

FORM 1: Information notice on the processing of personal data

Please be informed that we have established our security policy based on the three basic principles of security in accordance with the General Data Protection Regulation 2016/679.

We, **ARC CONSULTING SRL** from Cluj-Napoca, are registered at the National Trade Register Office attached to the Cluj Court, with the unique identification code no. 14535632 and we operate from our office on 8 Govora Street, ground floor.

The main object of the activity is defined according to the NACE classification:

7022 – Business and management consultancy activities

Other secondary objects of activity are:

7810 – Activities of employment placement agencies

7830 – Labour supply and management services

8299 – Other business support service activities n.e.c.

8559 – Other education (training and refresher courses, courses to test professional knowledge, other than those provided for in NACE classes 8510 to 8553)

Basic security principles on which we have built our security policy:



We prioritise the protection of individuals and data while respecting fundamental rights, especially privacy and family life, and more!

Having the obligation and desire to comply with **Regulation 2016/679**, we, **ARC CONSULTING S.R.L.**, as **personal data processor**, inform you that, in association with the **General Secretariat of the Government (SGG)** under the service contract no. **77/03.07.2023**, we process your personal data, by **automated and manual means**, for the purpose of carrying out **specific recruitment and selection and/or performance appraisal activities in which you participate as a candidate for a vacancy in the company.**

The processing of your personal data is carried out by us and our processors (IT service providers) pursuant to Article 6 para. 1(b) and (c) of Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with the processing of personal data and on the free movement of such data, i.e. for the purpose of taking the necessary steps to conclude a contract of employment/individual employment contract (conducting the recruitment process, preparation of pre-employment documentation), as well as for the fulfilment of legal obligations incumbent on our company (obligations of physical/electronic archiving of documents, financial-accounting obligations, obligation to comply with legal rules on the recruitment of candidates for vacancies in state-owned companies, etc.)

You are obliged to provide the personal data requested when you apply/register for the recruitment process or for any request/communication during the recruitment process, or when our team of specialists carry out the performance evaluation tests. Your refusal to provide complete and accurate requested data will result in: a) the impossibility to assess your qualifications/competences for the position/vacancy within the hiring company; b) the impossibility to schedule and conduct the recruitment interview; c) the impossibility to select you as a potential candidate; d) the impossibility to draw up the list of targeted persons who most closely match the requirements of the vacancy; e) the impossibility of processing data for the purpose of the selection and recruitment process or for the purpose of evaluation, characterisation and determination of the candidate's suitability in relation to the requirements of the post; f) exclusion from the recruitment

procedure and the impossibility of filling the vacancy/position; and g) the impossibility of compliance with legal obligations by the company.

Please be informed that in order to fulfil one or more of the purposes mentioned above, it is necessary to process the following types of personal data: name and surname, domicile, Personal Identification Number, ID series and number, place of birth, date of birth, nationality, civil status, quality/function, professional training, education, professional experience, diplomas, skills, profession, place of employment, seniority, language activities, criminal record (in case of express legal provisions), history of positions held and situations of conflict of interest and/or incompatibilities, health data/medical certificates/psychological opinion (if the position in question requires information on medical conditions, any disabilities or work restrictions), contact details (telephone/fax number and e-mail address, exclusively for efficient and rapid communication), length of service, driving licence, other data entered voluntarily by you. in the CV provided directly to us, in affidavits or other relevant documents submitted/transmitted by you for recruitment/selection purposes, your image (photograph from your CV, diplomas, from recorded video recordings of interviews conducted during the recruitment process), voice, signature, professional conduct, psychological profile, results of assessment tests administered, interviews, as well as any other information on the basis of which your skills, aptitudes, intellectual capacity in relation to the requirements of the post can be established.

We will only use your personal data for the ongoing recruitment and selection/professional assessment process.

The data collected is intended for processing by us and our processors/partners (IT service providers) and will only be transmitted for the purpose of fulfilling contractual obligations to the associated operator SGG, as well as for the purpose of fulfilling legal obligations to judicial bodies, judicial authorities or other competent public supervisory authorities, upon express request and within the limits of the law, if applicable.

With the exceptions expressly provided for by law, your personal data may be transmitted to third parties only with your freely given consent.

All personal data collected will only be stored for the necessary period of time that is relevant for the purpose mentioned above, for a period of maximum 5 years from the date of the conclusion of the above-mentioned service contract, after which they will be anonymised or destroyed/deleted from our databases.

In accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with the processing of personal data and on the free movement of such data and with the provisions of national law on the protection of individuals with regard to the processing of personal data and on the free movement of such data you benefit from:

- *Right to be informed (Art. 13 and 14)*
- *Right of access to data (Art. 15)*
- *Right to rectification (Art. 16)*
- *Right to erasure of data ("right to be forgotten") (Art. 17)*
- *Right to restriction of processing (Art. 18)*
- *Right to data portability (Art. 20)*
- *Right to object (Art. 21)*
- *Right not to be subject to a decision based solely on automatic processing (Art. 22).*

To exercise these rights, as well as for any questions or complaints regarding the processing of your personal data, you can contact our team at the official address of our office in Cluj-Napoca city, 8 Govora Street, Cluj county or you can contact our data processing officer at the e-mail address dpo@arc-consulting.ro or by phone on 0727 923 915, on working days, Monday to Friday, between 08:00 and 16:00. You can also find further information about the processing of personal data by us on the website ARC CONSULTING S.R.L. or by clicking on the link <https://arc-consulting.ro/politicadeconfidentialitate/>.

Also, if you believe that any of your rights have been infringed in this matter, you can address the National Supervisory Authority for Personal Data Processing (<http://dataprotection.ro/>) or the courts in accordance with the provisions of Art. 77 - 79 of Regulation (EU) 2016/679.

We undertake to apply all appropriate technical and organisational measures to ensure the security of your personal data and to protect it against destruction, modification, disclosure or unauthorised access.

I have taken note:

Surname and first name

Signature.....

Date.....