

**INFORMATION NOTE CONCERNING  
THE PERSONAL DATA PROCESSING  
belonging to candidates for a position in TRANSFOND  
in the personnel recruitment process  
18.02.2025**

Considering that you have applied directly for a position at the Funds Transfer and Settlement Company - TRANSFOND SA and for this purpose you have directly or indirectly provided us with personal data belonging to you,

In accordance with the provisions of (EU) Regulation no. 679 of April 27th, 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and for the repealing of the Directive 95/46/EC ("GDPR") and especially on the grounds of art. 12 and art. 13, respectively art. 14 of GDRP

**we hereby inform you that**

The Funds Transfer and Settlement Company - TRANSFOND S.A., having the registered office in Bucharest, 1<sup>st</sup> Ficusului Blvd, District 1, postal code 013971, registered at the Trade Register Office attached to Bucharest Court-of-law under no. J40/6820/2000, unique registration code RO 13215516, (further called „the Company” or “TRANSFOND”), processes your personal data in safety conditions, in good faith and in compliance with the effective legal provisions, exclusively for achieving the purposes specified below.

In the sense of the GDPR provisions, you have the quality of a data subject, and your personal data are processed as a result of the fact that you have applied for a position within the Company.

**1. The processed personal data:**

As far as you are concerned, the Company processes the following types of personal data:

i. collected directly from/transmitted by you:

- information from your CV/cover letter/reference letters, such as: name, first name, nationality, home address, phone number, fax number, email address, date of birth, photograph, handwritten signature (if applicable), previous employers and previous positions held, any other information you have provided to us in this context and depending on the characteristics of the open position and your options;

ii. collected from other sources:

- the results of professional background checks on professional platforms (such as LinkedIn) or through recruitment agencies (i.e. eJobs, BestJobs). There is also the possibility of contacting former employers or educational institutions that you mention

having attended to request references regarding your professional or academic conduct or, if you have been recommended by various individuals, such as current TRANSFOND employees, we may request references including from the person who recommended you;

iii. obtained in the recruitment process through online platforms:

- the Company can promote recruitment ads through online social platforms, such as LinkedIn.

If you interact with our LinkedIn ads (posted jobs), we will view the data from your public profile, the fact that you were interested in the ad, as well as any information you choose to send us through LinkedIn's functionalities. Also, in case you are contacted for recruitment directly by us or by an agent on our behalf, we will ensure that your preferences regarding your openness to such interactions on LinkedIn are respected. You have the option to modify your preferences regarding the visibility of your data when interacting with recruitment ads (open to opportunities), as well as to express your openness to the possibility of being contacted for recruitment or the inclusion in recommended candidate lists. You can do this through the dedicated section within your LinkedIn profile.

## **2. The purposes of personal data processing:**

Your personal data are processed by the Company for the following purposes:

- Analyzing the information regarding your qualifications and competencies (skills) by comparing them with the job requirements for which you have applied for recruitment.

The legal grounds for this processing are the provisions of art. 6 paragraph 1 letter b) of the GDPR and art. 6 paragraph 1 letter c) of the GDPR, respectively to take steps at the request of the data subject before concluding a contract and in order to comply with legal obligations applicable to employment relationships.

If, following the recruitment process, you become an employee of the Company, the data necessary for this processing shall be stored by TRANSFOND for the entire period during which you maintain your status as an employee of the Company and archived for another 75 years after this status ends (calculate starting from the year following this event).

If you do not become an employee of the Company, the data necessary for this processing shall be stored during the recruitment process in order to fill the position you have applied for.

- Registering your data in our candidate database, in order to submit offers when some vacant positions (corresponding to your training) exist within the Company.

The legal ground for this processing is the provisions of art. 6 paragraph 1 letter a) of the GDPR, respectively based on your explicit and freely expressed consent below.

The data necessary for this processing shall be stored by TRANSFOND for 1 year from the moment of consent, or until its withdrawal, whichever of these events comes first.

TRANSFOND does not process your personal data in automated decision-making processes, nor does it use it in order to create profiles, in the sense given to these terms by GDPR.

TRANSFOND processes your personal data exclusively on Romanian territory and does not transmit this data abroad.

If during the period of your personal data storage legal modifications occur, imposing the modification of the above-mentioned periods, TRANSFOND shall comply with and modify these periods in order to meet legal requirements.

### **3. The rights of the data subject concerning its personal data**

We also wish to inform you that, according to art. 12-22 of GDPR, you have the following rights:

- i. the right to notification and access to your personal data;
- ii. the right to rectify your data;
- iii. the right to be forgotten/the right to data deletion;
- iv. the right to the restriction of processing;
- v. the right to data portability;
- vi. the right to oppose to your data processing, in the case of personal data processing, in conformity with art. 6 par. 1, let. e) or let. f) of GDPR, respectively for the fulfilment of a task executed for the public interest or while exercising an official authority that has been assigned to the operator, respectively for the purpose of legitimate interests;
- vii. the right to not be subject to an individual decision which means the right to require and obtain the withdrawal, cancellation and reconsidering of any decision that produces legal effects on you, adopted exclusively based on a personal data processing operation through automatized means, for the purpose of evaluating certain personality traits, such as professional skills, credibility, your behavior at work;
- viii. the right to notify the National Supervisory Authority for the Processing of Personal Data or any competent courts-of-law.

For the data provided by you following the expression of explicit consent in this regard, we inform you that, under the provisions of the GDPR, you can withdraw your consent at any time, without affecting the legality of the processing carried out based on consent before its withdrawal.

For exercising these rights, you can contact the Company by a written application, dated and signed, or by e-mail at the address [dpo@transfond.ro](mailto:dpo@transfond.ro).

Your application shall be analyzed and replied to within 30 days from the receipt of your application by the Company, according to GDPR.

#### **4. Recipients**

Your personal data may be transmitted:

- i. providers of occupational medicine services in the event of hiring;
- ii. auditors of the Company, based on their specific competencies, within the audit missions carried out at the Company level. In accordance with professional ethics standards and contractual clauses agreed with the auditors, they will ensure adequate protection of personal data.

#### **5. Miscellaneous**

The Company guarantees the fact that it processes your data under legitimate conditions, at the same time implementing appropriate technical and organizational measures for ensuring the data integrity and confidentiality according to art. 25 and 32 of GDPR.

If you are selected for the vacant position and accept our employment offer, you will receive a separate information note regarding the processing of personal data of TRANSFOND employees.

For the aspects related to the personal data processing, you can contact the Data Protection Officer at the e-mail address [dpo@transfond.ro](mailto:dpo@transfond.ro), through the formal communication means provided by the Company (internal email), as well as by other modalities available on the Company's website, [www.transfond.ro](http://www.transfond.ro).

## Declaration and Agreement of the Data Subject

**The undersigned** \_\_\_\_\_, declare that I have taken note of the information presented in the Information Note regarding the processing of personal data of candidates for a position in TRANSFOND within the personnel recruitment process.

Furthermore, by checking the appropriate boxes below, I declare that

- I agree to the processing of **my personal data submitted through my CV** for the purpose of registering them in the Company's candidate database, in order to be informed about other vacant positions at TRANSFOND corresponding to my qualifications;

☐ Yes ☐ No

I specify that the agreement regarding the processing of my personal data for the purposes mentioned above represents my informed and freely expressed consent.

Date \_\_\_\_\_

Name and First name \_\_\_\_\_

Signature \_\_\_\_\_