

## **EMPLOYMENT (2)**

### **NOTIFICATION OF CONFIDENTIALITY**

Below you can find information that explains how do we collect your personal data in the process of hiring for vacant positions in our company.

### **WHAT INFORMATION DO WE COLLECT ABOUT YOU?**

In the process of employment, we collect the information you provide us through the documents required by law: identity papers, study papers, criminal records (in some cases), medical examination etc.; these personal data may include: first and last name; date and place of birth; citizenship; residence; e-mail address; phone number; civil status, studies, professional qualifications, etc.

### **HOW DO WE USE YOUR INFORMATION ABOUT YOURSELF?**

All this information is required by law for your employment. They are kept in the company while you are our employee and then for a period of time required by law.

Occupational health care services are required by MedLife S.A., and this company will have access to your specific data: contact details, medical information, medical data.

Labor protection services, which are legally binding, are provided by Prodav Consulting SRL, so that this company will also have access to some of your personal data: contact details.

### **MARKETING**

We will not use your personal data for marketing purposes.

### **ACCESS TO INFORMATION, DATA RECTIFICATION AND COMPLAINTS**

Your personal data is exclusively available to staff in the human resources department and management of your department.

We ensure that all of your rights are respected and that your personal information is fully protected. You may request that data be rectified if changes occur (name, civil status, address, etc.).

The contact details of the department dealing with personal data protection are: [DPO@UNIVERSALSA.RO](mailto:DPO@UNIVERSALSA.RO)

You have the right to complain to the National Supervisory Authority for Personal Data Processing. This is the control body you can address if you feel that your requests have not been resolved by law. More information can be found at the following address: <http://www.dataprotection.ro/?page=contact>

### **VALIDITY OF THE NOTIFICATION OF CONFIDENTIALITY**

This version of the Notification is effective from May 2018 and will update if new legal requirements arise.