

Societatea Oil Terminal S.A.  
No. 8994 / 30.07.2018

## INFORMATION NOTE REGARDING THE PHYSICAL PERSONS' PERSONAL DATA PROCESSING

### 1. Introduction

Societatea OIL TERMINAL S.A., as personal data operator treats and takes seriously the personal data processing integrity, confidentiality and safety, providing the compliance with the safety policy, main principles and rights regarding the persons personal data processing.

In the processing activities, Societatea acts as a personal data operator, by law being obliged to provide information about us, about the aim, reason, the processed data, the way we use them and the rights you have regarding these data.

This information is very important. We hope you read it carefully.

### 2. Who are we?

Societatea OIL TERMINAL S.A., with headquarter in Constanta, no.2, Caraiman str., Mail code 900117, registered in the Commerce Registrar under no. J/13/512/1991, Unique Registration Code 2410163, phone number 0040 241 702600, fax 0040 241 694833, e-mail [office@oil-terminal.com](mailto:office@oil-terminal.com), [comunicare@oil-terminal.com](mailto:comunicare@oil-terminal.com), as operator ("Societatea") wishes to inform you on your personal data processing regarding certain operations supplied by the operator. Societatea is liable for the personal data processing, directly collected from you or from other sources for the reasons mentioned when collected or for new aims compatible to the initially mentioned ones. Societatea OIL TERMINAL S.A. appointed the responsible person for the data safety as being Mr.Pita Constantin, with mail address [protectiadatelor@oil-terminal.com](mailto:protectiadatelor@oil-terminal.com).

### 3. Our company' commitment

The personal information safety is very important for us. This is the reason for which we committed to comply with european and national legislation regarding personal data safety, especially (EU) Regulation 679/2016, known as GDPR and the following **principles**:

✓ **Legality, equity and transparency**

We process personal data legally, fairly and clearly. We are always transparent regarding the used information and you are informed accordingly.

✓ **Aim limitations**

We use personal data only in the aims mentioned in the collection moment or in new aims compatible to the initial ones. In all cases, our aims are compatible to the legislation in force.

✓ **Exactness**

We take the reasonable measures to ensure that your processed personal data are correct, complete and updated, and that the incorrect data are erased or corrected without delay.

✓ **Limitations regarding the storage**

We take reasonable measures for your personal data are kept in a form allowing your identification for a period not exceeding the necessary period for the achievement of the aims for which the data are processed. Your personal data can be stored for longer periods if this are processed exclusively in storage aim, scientific, historic or statistic aims in proper technical or organizatoric measures.

✓ **Integrity, confidentiality and safety**

We take and implement reasonable measures for technical and organizatoric personal data' safety, so that we protect the personal information and data the best.

**4. Changes of confidentiality agreement**

We let you know that, we can change the confodentiality Agrrement requirements of the annex to the present information note regarding the physical persons' personal data processing, any moment. All the updatings and changes of the present Confidentiality Agreement are in force after the notification, informing at the company' office, by posting on the company' web site and/or by a notification submitted on email address, previously communicated by you.

**5. We are on your disposal for qustions and requests of information regarding personal data processing**

If you have qustions or queries regarding your personal data processing or you wish to exercise legal rights regarding the data we have or if you have concerns regarding the way we deal with any confidentiality matters, you can submit it to e-mail address: [protectiadatelor@oil-terminal.com](mailto:protectiadatelor@oil-terminal.com).

**6. Your processed personal data**

**6.1. What kind of information we colect and process about you?**

When you are in a contractual relationship or if you have a legitimate interest or if you are in legal relations with our company, it is possible you communicate us or to collect and to receive from other sources information regarding your personal data including, the followings:

- Name, First name
- Address
- E-mail
- Phone number
- Signature
- Competences
- Studies
- Personnal Numeric Code
- Birth date and place
- Identity card series and number
- Work place
- Position
- Profession
- Work years old
- Blood type

## **6.2. Why do we collect information?**

We collect your personal data information in determined, explicit and legitimate aims, including but not limiting to the followings:

- In order to conclude and execute a contract;
- In order to comply with European and national legislation provisions;
- In order to survey the parties' legal obligations achievement;
- In order to prevent, find, search and avoid force majeure events, frauds and irregularities;
- In order to ascertain or claim a right in court;
- In order to accomplish the legal obligations to authorities and public institutions.

## **6.3. Which is the legal basis for processing?**

- Processing is necessary to conclude and execute a contract;
- Processing is necessary in order to accomplish a legal obligation

## **6.4. For what period of time do we store your data?**

We store your personal data only for the necessary period in order to accomplish the aims. After the period completion, the personal data will be destroyed or erased from the informational systems or altered into anonymous data in order to be used in storage aims, scientific, historical or statistics aims.

