

**FORM F4****PERSONAL DATA PROCESSING CONSENT****SECTION 1**Surname and  
forename

Date

**SECTION 2**

The undersigned, as

**(please check only the option that complies to your choice)**

Participant in the recruitment and selection procedure

A person who was chosen by the candidate to provide references regarding the candidate's professional activity in the recruitment and selection procedure

Given that I know that false declarations are punishable in accordance with art. 326 of the Criminal Code and that I understand that any omission or incorrectness in the presentation of information constitutes false statements and is punishable according to the law, I hereby declare, on my own responsibility, that:

**YES****NO**

I give consent for the processing of personal data (name and surname, telephone number, email address, current and / or previous employer(s), position held within the current or previous employers, etc.) that - we made available / which were made available to S.C. Pluri Consultants Romania S.R.L. in the submitted application file.

**SECTION 3****PEOPLE WHO CAN PROVIDE REFERENCES ABOUT ME****(fill in the requested information after obtaining prior consent from those individuals to disclose their contact details)**

No.	Forename and surname	Company	Phone number	Email address	Relationship
1					
2					

## Data Privacy Statement

Pluri Consultants Romania is committed to protecting and respecting your privacy. This Data Privacy Statement describes your privacy rights in relation to the data we process about you and the steps we take to protect your privacy. We know this Statement is several pages long, but please read it carefully.

### Explanation of certain terms

First, we need to clarify how we use certain words in this statement. It may seem obvious, but when we relate to you in this Statement we will use the terms '**You**' or '**Candidate**'.

When we talk about '**we**' or the '**Company**', we mean Pluri Consultants Romania S.R.L. Our registered office is: str. Nicolae Titulescu, no. 3, bl. 26M, floor 1, apartment 5, Ploiesti, Prahova county. We inform you that this is not the correspondence address, our correspondence address is mentioned below.

The Company provides various HR (human resources) activities such as staffing, secondment, payroll services, recruitment & selection services, testing solutions, career transition, talent development, training & development, training, staff placement laid off and international mobility ('**Our Activities**') services. To carry out our Activities, the Company uses several IT systems.

Finally, this is a statement about information about people – like you and your family. It includes facts about you, but also opinions about yourself and that you have (for example, "I like fishing"). It is not about information on the Company (although sometimes the two overlap). This information is sometimes called "Personal Data", "Personally Identifiable Data". In this statement, we will use the term '**Personal Data**'.

### What personal data does the company collect and use?

The personal data that the Company typically collects includes, but it is not limited to:

- 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 you have provided in your description or your CV;
- if you contact us, in some cases we will record that mailing;
- the details of any disabilities and any adaptations we will need to make for you at work; and
- in some cases, we will collect sensitive personal data if permitted by law (so we will ask you about your background, and so on).

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

The company collects and processes personal data:

1. to provide you with the services you expect from us, such as finding suitable jobs to apply to, helping you with training or facilitating the job application process. This includes sending your CV to prospective employers, keeping you informed of future job opportunities by email, telephone, post and/or other communication methods;
2. with your consent, we may use your contact details for direct marketing, for example by email, text or telephone;
3. to develop, test and improve our website or other new or existing systems / processes, to better serve you; this takes place in the context of new IT systems and processes, so that the data about you may be used to test these new IT systems and processes, where dummy data cannot fully replicate the operation of that new IT system;
4. to carry out studies, statistics and analytical research, for example to compare the efficiency of the placement of candidates among various business and geographical sectors and to seek to identify the factors that could influence the differences that we identify;
5. for the transfer of data to third parties (see below);
6. if necessary, to comply with any legal obligations; and
7. we may also process your data for:
  - 7.1. to promote the security and protection of people, premises, systems and assets;
  - 7.2. to monitor the compliance with internal policies and procedures;
  - 7.3. to manage communications and other systems used by Pluri Consultants Romania (including internal databases with contacts);
  - 7.4. to investigate or respond to incidents and complaints;
  - 7.5. in the case of photographs or videos of training sessions, to report internally that the training sessions have taken place and their subject matter (e.g. in internal updates) and also to promote similar sessions internally and externally to third parties; or

- 7.6. to comply with obligations and rights and to cooperate with investigations carried out by the police, government or regulatory bodies; and
- 7.7. to participate in any potential or actual acquisition or sale, or in a joint venture, in a business or company, in whole or in part, in which Pluri Consultants Romania wishes to participate.

