

INFORMATION ON COLLECTION AND PROCESSING PERSONAL DATA FOR GUARANTEES

Below you can find the information explaining how we collect personal data in the process of signing a contract with the company.

WHAT INFORMATION DO WE COLLECT ABOUT YOU?

- When signing a contract, we need information to certify the identity of the guarantor in the contract, for the company you represent. This personal data may include: name and surname; date and place of birth; citizenship; domicile; e-mail address; phone number, other identification data

HOW WE USE THE INFORMATION ABOUT YOU?

- Some of this information will be used to get in touch with you: phone, e-mail. The other data are necessary for concluding the contract between our companies, based on a legal requirement imposing us to keep the identification data of the representatives of the companies as supporting documents for possible inspections from state's financial bodies.
- The data are kept by our company throughout the duration of the contract and, subsequently, for a period required by law - 5 years - in a secure archive.
- We do not sell or send your personal data to other entities.

MARKETING

- We will not use your personal data for marketing purposes without your written consent.

ACCESS TO INFORMATION, RECTIFICATION OF DATA AND COMPLAINTS

- Your personal data is kept within the sales department and is accessed by the company's management. Representatives of the tax authorities may also have access, but only following a written request or documents proving the legitimacy of an inspection carried out.
- You have the following rights, guaranteed by GDPR:
 1. The right to access your own personal data;
 2. The right to rectify inaccurate personal data;
 3. The right to delete data;
 4. The right to make changes to your personal data;
 5. The right to limit processing;
 6. The right to data portability;
 7. The right to opposition;
 8. The right to lodge a complaint with the National Authority for the Supervision of the Processing of Personal Data (the competent supervisory authority) and to apply to the competent courts.

The contact details of the personal data protection department are DPO@universalsa.ro

VALIDITY OF THE INFORMATION NOTE

- This version of the Note is in effect as from October 2020 and will be updated if new legal requirements arise.

I have read and understood this information note,

(Name, position and signature)

(Date)