## **6.5. How do we protect your information in the relationship with other personal data operators?**

We can disclose your data to state entities and authorities, to business partners or to third parties, etc, only complying with the applicable legislation or with your agreement.

We permanently make efforts to be sure that these third parties have proper safety and security implemented measures.

We ensure you that you'll be informed regarding these third parties' identity before submission or in a reasonable term, and that we previously ensure that any transfer is legitimate, with your agreement or other legal basis or the operator (s)' legitimate legal or legitimate interest.

We also can deliver your personal data information to state control entities, to police, courts or other authorized entities, according to legal provisions, followed by some expressly state requests.

We'll ensure, in reasonable limits, that your data remain in the European Economic Area (SEE), but, if the information will be delivered outside SEE, we'll take all measures that the transfers are legitimate, with your agreement or other legal basis.

## **7. Which are your rights?**

Your rights according to (EU) regulation 679/2016, known as GDPR are the followings:

- Right to withdraw the agreement;
- Right to be informed on the personal data processing;
- Right of access to personal data;
- Right to get the inexact or incomplete personal data' correction;
- Right to erase personal data ('right to be forgotten');
- Right to restrict personal data processing;
- Right to submit the data we have on you to another operator (right to data portability);

- Right to oppose personal data processing;
- Right not to be the object of a decision exclusively based upon the remote processing, profiles creation included;
- Right to claim to a Survey Authority;
- Right to address to the competent court.

We please you to remember:

- ⇒ If you wish to exercise your rights, you can submit a written signed and dated request to email address: [protectiadatelor@oil-terminal.com](mailto:protectiadatelor@oil-terminal.com) or to the above-mentioned company' mail address, in order to be solved up;
- ⇒ The above-mentioned rights are not absolute. There are exceptions, this being the reason for which each received request must be analyzed in order to decide if it is founded or not. If the request is founded, we'll facilitate the rights exercising. If the request is groundless, we'll reject it, but we'll inform you on the refusal' reasons and on the rights to submit a claim to the Survey Authority and to address to the competent court;
- ⇒ We' ll try to answer your request in 30 days. Nevertheless the term can be extended up to different matters and the request' complexity, the received requests great number or the impossibility to identify in due term;
- ⇒ If, although our efforts, we can't identify you, and you don't supply additional information in this regard, we are not obliged to answer the request.

### **8. Questions, requests and rights exercising**

If you have questions or queries regarding your personal data processing or if you wish to exercise your rights regarding the data we have of if you have worries regarding the way we treat any confidentiality matter, you can write us to e - mail: [protectiadatelor@oil-terminal.com](mailto:protectiadatelor@oil-terminal.com).

The contact data of our safety data responsible are: Mr. Pita Constantin, with e-mail address [protectiadatelor@oil-terminal.com](mailto:protectiadatelor@oil-terminal.com), phone number 0241/702600/ 1340.

### **9. Refusal to process your data and its consequences**

Dear Sir/ Mrs. Partner/ colaborator, we inform you your personal data are necessary to achieve the determined, explicite and legitimate targets, stated by the operator in the present information note, and a refusal registration to supply them can lead to the contract concluded between parties execution impossibility, namely the impossibility of the legislation provisions noncompliance., etc.

### **10. Annexes**

**10.1.** Confidentiality agreement regarding the personal data processing and use

General Director,  
Sorin Viorel Ciuturaru



Development Director,  
Marieta Stasi

Chief of Legal Litigations Dept.,  
Mihaela Ignat

Chief of Strategic Development,  
Responsible with data safety,  
Constantin Pita

A handwritten signature in blue ink, likely belonging to Constantin Pita, positioned below the text of his role.

**CONFIDENTIALITY AGREEMENT REGARDING THE PERSONNAL DATA  
PROCESSING AND USE**

The undesigned ....., residing in  
city....., County....., Str.....,  
no....., Bl....., St....., Fl....., Mail code..... with  
identity card, series....., number....., issued by  
....., on .....,  
Personnal Numeric Code.....,  
address e-mail ....., phone  
number.....

State on own responsibility, I agree to my personnal data processing and use as the below-mentioned form, in the indicated targets in the 'Information note regarding physical persons data processing' I read and understood, the data being exact.

State on own responsibility that I am ascertain of the personnal data processing explanations, instructions and rights.

Confirm that I am ascertain that these personnal data will be treated with confidentiality and processed safety, according to Regulation no. 679 of 27 April 2016 regarding physical persons safety regarding the personnal data processing and theses data free movement and of cancellation of Directive no. 95/46/ EC (General Regulation regading data safety), I express my agreement according to the below-mentioned mentions:

**1. YES, I agree to my personnal data processing**

**2. I don't agree to my personnal data processing**

Date,

\_\_\_\_\_

Name, first name,

\_\_\_\_\_

Signature

\_\_\_\_\_