**What are the provisions of the law in this respect?** According to the law, we must have a legal basis for processing the data we hold 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 the processing, such as would be *the execution of 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 for the legitimate interests of Pluri Consultants Romania in exercising its fundamental rights and its staff's fundamental rights to conduct business in a way that does not affect your interests or your fundamental rights and freedoms (objectives 1-5 and 7)*. When data processing is necessary for the legitimate interests of Pluri Consultants Romania, we ensure that the processing is carried out in such a way that our legitimate interests override any individual interest. Except for the reasons above, we will process your personal data only with your consent (an additional basis for processing).

**Do you have to provide to us the personal data we request?** You are not compelled to provide us with 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 keep personal data?** The company may keep your personal data for a period of up to 5 years after we have received the data. If you are successful in finding a job with us, the Company will need to retain your personal data for a longer period of time in order to comply with its ongoing legal and contractual obligations. The company keeps your personal data as an employee for 10 years, and your personal data included in the payment statements 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 complete the objectives stated above. We do this in the following circumstances:

- To our suppliers. We may, for example, contract a supplier to carry out administrative and operational work in support of our relationship with you. The supplier(s) will be bound by contractual and other legal obligations to respect the confidentiality of your data and to respect your privacy, and they will have access only to the data necessary to perform their operations; relevant suppliers are mainly IT suppliers (who host or support our IT systems, including information about you), premises management companies (who monitor the physical security of our buildings and therefore they need to know about you to allow your access to our buildings) and the financial and accounting management service providers (who may need to process applicant details to process supplier and customer accounting). We may also contract with vendors that provide IT technology services and solutions, which may include video interviews and skills assessment tools.
- To our clients / prospective employers: we will share your data with our clients who offer us jobs / contracts in which you may be interested, or who are interested in your profile. They have contact and other confidentiality obligations in relation to your data towards us and towards you;
- We will share your data with the government, police, regulatory bodies or enforcement agencies if, in our sole discretion, we believe that we are legally required or authorized to do so, or that it would be prudent to do so; and
- As part of due diligence on (or implementation of) a merger, acquisition or other business transaction, we may need to disclose your data to the seller or to the prospective buyer and its advisors.

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

Your data may be transferred and processed in several countries, inside or outside the European Union. We will only transfer your data to countries outside the EU that the European Commission believes offer you an adequate level of protection (a list of these countries is available here: [http://ec.europa.eu/justice/data-protection/international-transfers/adequacy/index\\_en.htm](http://ec.europa.eu/justice/data-protection/international-transfers/adequacy/index_en.htm)), or where Pluri Consultants Romania has implemented appropriate security devices to preserve the confidentiality of your information (for which we usually use one of the forms of data transfer contracts approved by the European Commission, forms which are available here: [http://ec.europa.eu/justice/data-protection/international-transfers/transfer/index\\_en.htm](http://ec.europa.eu/justice/data-protection/international-transfers/transfer/index_en.htm)).

**What are your rights?**

- **The right to access and 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 can have access to your personal data (through the Portal) and to certain information about how it is processed. In certain cases, you can ask us to provide you with an electronic copy of your data.

- **The right to rectify your personal data**

If you can demonstrate that the personal data, we hold about you is incorrect, you can request that this data be updated or rectified. We encourage you to access the Portal self-service system, if possible, and update your personal data directly.

- **The right to be forgotten / data deletion**

In certain cases, you have the right to ask us to restrict the processing of your personal data and/or to delete your personal data. You can make such a request at any time and Pluri Consultants Romania will evaluate whether your request will be resolved positively; however, if this right is subject to any legal rights or obligations, we may retain the data. For cases where, in accordance with the legal provisions, we determine that the request to delete your personal data must be resolved positively, Pluri Consultants Romania will do so without delay. Please note that once your data is deleted – The Company can no longer help you after this data has been deleted. If you want to register with the company again, you will need to re-enter your details.

- **The right to object**

If the Company's processing of your data is based on the Company's legitimate interest (and no other processing basis), or it is related to direct marketing, you have the right to object to the Company's processing of your data, referring to your particular situation. If you wish to exercise any of your rights, please email us at [gdpr@pluri.ro](mailto:gdpr@pluri.ro). When you email us to exercise your rights, the Company may ask you to identify yourself before processing the request you. Finally, you have the right to file a complaint with the data protection authority in the place where you live or work, or where you believe the problem with your data arose.

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

**How do we process changes to this Statement?** The terms of this Statement may change over time. We will publish any important changes to this Statement through appropriate notifications either on the Pluri Consultants Romania website or by contacting you using other communication channels.

**Pluri Consultants Romania**

<b>Surname and forename</b>	
<b>Date</b>	