



PRIVACY POLICY

We, HR Quality Services, are extremely concerned to guarantee the confidentiality and full protection of your personal data, in accordance with the rules, principles and regulations in force in the European Union in this field, including Regulation no. 679 of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data.

Personal data means any information about an identified or identifiable individual, and an identifiable person is that identifiable person, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, localization, an online identifier, or one or more specific elements that are physically, physiologically, genetically, psychologically, economically, culturally or socially identifiable.

This Policy refers to the personal data of our customers, business partners, other people who come in contact with us or visit our locations, employees or people in the process of engagement, collaborators, etc. and applies to personal data collected by: e-mail, various forms, CVs, video recordings, web-sites, social media. For the purpose of carrying out the activity, HR QUALITY SERVICES may collect, process and store certain legally required personal data, for the conclusion of a contract or for a legitimate interest. These data may be, but are not limited to, name, surname, nationality, address, telephone, e-mail address, moving images, etc.

The Privacy Policy describes:

- The purpose for which we collect and how we use your personal information;

- How we collect personal data;

- The basis of processing for the above purpose;

- The categories of personal data that we collect and process;

- The storage period for processing;

- Your rights and how you can exercise them;

- To whom can we pass this data.

We also want to let you know what we are doing to ensure the security of your personal data and how you can contact us about privacy and protection of your personal data.

Who we are:

HR Quality Services, located in Str. ION SLAVICI, nr. 46A, Tunari, Judetul Ilfov,, registered at the Trade Registry with . J23/4595/2016,, RO 36743820, Romania. For more details about US, visit <http://www.hrqualityservices.com/>

The purpose for which we collect and how we use your personal information



Our company collects data in the following cases:

1. If you are a client or potential customer of ours:

We have an obligation to manage safely and for the specified purposes in our contracts only the personal data you provide to us about you and related to the collaboration we will have.

1.1. To provide you with our services

We request data to provide you with our services:

- To offer you information about the vacancies on the market;
- to collect and use your personal data with regards to the employment history; the processing of personal data is done in this case on the basis of a legal obligation;
- Enroll your data in the recruitment platform we work with, based on the legitimate interest of our partners;
- Become part of different data bases of ours or of our collaborators, based on our legitimate interest in processing, as well as executing a contract.

1.2. To communicate with you

It is important for us to be able to communicate with you for various purposes, such as to find out how you evaluate our services, to address your various referrals or to provide personalized, timely services, in electronic format.

1.3. Legal obligation

In some situations, we may require some personal data under a legal obligation imposed by the applicable law.

1.4. Sending information (newsletter)

We request data to send you commercial information / newsletters in electronic format, if the case. For this we ask for your consent and we request your e-mail address expressly; we have a legitimate interest in our processing.

You can withdraw your consent at any time, expressing your option not to receive our newsletter in the future by clicking "unsubscribe" when you receive the e-mail.

The categories of data processed in the context of our relationship with you are your name, surname, telephone, fax, address / home, e-mail address (optional), job position and other personal data you can provide directly to us and necessary for our project.

1.5. Personal data will be processed throughout the period of our collaboration and will be stocked in accordance with the law of document archiving (contracts, invoices, orders etc).

1.6. Personal data collected and processed will be stocked in the Human Resources Quality Services locations.

2. If you are an employee

2.1. In order to enter into contractual relations with us (Individual Work Contract, etc.)



We ask for data required by law to enter into employment contracts, in order to make the wage and taxes payments required by the current legislation: name, first name, domicile, date and place of birth, identity card details, personal numeric code, study papers, criminal record (where applicable), studies, data from study documents, banking account, personal data from the marriage certificate, pictures (where the case), medical data (from the holidays certificates, from the labor medicine reports) etc.

2.2. To communicate with you

In order to communicate with you in a timely manner, we may request your phone number and e-mail address.

3. If you want to work for Human Resources Quality Services

3.1. We use the personal data contained in the CVs we receive to assess the qualifications of applicants for a position within Human Resources Quality Services. We base our processing on the interest in the potential conclusion and performance of a contract of employment.

3.2. The categories of data processed in the context of our relationship with you are the name, e-mail address, telephone, fax, address, personal details included in the CV, details of education and training, professional qualifications, and other personal data you can supply directly.

3.3. We use and archive your personal data throughout our collaboration in accordance with the current legislation and based on the current archiving legislation (labor contracts, evaluation files, medical certificates etc).

3.4. Personal data collected and processed for the purpose of handling labor contracts will be transferred to the public institutions of the state (ITM, CAAS, ANAF, INS etc) based on the law, to banking institutions for the purpose of paying the salary, to collaborators for the purpose of handling the law enforced obligations (SSM, PSI, labor medicine, medical insurance).

3.5. Personal data collected and processed are archived in Human Resources Quality Services locations.

4. If you want to apply for any of the jobs available on our website on behalf of our clients.

4.1. The categories of data processed in the context of our relationship with you are name, e-mail address, telephone, fax, address, personal data included in the CV, details of education and training, professional qualifications, and other personal data that you can provide directly.

