

# Privacy Protection – Non-disclosure

## 1. Definitions:

“Document” or “the present document” – means the present Privacy Protection – Non-disclosure policy;

“The company” or “the organization” – is Plastor S.A.;

“Website” or “This website” – is <https://plastor.ro>;

“Code of conduct and Business ethics” – is the Code of conduct of Plastor S.A. through which the company underlines its commitments in conducting its activities and in following its interests and can be find at <https://plastor.ro/wp-content/uploads/2024/01/Cod-de-conduita-si-etica-in-afaceri-Plastor-S.A.-Eng.pdf>

“Visitor” – natural person on its behalf or on behalf of a legal person that visits the website;

“personal data” – means any information relating to an identified or identifiable natural person (“*data subject*”); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person;

“controller” – means the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data; where the purposes and means of such processing are determined by Union or Member State law, the controller or the specific criteria for its nomination may be provided for by Union or Member State law;

“processing” – means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction;

“recipient” – means a natural or legal person, public authority, agency or another body, to which the personal data are disclosed, whether a third party or not. However, public authorities which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law shall not be regarded as recipients; the processing of those data by those public authorities shall be in compliance with the applicable data protection rules according to the purposes of the processing;

“consent” of the data subject – means any freely given, specific, informed and unambiguous indication of the data subject’s wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her.

## 2. General terms

2.1 The present document states the privacy and non-disclosure policy for visiting this website.

2.2 The company undertakes to conduct its activities and to follow its interests by legal and ethical means. Regarding the privacy and non-disclosure policy Plastor S.A. is committed as stated in ***Code of conduct and Business ethics***, “Chapter 10 - Non-disclosure. Data protection. Industrial and intellectual property” - <https://plastor.ro/wp-content/uploads/2024/01/Cod-de-conduita-si-etica-in-afaceri-Plastor-S.A.-Eng.pdf>.

2.3 This document may be amended or updated from time to time to reflect changes in our practices regarding the privacy and non-disclosure of data. The last updated version shall apply accordingly.

## 3. Scope. Collection, use, process of Personal Data

3.1 ***In general***, as the scope of this website is for the visitors, especially companies (legal person) to have an overview on Plastor S.A. activities, the company shall not collect, use or process any personal data from the visitors of our website.

### 3.2 ***Exemptions from art. 3.1:***

- the visitors’ data shall be used according to ***Plastor’s “Cookie Policy”***;

- the visitors that apply for a job at our company throughout our “*Careers*” topic shall give their personal data and these shall be used according to the following “*Notice and agreement regarding collecting personal data from the data subjects – recruitment and hiring*”.

### **3.3 Notice and agreement regarding collecting personal data from the data subjects - Recruitment and Hiring -**

#### **3.3.1 Preliminaries. Controller data presenting**

PLASTOR S.A., headquartered in 175, Calea Clujului Street, 410546- Oradea, Bihor County, Romania, registered at municipiul Oradea, str. Calea Clujului, nr. 175, jud. Bihor, registered at Bihor Trade Register Office under no. J05/170/1991, with IRC (CUI) no. 54744 and VAT no. RO54744, legally represented by Mr. Eng. Gavril Milas – general manager, in order to apply the national laws regarding the personal data protection and the EU Regulation 2016/679 of European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), we hereby state and notice that Plastor S.A. processes your personal data, as defined in art. 4 point (1) in from EU Regulation and at **Chapter 1 – “Definitions”**, for the purpose of conclusion, executing and (as the case may be) suspension or termination of an employment contract.

Our company emphasises on the acknowledgement of the principles stated by the EU Regulation regarding your personal data protection, so that Plastor S.A. warrants the application and observance of the principle of lawfulness, fairness and transparency, the one regarding the purpose and storage limitation, the principle of data minimisation, the principle of accuracy, the one relating to integrity and confidentiality, as well as the observance of the principle of accountability.

#### **3.3.2 The purpose and legal basis**

The purpose for processing the personal data is for recruiting and hiring, for conducting job interviews and for concluding, executing and (as the case may be) suspension or termination of an employment contract, Plastor S.A. acting as the employer, that involves, among other activities – trainings at the hiring moment, at the workplace, periodic trainings, trainings at changing the work conditions and the technologies, salary payment and all pay entitlements, vocational training, reporting and payment of taxes and charges to national budgets and others on the legal basis represented by Law no 53/2003 – Labour Code, Governmental Decision no 905/2017 regarding the general employee register, Civil Code, Civil Procedure Code, Tax Code, Tax Procedure Code, Criminal Code, Criminal Procedure Code, Law no. 263/2010 – Pensions Act, Law no. 319/2005 – regarding the occupational health and safety and its respective Implementing Rules, Law no. 307/2006 – regarding the fire safety and its respective Implementing Rules, Law no. 95/2006 – regarding the healthcare system reform and its respective Implementing Rules, Law no. 76/2002 – unemployment insurance system and the stimulation of labour occupation, Government Emergency Ordinance no. 158/2005 – regarding leaves and social health insurance allowances, Government Emergency Ordinance no. 111/2010 – regarding leaves and monthly raising children allowances and others.

#### **3.3.3 Categories of recipients**

Categories of recipients of the personal data are:

- the responsible personnel within the following departments: Human Resources, Prevention-Protection-Administrative, IT and Financial-Accounting;
- national/local public authorities and institutions such as: The National Tax Administration Agency, The Pension Agency of Bihor County, The Local Health Insurance Agency, The Local Labour Occupation Agency, The Local Labour Control Agency, courts of justice, criminal investigation authorities, receivers, educational institutions etc.;
- notified bodies, such as occupational health services office;
- bank or non-bank financial institutions;
- transportation service providers, vocational training service providers.

### **3.3.4 Storage period**

The personal data storage period is the one provisioned in the applicable legislation in force regarding the preservation and archiving of personnel files, payrolls and others alike.

### **3.3.5 The clause regarding the obligation of provisioning personal data by the data subject**

The provision of personal data is mandatory according to the legislative acts mentioned in Chapter “*The purpose and legal basis*”.

### **3.3.6 The rights of the data subject**

According to and in respect of the limits stated by the national legislation and by the EU Regulation, with regard to your personal data you have the following rights:

- de a solicita societății accesul la acestea, rectificarea sau ștergerea acestora sau restricționarea prelucrării to request from the company access to and rectification or erasure of personal data or restriction of processing concerning the data subject;
- to object to data processing;
- to data portability;
- to withdraw consent;
- to lodge a complaint with a supervisory authority;
- to an effective judicial remedy against a supervisory authority;
- to an effective judicial remedy against a controller;
- to representation;
- to compensation.

### **3.3.7. Contact**

For more information, possible queries or for exercise of said rights you are invited to lodge the dully signed and dated applications to our company at our headquarter’s address or on e-mail at [office@plastor.ro](mailto:office@plastor.ro).