illegal and you oppose to the deletion of the personal data). In these situations, except for storage, the personal data will no longer be processed.

**7. THE RIGHT TO OPPOSITION** - meaning your right to object the data processing in certain cases, including the creation of profiles (direct marketing, scientific, historical or statistical research, the legitimate interest of the operator, public interest or resulting from the exercise of the public authority with which the operator is invested).

**8. THE RIGHT TO SUBMIT A COMPLAINT** - meaning your right to submit a complaint regarding the processing manner of the personal data. The complaint is submitted to the National Supervisory Authority for Personal Data Processing

You may select one of the following methods for the exercise of any of the above mentioned rights:

a) The submission of a written, dated and signed request at the following mailing address: **Bucharest, 70 Jean Louis Calderon Street, 6th Floor**

b) By sending a request at the following e-mail address: **dpo@fast-support.ro**.

c) By using the following telephone number **0730.131.715**.

### **SECURITY MEASURES**

Our society will exercise the due diligence and adopt all the technical and organizational measures necessary for the protection of the personal data against loss, theft, inappropriate usage, unauthorized access, unauthorized disclosure, alteration and destruction. In this regard, we shall use methods such as encryption, password authentication and the limitation of the access to the Personal data.

Also, we will periodically update and test the security of the technologies we use. In the same time, we will inform and train our staff regarding the importance of the privacy and protection of your personal data.



**S.C. FAST SUPPORT S.R.L**

Bucharest, 70 Jean Louis Calderon Street, 6<sup>th</sup> Floor

J40/8295/14.06.2016, sole registration code no. **36203596**

### **PROCESSING THE DATA OF CHILDREN UNDER THE AGE OF 16**

All the processing activities presented in this privacy policy aim only the individual with the age of at least 16 years old. The use of personal data, as well as the results of their processing is strictly forbidden regarding children under the age of 16, without the consent of their parents/legal representatives. However, in the extraordinary situation when such a personal data processing takes place, we shall immediately cease it.

### **THE MODIFICATION OF THE PRIVACY POLICY**

We reserve the right to modify and/or supplement this privacy policy, at any time, for any reason, without any notification, other than the publication of the privacy policy as modified and/or supplemented on our website.

### **CONTACT**

For further details, as well as for any other uncertainties or questions related to this privacy policy, you may contact us by using the following contact data [dpo@fast-support.ro](mailto:dpo@fast-support.ro) or **0730.131.715**.