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| **FORM F4** | **CONSENT FOR THE PROCESSING OF PERSONAL DATA** |

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| **SECTION 1** | | | |
| **Last Name and First Name** |  | | |
| **Signature** |  | **Date** |  |

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| **SECTION 2** | | | | | |
| **I, the undersigned, as** | | | | | |
| **(please only tick the option that reflects your choice)** | | | | | |
| Participant in the recruitment and selection procedure, | | | | ⬜ | |
| Person chosen by the candidate to give references regarding the candidate's professional activity in the recruitment and selection procedure, | | | | ⬜ | |
| Knowing that the making false statements is punishable pursuant to art. 326 of the Criminal Code, and understanding that any omission or inaccuracy in the disclosure of information is a false statement and is punishable by law, I hereby declare, under my own responsibility, that: | | | | | |
|  | | | | **YES** | **NO** |
| I give my consent for the processing of personal data (last name and first name, telephone number, e-mail address, current and/or previous employer(s), position held within the current or previous employers etc.) that I have provided / have been provided to S.C. Pluri Consultants Romania S.R.L. in the application file submitted. | | | | ⬜ | ⬜ |
| **Notification for candidates/people providing references** | | | | | |
| I have read, understood and signed the Declaration of confidentiality, attached to this form. | | | | | |
| **Signature** |  | **Date** |  | | |

**Data Confidentiality Declaration**

Pluri Consultants Romania undertakes to protect you and respect your privacy. This Data Confidentiality Declaration describes your confidentiality rights in relation to the data concerning you that we process, as well as the measures we take to protect your privacy. We are aware that this Declaration extends over several pages, but please read it carefully.

**Explanation of Certain Terms**

First of all, we need to clarify how we use some words in this declaration. It may seem obvious, but when we are referring to your person in this Declaration we will be using the terms '**You**' or the '**Candidate**'.

When we are talking about '**us**' or the '**Company**', we are referring to Pluri Consultants Romania S.R.L., with our registered office in: 3 Nicolae Titulescu St., block 26M, floor 1, apt. 5, Ploiesti, Prahova County. We hereby bring to your knowledge the fact that this is not the correspondence address, and that the correspondence address is mentioned below.

The company provides various HR (human resources) activities, such as recruitment of personnel, secondment, payroll, recruitment & selection services, testing solutions, professional transition, talent development, training & professional education, professional training, placement of redundant personnel and international mobility ('**Our Activities**'). In order to accomplish Our Activities, the Company is using several IT systems.

Finally, this is a declaration regarding information about people - such as yourself and your family. It includes facts about you, but also opinions about you and that you have (for example, "I like fishing"). This is not information regarding the Company (although sometimes the two overlap). This information is sometimes referred to as "Personal Data", "Personally Identifiable Data". In this declaration, we will be using the term '**Personal Data'.**

**What personal data is the company collecting and using?**

Personal data that the company usually collects include, without limitation:

* your name, date and place of birth, contact details and qualifications (studies, training courses and internships), documents proving your identity and the right to work, and any other information that you have mentioned in your description or your CV;
* if you contact us, in some cases, we will record such correspondence;
* details of any disabilities and any adaptations we will have to make for you at the work place; and
* in some cases, we will collect sensitive personal data, if the law allows it (therefore, we will be asking you about your background etc.).

**Why do we use personal information about you?**

The company is collecting and using personal data:

1. to provide the services you expect from us, such as finding the right jobs for you to apply, helping you with training courses, or facilitating the job application process. This includes sending your CV to potential employers, keeping you up to date on future job opportunities by e-mail, telephone, post and/or other communication methods;
2. with your consent, we may use your contact details for direct marketing, for example by e-mail, text messages or telephone;
3. to develop, test and improve our website or other new or existing systems / processes, in order to serve you better; this takes place in the context of new IT systems and processes, so that data about you may be used to test these new IT systems and processes, where fictitious data may not fully replicate the operation of that new IT system;
4. for conducting studies, statistics and analytical research, for example, to compare the efficiency of candidate placement across different business and geographic sectors and to seek to identify the factors that could influence the differences we identify;
5. for transferring data to third parties (see below);
6. if necessary, to comply with any legal obligations; and
7. we may also process your data:
   1. to promote the security and protection of individuals, premises, systems and assets;
   2. to monitor compliance with internal policies and procedures;
   3. to manage communications and other systems used by Pluri Consultants Romania (including internal contact databases);
   4. to investigate or respond to incidents and complaints;
   5. for photographs or video recordings of training sessions, to report internally that such training sessions have taken place, as well as their topic (for example, in internal updates) and also to promote similar sessions internally and externally to third parties; or
   6. to comply with obligations and rights, and to cooperate in investigations conducted by the police, government or regulatory bodies; and
   7. to participate in any potential or actual purchase or sale, or joint venture, in a business or a company, in full or in part, that Pluri Consultants Romania wants to participate in.

