

## **ONV LAW PRIVACY POLICY ON PERSONAL DATA INFORMATION**

### **1. OVERVIEW AND PURPOSE OF THIS PRIVACY POLICY**

This privacy policy aims to inform you on how ONV LAW collects, processes and uses your data and to assure you of the protection of the personal data collected, the exercise of your rights and performance of our obligations set forth by *REGULATION (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC („GDPR“)*.

This regards personal data we may collect from you by means of our website („[www.onvlaw.ro](http://www.onvlaw.ro)“), that you provide us with, and also that is sent through e-mail and other means of communication pertaining to any individual – client, client’s representative, associate, collaborator, employee, intern, candidate for recruitment, any user/visitor of our website („*data subject/-s*“).

We encourage you to take the time and read the following carefully.

### **2. THE DATA CONTROLLER FOR THE PROCESSING OF YOUR DATA**

The data controller for the processing of the data is SCA NEMES VOICU BILAN (“ONV LAW” and collectively referred to as “we”, “us”, “our” in this privacy policy), with Tax ID number RO10751498.

The contact details of ONV LAW are as follows:

- Headquarters: 51 Calea Moșilor, 3rd floor, 3rd District, Bucharest, Romania
- Telephone: 0040213152147 / 0040213152174
- Fax: 0040213267071
- e-mail: [office@onvlaw.ro](mailto:office@onvlaw.ro)

### **3. TYPES OF PERSONAL DATA THAT WE MAY COLLECT ABOUT YOU**

Personal data, or personal information, means any information about an individual that makes it possible for that person to be identified.

You may send us information about you by filling in one or several of the forms on our website, including sending us your CV for recruitment purposes, or by corresponding with us via telephone, email or otherwise.

ONV LAW may collect, store, process, use and or transfer the following personal information, including, but not limited to:

- Identity information: first name, last name, date of birth, gender, photo
- Contact information: e-mail address, telephone number, domicile, other contact information

- Other information: personal description, educational background, other data concerning the professional status or qualifications, positions held, and or any other such information that allows for a person to be identified

When you visit our website, we may also automatically collect the following information relating to your browsing experience on our website:

- Technical information: internet protocol (IP) address, browser type, time zone and location, type of device, operating system
- Information about your experience on our website: pages you searched for and viewed, the amount of time spent on such pages, page interaction information (such as scrolling and clicks), etc.

#### **4. PURPOSES FOR PROCESSING YOUR PERSONAL DATA**

We process and use the necessary data for the following purposes:

- For the conclusion and performance of the legal assistance contracts with our clients,
- For invoicing,
- For customer account management activities,
- For communication with you;

*In order to perform its specific activity, ONV LAW may have to deal with sensitive data and data relating to criminal convictions and offenses for the purpose of performing the legal services requested (assistance, advice and representation of its clients). Such processing is necessary in order to exercise and defend its clients' rights and for carrying out the assignments entrusted.*

- For the recruitment process, training sessions and similar events (registration, management and assessment of applications, communication with data subjects, etc.);
- For marketing purposes, such as invitations to conferences, events, sending newsletters, legal updates and to offer services similar to those already implemented;
- To comply with our legal and regulatory obligations;
- To respond to the exercise of data protection rights, queries and complaints;
- To administer and protect our website (testing, troubleshooting, analysis, system maintenance, etc.)

#### **5. THE GROUNDS FOR PROCESSING YOUR PERSONAL DATA**

The processing of personal data is based upon the following:

- the express consent of the data subject; for one or more specific purposes;
- the performance of concluded agreements' object;
- complying with legal obligations (for example: regulations against money laundering, specific obligations imposed by attorneys' regulations, tax and accountancy regulations, labour law regulations, etc.);

- pursuing our legitimate interests (for example assuring the proper functioning and security of our website, etc.);

## 6. DURATION FOR KEEPING THE DATA

ONV LAW will keep the personal data only for a period that is reasonably necessary in order to achieve the purpose in which the data were collected.

With respect to data relating to the provision of legal services, these data are kept for the duration of the legal assistance contract and, beyond, the data are securely archived according to the obligations set forth by the law.

Regarding the personal data of other data subjects, the data will be kept for as long as necessary considering the purpose in which the data were collected and in order to comply with legal provisions that apply.

More specifically, in what regards candidates for recruitment, the data are kept by ONV LAW for three years after the last contact between the firm and the candidate.

## 7. PROTECTION OF YOUR PERSONAL DATA

ONV LAW implements the appropriate IT security measures (including firewalls and ssl certificates,) in order to protect personal data and the confidentiality.

We have implemented all the necessary technical and organisational measures reasonably necessary for the security and integrity of the personal data we process, and to prevent the loss, alteration and/or unauthorized access of the same.

The transfer of information via the internet is not completely secure and we cannot guarantee absolutely the security of your data transmitted to our site. Once we have received your information, we will use appropriate security measures to try to prevent any and all unauthorised access, loss, and alteration.

## 8. YOUR RIGHTS

You have the following rights, *which may be exercised by means of our e-mail [office@onvlaw.ro](mailto:office@onvlaw.ro) or by filing an application to our headquarters in Bucharest, 51 Calea Moșilor, 3<sup>rd</sup> Floor, 3<sup>rd</sup> District, Romania:*

Right of access	You have the right to obtain confirmation whether at ONV LAW we are processing or not personal data that concerns you, in addition to how to access the personal data ONV LAW possesses about you.
Right of rectification	You have the right to obtain from ONV LAW the rectification of the personal data that you consider inaccurate, or to complete them whenever they are incomplete.
Right to be forgotten	You have the right to obtain the erasure of the personal data, according to art. 17 GDPR.
Right to restriction	You have the right to request the limitation of processing of your data.
Right to data	You have right to receive personal data concerning you in a structured, commonly-

portability	used and machine-readable format, and to transmit them to another controller where processing is based on consent or on a contract, and is carried out by automated means.
Right to object	You may object to the processing of personal data for reasons related to your particular situation, when the processing is based on legitimate interest.
Right to withdraw consent	You have the right to withdraw your consent to the processing of the data if this processing is based on consent.
Automated individual decisions	You have the right not to be the object of a decision based solely on automated processing, including profiling, while produces a legal effect on you or significantly affects you in a similar manner.
Right to submit a complaint	Without prejudice to any other administrative or judicial appeal, you have the right to submit a complaint before a supervisory authority.

## 9. DISCLOSURE OF YOUR PERSONAL DATA WITH THIRD PARTIES

We may share your personal information with selected third parties including:

- Business partners, suppliers and sub-contractors for the conclusion and performance of the legal assistance contracts we enter into with them or you.
- Analytics providers and plug-ins that assist us in the improvement of our website site.