

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 inform you that starting with May 25, 2018, **DICO si TIGANAS birou de proiectare SRL**, as a personal data operator, manages in conditions of full security and confidentiality and only for the specified purposes, the personal data provided by you.

1. The persons covered by this information are natural persons whose personal data are transmitted to us by the collaborators / partners of DICO si TIGANAS birou de proiectare SRL: clients, potential clients, suppliers, subcontractors, other service providers, own employees and associates of DICO and TIGANAS birou de proiectare SRL – in order to carry out the current activity of the company, namely: design services in construction and specialized technical consulting. Personal data can be stored on our computer data systems or in printed format.

2. Personal data that we may collect and process (depending on the nature of the partnership / commercial relationship concluded directly with you, as an individual, or which are provided to us by the company / organization of which you are a member / employee) **targets:** name and surname, home address, e-mail address, phone number, signature, social media account, invoicing data, identification data registered in the identity card, banking information.

These data have been and are collected in the partnership / commercial relationship developed in the past, or in progress, for which you have expressed your consent regarding the processing of personal data and the free movement of these data, in conditions of safety according to the legislation in force. We make every effort to keep these data in complete safety, it being used **only for the purposes permitted by law** and to carry out, in the best possible conditions, the services committed to you according to the object of activity of our company.

3. We process personal data only for legitimate purposes:

- for execution of a contract with: clients / suppliers / associates / subcontractors / collaborators providing services for: banking, IT, legal, other;
- to carrying out activities related to the targeted persons, pre-contractual activities, registration and settlement of requests, transmission of addresses, notifications, conducting surveys to improve the quality of services - all for the best, mutually beneficial conditions of the mission entrusted.
- for the administration and monitoring of the contracts concluded with the data subjects
- for the management of DICO and TIGANAS design office clients database and of the archiving of the 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 in court and to exercise certain rights according to the legal provisions.

4. The recipients of your personal data are: the management of DICO si TIGANAS birou de proiectare SRL, employees of the company with responsibilities in: specialized departments (architecture, structure, installation, BIM), economic department (administrative, HR, legal, IT), technical compartment.

In order to provide complete 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, specialized service providers, and specialized technical consultancy services, judicial bodies, notarial offices, insurance companies, partners and / or providers of other services necessary to carry out the assumed mission, in Romania or the European Union / European Economic Area, while ensuring that we establish adequate guarantees to protect your data (e.g. standard contractual clauses, confidentiality clauses, personal data privacy policies according to the legislation in force, etc.).

5. The period of processing personal data

The personal data collected by DICO si TIGANAS birou de proiectare SRL for the purpose of carrying out its activity according to its object of activity will be processed:

- during the entire execution of the contract / execution of the order / commercial report;
- after the completion of the commercial relationship / termination of the contract, for the entire warranty period granted to the services / works that are the object of the contract or for the period agreed upon by the parties by contract;
- after the expiration of the guarantee period, if the retention of personal data collected is necessary in accordance with the applicable legislation in the field, but without exceeding the maximum duration provided by it;
- during the archiving period established by the archiving nomenclature and / or by law for evidentiary purposes;
- until the moment of withdrawn of consent.

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

According to the Regulation, the data subjects to whom DICO si TIGANAS birou de proiectare SRL process their personal data, have the following rights:

- the right to be informed about the personal data that are processed;
- the right of access to the personal data processed / managed;
- the right to rectify the processed / managed data;
- the right to delete the processed data when they are no longer needed, or consent has been withdrawn, or there has been unlawful processing, etc;
- the right to restrict personal data;
- the right to data portability to another operator;
- the right not to be subject to a decision based exclusively on automatic data processing, including the creation of profiles.

The person concerned may exercise any of the above rights by sending a dated written request to office@dicositiganas.ro, by which to explicitly, justly and lawfully request his right.

DICO si TIGANAS birou de proiectare SRL reserve the right to modify at any time its privacy policy, aligning it with the new legislative requirements and / or as a result of changes that may occur in the structure of services offered or its organizational structure.