4.2. We use the personal data contained in the CVs we receive to assess applicants' qualifications for a position within Human Resources Quality Services, including our internship programs. We process personal data collected, directly from you, based on your consent in order to carry out the recruitment process for the position for which you are applying.

4.3. Personal data will be processed throughout the collaboration and will be stored in accordance with the legal provisions on the obligation to archive documents (employment contracts, evaluation form, medical certificates, etc.).



5. If you are a business partner / supplier

5.1. To keep in touch with you

We use your legal's or official representatives in relation to us, meaning name, surname, job position, telephone number, fax, email address. The data received from you will be used strictly in maintaining and rolling out the contractual relationship with you.

5.2. Communicating with you

We use your contact information to communicate with you about any relevant issues related to our contractual relationship (closing, executing and/or ending commercial contracts and solving any litigations).

Personal data will be processed throughout the collaboration and will be stored in accordance with the legal provisions on the obligation to archive documents (contracts, invoices, orders, etc.)

Collected and processed personal data is stored in Human Resources Quality Services locations

6. If you are a visitor to HR Quality Services

We use your personal data to ensure our security, for goods and staff. In this case, we base our data processing on the legitimate interest of HR Quality Services, namely the protection of these premises, active and personal.

The categories of data processed in this context are your name, series and number of ID document, as well as other personal data that you can provide us directly upon our request for a better identification, as well as your recorded images using the video surveillance system.

7. If you are a user of our internet sites - www.hrqualityservices.com

We use personal data that we collect from you when you visit our website to monitor traffic and improve site content. We rely on this data processing activity for our legitimate interest in ensuring the proper functioning of our website and improving it. The data categories processed in this context are the time and date of access to an Internet site and the IP address from which the site was accessed.

The basis for the processing of personal data may be: a legal obligation (if HR Quality Services is legally obliged to disclose certain personal data to public authorities), the execution of a contract concluded by HR Quality Services in the context of a particular transaction or legitimate interest of HR Quality Services to make a transaction in the most efficient way.

8. Providing personal data

When personal data is requested directly from you by Human Resources Quality Services, it is required to fulfill certain obligations, legal or contractual, upon prior information of this aspect (category of data requested, purpose of collection and processing, duration of processing and storage, the possibility of these being communicated to third parties as well as the reasons for this transmission to third parties, the rights granted to the data subject (Personal Data Protection Regulation no. 679/2016)



If you provide Human Resources Quality Services with personal data of other natural persons (eg persons designated in the performance of contracts / projects between the undersigned and your company), please inform them, before such provision of data, how Human Resources Quality Services intends to process their personal data as described in this privacy policy..

9. Transmitting personal data to third parties

Although, as a general rule, we do not disclose your personal data to third parties, this may happen if we need:

- to disclose contact details to our marketing service providers (only with your consent);
- to disclose contact details to our guest satisfaction survey service providers (only with your consent);
- if there is a legal obligation to transmit relevant personal data to public authorities in the context of providing us with the services you request;

10. Processing Time

We intend to keep your personal data for as short of a time as possible, as long as the minimum necessary for the proper conduct of our business - usually 24 months after ending a project you have been part of. However, there are situations where the legislation in force requires that certain sets of data be retained for longer periods of time (for instance for contracts, invoices, orders, etc).

11. Your rights

As a personal data holder, The Regulation regarding data protection nr 679 / 2016 gives you a number of rights, including:

- **the right of access** - allows you to obtain confirmation that your personal data is processed by us and, if so, what are the relevant details of these processing activities;
- **correction Right** - Allows you to rectify your personal data if it is incorrect;
- **the right to delete** - allows you to erase your personal data in certain cases, such as:
 - if the data are no longer needed in connection with the purposes for which they were collected;
 - whether the processing was based on your consent and whether you have withdrawn your consent, or has expired, or where there is no longer a legal basis for processing your personal data;
 - a court or regulatory authority has decided that your personal data in question must be deleted;
 - if it is proven that your personal data has been processed unlawfully;
- **the right to restrict** - allows you to obtain the restriction of processing your personal data in certain cases, for example when you contest the accuracy of your personal data for a period that allows us to verify this accuracy;
- **the right to object** - allows you to object to the further processing of your personal data under the conditions and within the limits set by the law;
- **the right to data portability** - allows you to receive the personal data you have provided to us in a structured, commonly used and legible format, or to transmit this data to another data operator.



We are happy to ensure that you exercise these rights, unless this proves impossible or involves a disproportionate effort. You may exercise the aforementioned rights and learn more about such rights by submitting to us, in our capacity of data controller, a written request to HR Quality Services, Str. ION SLAVICI, nr. 46A, Tunari, Judetul Ilfov, or by e-mail to gdpr@hrqualityservices.com.

You also have the right to file a complaint with the National Supervisory Authority for Personal Data Processing, in its capacity as an autonomous central public authority with general competence in the field of personal data protection. We are committed to always addressing your requests with the utmost care and to address any questions you may have to answer as soon as possible.