

Dear candidate,

Considering your intention to apply for a position within the CertAsig Societate de Asigurare – Reasigurare S.A. in accordance with the General Data Protection Regulation of the European Union (EU Regulation 2016/679, "GDPR"), which is applicable from May 25th, 2018, Certasig - Societate de Asigurare – Reasigurare SA, a company authorized by the Financial Supervisory Authority, registered with the Bucharest Trade Register under no. J40/9518/2003, Sole Registration Number 12408250, registration number with the Insurers and Reinsurers Register: RA-021/2003, Legal Entity Identifier Code: 549300TNR84EPNR2QH36, with its registered office in Bucharest, 61B Nicolae Caramfil street, District 1, Bank Account RO03CITI000000650107039, opened at CITI Bank Romania, ("CertAsig" / "Employer"), personal data operator registered in the Personal Data Processing Register under no. 10685/2009, informs you as follows:

1. Purpose of the processing: **To perform the recruitment process, in view of a possible employment within CertAsig**, your personal data will be collected and processed by CertAsig. Consequently, without having your required personal data available, CertAsig will not be able to contact you and take any action that may lead to the conclusion of an individual employment contract. However, the collection and processing of your personal data will be subject to appropriate safeguards for your fundamental rights and interests under GDPR.
2. Categories of processed personal data: Only personal data strictly necessary for the purpose mentioned above will be processed. In particular, the Company will process your normal personal data contained in your resume and / or cover letter, including but not limited to first and last name, image (if any), e-mail address, telephone number, date and place of birth, gender, level of education, domicile, address, nationality, country of residence, skills and abilities, job history, driving license, level of education, professional certifications, plus any other data communicated by you or required for the purpose set forth in paragraph 1 above.
3. CertAsig will not process your personal sensitive data unless the processing is necessary to fulfill the obligations or, as the case may be, to exercise specific rights of the operator or person concerned in the field of employment, social security and social protection, in accordance with the applicable legislation (e.g. data from occupational health and safety, if you are selected for the position).
4. Providing your personal data is voluntary. However, you must be aware that, without providing the necessary personal data, CertAsig will not be able to proceed with the recruitment process as far as you are concerned. Also, if you will be selected for the job you applied for and you will refuse to communicate essential data for the conclusion of the individual employment contract, namely: proving your level of education, the required certifications, the experience mentioned in accordance with job requirements and the declared conflict of interest (if a conflict of interest has been declared, it is possible that the individual employment contract cannot be terminated under the terms of the law).
5. If you are selected to fill the vacancy, **your personal data** will be transferred to the Occupational Medicine Service Provider, the addressees expressly empowered by CertAsig, in accordance with the applicable legislation on the protection of personal data and with the purposes of the processing.

6. Your personal data collected for the recruitment process will be retained by CertAsig until the position is filled. CertAsig will keep your personal data for one year after the date that the job is occupied only if you give your express consent to that effect.

7. Starting May 25th, 2018, you have the following rights as a result of the EU Personal Data Protection Act: the right of access to data, the right to correct or update the data, the right to delete data when a set of conditions are met (for ex. if the data are no longer necessary for the above purposes) the right to restrict the processing, the right to be notified of any correction or deletion or restriction of processing, the right of your data portability to you, the right of opposition, the right to be notified in the event of a breach of data security, the right to modify or withdraw your consent to the processing of personal data for the cases in which you have expressed this consent. You also have the right to file a complaint with the National Supervisory Authority for Personal Data Processing.

8. For any queries you may have regarding the exercise of the above-mentioned rights and to address any further questions relating to those communicated herein, you may contact CertAsig SA through the Human Resources and Organization Department, as well as at e-mail address of the Data Protection Officer: **privacy@certasig.eu**.

More information on personal data protection can be found by accessing www.certasig.eu.