



**ZITEC COM SRL Customer/potential Customer Privacy Notice
regarding the processing of personal data**

1. Who is the personal data controller?

ZITEC COM SRL legal entity duly registered under Romanian laws with its registered office located in Splaiul Unirii 165, TNO2 Building, Floor 6, Sector 3, Bucharest Romania, recorded at the Trade Registry under no. J40 / 7701/2003, sole registration code 15496736, acting as a personal data controller (hereinafter referred as "**Company**" or "**us**"), in this "ZITEC COM S.R.L. Customer/potential Customer Privacy Note" informs you about processing personal data of the clients/ potential clients' employees - Target persons, given that they represent the clients/potential clients in relation to us. We invite you to read this document carefully. The company can be contacted at the following email address contact@zitec.com.

2. To whom applies this Privacy Note?

This Privacy Note applies to the employees of our clients/ potential clients who represent the latter in their relationship with us.

(The individuals listed above will be referred to as "**You**" or "**Target Person**").

3. What categories of personal data do we collect about you?

We collect and use your data during the usual course of business cooperation and/or the fulfillment of our contract with the client/potential clients you represent in collaboration with us. Your data is collected and used by us as a lawful part of managing the business, concluding the contract, delivering results, communicating with customers/potential customers (e-mail, face-to-face meetings, telephone), issuing invoices.

Our company can process the following personal data: e-mail address, first and last name, telephone number, correspondence address, job title, car registration number.

4. How will we use your personal data, and what is the legal basis?

The Company will process personal data according to the General Data Protection Regulation in one or more of the following cases:

- a) the use of your personal data is necessary to fulfill the obligations arising from our contract with the customer, or
- b) the use of your personal data is required for the fulfillment of legal obligations, or

- c) if neither (a) nor (b) applies, if the use of your personal data is necessary for our legitimate interests (maintaining / improving the business relationship) or the legitimate interests of a third party.

5. How do we process your personal data?

We process your data by both electronic and manual means while protected by appropriate security measures. Thus, the Company will take appropriate administrative, technical, personnel, and physical actions to protect your Personal Data, which are following applicable laws and regulations in the field of privacy and data security, including the appropriate protection of Personal Data against the wrongful use or destruction, loss, alteration, disclosure, selling or accessing the data by accident, illegal, or unauthorized means.

6. Who can access your personal data?

The Company's staff will generally have access to some of your personal data.

The Company may disclose Personal Data to you for the purposes set out in this Customer/Potential Customer Privacy Note to various companies within the European Union or outside the European Union, as follows:

- your personal data may be transferred to one or more ZITEC affiliates, as required for data processing and storage, to give you access to our applications, and to make decisions about improving our services;
- your personal data may be transferred to cloud-hosted application providers, given that ZITEC's external service providers are contractually obligated to respect the confidentiality of your personal data;
- your personal data may be transferred in connection with any reorganization, restructuring, merger or sale, or other transfer of assets (collectively "Economic Transfer"), at a reasonable level and as necessary for the economic transfer provided that the receiving party agrees to respect your personal data in a manner that is compatible with applicable data protection laws;
- Your personal data may be disclosed to public bodies when required by law. ZITEC will respond, for example, to requests from courts, regulatory agencies, and other public and governmental authorities;
- In certain circumstances, it may be necessary for ZITEC to transfer your personal data to countries outside the European Union (EU) / European Economic Area (EEA), the so-called "third countries".

7. Are your personal data transferred abroad?

The Company may disclose Personal Data in countries outside the European Union ("EU") or the European Economic Area ("EEA"). Such transfers to third countries will only take place with your prior notice. All transfers of personal data to countries other than those for which an appropriate decision has been made on the level of data protection by the European Commission, as listed on http://ec.europa.eu/justice/data-protection/international-transfers/adequacy/index_en.htm, is based on

contractual arrangements using standard contractual clauses adopted by the European Commission or other appropriate guarantees, under applicable law.

8. What are your rights regarding your Personal Data?

If you have questions or want clarification on how the Company is processing your Personal Data and you want

(i) to obtain confirmation that your personal data is processed or not, be informed about its content and source, verify its accuracy, and require its correction or update

(ii) to request deleting or anonymizing your personal data, or to restrict or discontinue using your personal data as permitted by applicable law

(iii) to object processing your personal data, in all cases, for legitimate interests

please contact us by email at privacy@zitec.com. Please note that some personal data can be exempt from such requests for access, correction, or deletion according to applicable data protection laws and regulations.

9. What has happened since May 25, 2018?

May 25, 2018, is the date from which the General Data Protection Regulation ("RGPD") entered into force, the following provisions will apply:

A. The retention period that applies to your personal data

The Company will take measures to ensure that the processed personal data are relevant and not excessive for the intended purpose and are accurate and complete to fulfill the purposes described in this Privacy Notice. Therefore, the Company will retain the personal data for the period necessary to accomplish its purposes described in this Privacy Notice plus a period of five years from the termination of the contract. After the applicable retention period, the Company will destroy or delete your personal data or will anonymize it in a secure way.

B. Additional Rights

In extension to the rights indicated in Article 8 of this Privacy Notice, and as a result of applying the GDPR, you will also have the right, at any time, to:

- a) request the Company to limit the processing of your Personal Data when:
 - you dispute the accuracy of the Personal Data, for the required amount of time to allow the Company to take sufficient steps to correct or verify its accuracy;
 - processing is illegal, but you do not want us to delete the data;
 - we no longer need processing the Personal Data for its intended purpose, but you request it for the ascertainment, use or defense of a right in court; or
 - you have objected to the processing for legitimate interests until it is verified whether the legitimate interest of the Company prevails over your legitimate rights.
- b) object to the processing of your personal data;

- c) request the deletion of your personal data without delay;
- d) the right to data portability (when we rely on your consent or the fact that the processing is necessary for the conclusion or execution of the contract you have with us and your personal data is processed by automated means);
- e) the right to lodge a complaint with the relevant supervisory authority.

Please note:

- **Time period:** We will try to fulfill your request within 30 days. However, the time limit may be extended for specific reasons related to your request's specific legal right or complexity.
- **Restricting access:** In certain situations, we may deny your access to all or some of your personal data due to legal provisions. In such a situation, we will inform you of the reason for the denial.
- **Lack of identification:** In some cases, we may not be able to search for your personal data based on the identifying information you provide in your request. In such situations, if we are unable to identify you as the data subject, we won't be able to comply with your request to respect your legal rights described in this section, unless you provide additional information to enable your identification.

10. Contact our Data Protection Officer:

If you have questions or requests about Data Processing or need additional information, you may contact the Company's Data Protection Officer ("**DPO**") at:

privacy@zitec.com

(+40) 726.694.832

11. Updates to this Privacy Notice

The Company may amend or update this Privacy Notice as a result of different interpretations, decisions, and opinions relevant to the applicability of the GDPR. Any changes to this Privacy Notice will take effect starting the date of publishing them on the Company's website.

This version was last updated on 13.10.2020.