

PERSONAL DATA PROTECTION POLICY

In accordance with the provisions of EU Regulation 2016/679 (GDPR) on data protection of individuals, processing of personal data and the free movement of such data, we will inform you that from 25th May 2018 **DICO and ȚIGĂNAȘ office designer SRL**, as a personal data controller, manages in complete safety and confidentiality and for the specified purposes only, the personal data provided by you.

1. The persons concerned by this information are natural persons whose personal data is transmitted by the DICO / ȚIGĂNAȘ collaborators / partners of DES SRL: customers, potential clients, suppliers, subcontractors, other service providers, their own employees and associates of DICO and ȚIGĂNAȘ design office SRL - for the purpose of carrying out the current activity of the company, namely: design services in construction and specialized technical consultancy. Personal data can be stored on our data systems or in printed format.

2. Personal data that we can collect and process (depending on the nature of the partnership / trade relationship that you directly deal with as a natural person or that is provided by the company / organization whose member / employee you are) refers to: name and surname, address, e-mail address, phone number, signature, social media account, billing information, identification data included in the identity card, bank information.

These data have been collected during the ongoing partnership / trade relationship for which you have expressed your consent to the processing of personal data and the free movement of such data under conditions safety according to the legislation in force. We make every effort to keep these data safe, being used **only for the purposes permitted by law** and in order to carry out, in the best possible conditions, the services that you are engaged to with you according to DICO and TIGANAS project activities design office SRL.

3. We process personal data only for legitimate purposes:

- for executing a contract with: clients / suppliers / associates / subcontractors / collaborators of service providers: banking, IT, legal, other services;
- to carry out activities related to the targeted persons, pre-contractual activities, registering and solving requests, sending addresses, notifying, conducting surveys to improve the quality of services - all for the best, mutually beneficial conditions of the mission assigned.
- for the administration and monitoring of contracts concluded with the data subjects - for the management of DICO and ȚIGĂNAȘ design office clients database of and the archiving of documents for the period agreed by the parties or according to the applicable legal provisions.
- to maintain the necessary records according to the activities carried out in accordance with the legal provisions and for the archiving
- for evidential purposes, to protect the rights of the courts and to exercise certain rights under the legal provisions.

4. The recipients of your personal data are: the management of DICO and ȚIGĂNAȘ design office SRL, employees of the company with responsibilities in: specialty departments (architecture, construction engineering, construction equipment engineering, BIM), economic department (administrative, human

resources , legal, IT), technical compartment.

In order to provide full services and / or to fulfill our contractual or legal obligations, or for other legitimate purposes, we may transmit your personal data to: public authorities, subcontractors, specialist service providers, and specialist technical consultancy services , judicial bodies, notarial offices, insurance companies, partners and / or providers of other services necessary to carry out the assumed mission from Romania or abroad or the European Union / European Economic Area, while ensuring that we establish adequate safeguards to protect your data (for example, standard contract terms, privacy clauses, personal privacy policies according to applicable law, etc.).

5. The processing / processing period of personal data

Personal data collected by DICO and ȚIGĂNAȘ SRL design office for the purpose of carrying out its activity according to its object of activity will be processed

- throughout the execution of the contract / execution of the order / commercial report;
- after completion of the commercial report / termination of the contract, for the whole warranty period of the services / works that are the object of the contract or for the period agreed upon by the parties by contract;
- after the expiry of the warranty period, if the retention of personal data collected is necessary in accordance with the applicable law but without exceeding the maximum duration laid down by the law;
- during the archiving period established by the archiving nomenclature and / or by law for archiving purposes;
- until consent is withdrawn.

6. Rights concerning the processing of personal data and the right of petition or complaint

According to the statues, the data subjects to whom DICO and ȚIGĂNAȘ design office SRL process their personal data have the following rights: - the right to be informed of the personal data processed; - the right of access to processed / managed personal data; - the right to rectify processed / managed data;

- the right to delete processed data when it is no longer required, or consent has been withdrawn, or there has been unlawful processing, etc;
- the right to restrict personal data;
- the right to portability of data to another operator;
- the right not to be the subject of a decision based solely on automatic data processing, including the creation of profiles.

The person concerned may exercise any of the above rights by submitting a written request, dated to the email address office@dicositiganas.ro, requesting his or her right and licit.

DICO and ȚIGĂNAȘ design office SRL reserves the right to change its privacy policy at any time, in line with the new legislative requirements and / or as a result of any changes that might occur in the structure of the services offered or its organizational structure.