**What are the provisions of the law in this regard?** Pursuant to the law, we should have a legal basis for processing the data we keep about you. When you work with or through Pluri Consultants Romania, our processing of personal data for all these purposes is based on the justification of processing, such as *performing a contract in which the data subject is a party (objectives 1 and 6-7), processing necessary to comply with legal or regulatory obligations (objectives 6-7)* and/or *processing necessary in the legitimate interests of Pluri Consultants Romania in the exercise of its fundamental rights and those of its personnel to conduct a business in a way that does not affect your interests or your fundamental rights and freedoms (objectives 1-5 and 7).*When the processing of data is required for the legitimate interests of Pluri Consultants Romania, we ensure that the processing is made so as your legitimate interests prevail any individual interest. Except for the afore-mentioned purposes, we will only process your personal data with your consent (an additional processing legal basis).

**Do you have to provide us the personal data we are requesting?** You are not required to give us your personal data, but it is almost impossible for us to work with you and provide you with our services otherwise.

**Do we process personal data about you without human intervention?** No.

**How long do you retain personal data?** The company may retain your personal data for a period of up to 5 years after receiving the data. If you are successful in finding a job through us, the Company shall have to keep your personal data for a longer period of time, in order to comply with its legal and contractual obligations in progress. The company retains your personal data as an employee for 10 years, and your personal data included on the payroll, for 50 years.

**Do we transfer your data to third parties?**

As mentioned above, we usually disclose your data to third parties. This is done to in order to achieve the objectives referred to above. We do this under the following circumstances:

* To our suppliers. We may, for example, contract a supplier to perform administrative and operational works to support our relationship with you. The suplier(s) will be required under the contractual obligations and under other legal obligations to comply with the confidentiality of your data and to respect your privacy, and shall only have access to the data necessary for them to fulfill their functions; relevant suppliers are mainly providers of IT services (hosting or supporting our IT systems, including the information about you), office management companies (monitoring the physical security of our buildings and therefore requiring to know about you in order to allow you the access in our buildings) and suppliers of financial and accounting management services (that may need to process details of candidates in order to operate the accounting records of suppliers and customers). Furthermore, we may contract suppliers that provide IT technology services and solutions, which may include video interviews and skills assessment instruments.
* To our potential customers / employers: we will share your data with our customers who offer us jobs / contracts that you may be interested in, or who are interested in your profile. These have contractual obligations and other obligations regarding the confidentiality of your data towards us and towards you;
* We will share your data with the government, police, regulatory bodies or enforcement agencies if, at our discretion, we deem that we are legally required or authorized to do so, or that it would be prudent to do so; and
* As part of the due diligence related to (or the implementation of) merger, acquisition, or other business transactions, we may be required to disclose your data to the seller or the potential buyer or to its advisers.

**Do we transfer your data outside the European Union?**

Your data may be transferred and processed in several countries, within or outside the European Union. We will transfer your data only to countries outside the EU in relation to which the European Commission believes they provide an appropriate level of protection (a list of these countries is available here: <http://ec.europa.eu/justice/data-protection/international-transfers/adequacy/index_en.htm>), or where Pluri Consultants Romania has implemented appropriate security devices to keep the confidentiality of your information (for which we usually use one of the contract forms for data transfer approved by the European Commissions, forms that are available here:  <http://ec.europa.eu/justice/data-protection/international-transfers/transfer/index_en.htm>).

**What are your rights?**

* **Right of access and to obtain a copy of your personal data**

You have the right to request confirmation whenever we process any of your personal data. In this case, you may access your personal data (via the Portal) and some information about how these are being processed. In some cases, you may ask us to provide you with an electronic copy of your data.

* **Right to rectify your personal data**

If you can prove that the personal data we hold about you is not correct, you may request that such data be updated or rectified. We encourage you to access the Portal auto-service system, if possible, and update your personal data directly.

* **Right to be forgotten / erasure**

In some cases, you have the right to request us to restrict the processing of your personal data and/or to erase your personal data. You may make such a request at any time and Pluri Consultants Romania shall assess whether your request will be settled positively, however, if this right is subject to any legal rights or obligations, we may retain the data. For cases where, pursuant to the legal provisions, we determine that the request for the erasure of your personal data needs to be settled positively, Pluri Consultants Romania shall do so, without delay. Please note that once your data is erased - the Company may no longer be of any help to you after this data has been erased. If you want to register again with the company, you will have to re-enter your data.

* **Right to object**

If the processing of your data by the company is based on the legitimate interest of the company (and on no other processing basis), or relates to direct marketing, you have the right to object to the Company processing your data, by reference to your particular situation. If you would like to exercise any of your rights, please send us an e-mail at [gdpr@pluri.ro](mailto:gdpr@pluri.ro). When you send us an e-mail in order to exercise your rights, the Company may ask you to you identify yourself before it resolves your request. Finally, you have the right to file a complaint with the data protection authority in your place of residence or where you wok, or in the place where you consider the issue related to your data has occurred.

**How can you contact us?** If you have any questions or doubts about this Declaration or if you want additional information on how we protect your data (for example, when we transfer such outside of Europe) and/or when you want to contact the Company’s Data Protection Officer (DPO) for confidentiality matters, send an e-mail to the address [gdpr@pluri.ro](mailto:gdpr@pluri.ro).

**How do we process amendments to this Declaration?** The terms of this Declaration may be amended over time. We shall publish any important amendment to this Declaration by appropriate notifications on the website of Pluri Consultants Romania, or by contacting you through the use of other communication channels.

**Pluri Consultants Romania**

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| --- | --- | --- | --- |
| **Last Name and First Name** |  | | |
| **Signature** |  | **Date** |  |