

PERSONAL DATA PROTECTION

Information on the processing of personal data by Trans Sped S.A.

The Company **Trans Sped S.A.** is constantly concerned that the personal data of all natural persons, also referred to as data subjects, with whom we interact, are processed in full compliance with the applicable legal provisions and with the highest security and confidentiality standards.

As of 25 May 2018 Regulation 679/27-Apr-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 (General Data Protection Regulation) (hereinafter referred to as "GDPR") is applied in all European Union states. This Information on the processing of personal data aims to inform you, in accordance with the provisions of Articles 13 - 14 of the GDPR, about how we intend to regulate and integrate at the level of our company the GDPR policy and is an integral part of the Agreement/Contract for the provision of qualified trust services concluded with TRANS SPED S.A.

1. What is Trans Sped S.A.'s status with regard to the processing of personal data?

Trans Sped S.A., with the registered office in Bucharest, 38 Despot Voda Street, District, registered with the Trade Register under no. J40/781/23.01.2004, is a personal data controller in accordance with the provisions of Article 4(7) of Regulation (EU) 679/2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and subsequent legislation applicable in this field.

Processing means **operations** such as: collecting, registering, organizing, storing, modifying, retrieving, consulting, using, transmitting, combining, blocking, restricting, deleting, destroying, archiving personal data.

2. What personal data do we process?

In the fulfilment of its scopes, Trans Sped S.A. processes the following personal data:

- Surname and forename
- Personal number
- ID card/ passport series and number
- Home address
- E-mail address
- Mobile phone number
- Copy of ID card/Passport with all personal data contained in these documents;
- Video capture (image + sound) necessary to identify the data subject, in case of remote video identification.

Processing means **operations** such as: collection, registering, organization, storage, modification, retrieval, consultation, use, transmission, combination, blocking, restriction, erasure, destruction, archiving of personal data.

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3. What are the grounds and purposes of personal data processing by Trans Sped S.A.?

The processing of your personal data as a data subject is performed for the following purposes:

- for the provision of services purchased or ordered from Trans Sped S.A.; to contact and reply to you in regard to the services you use or plan to use from Trans Sped S.A.;
- to keep in touch with you and provide you with necessary information through our website: www.transsped.ro;
- for marketing communications. We will only make these communications if we have the consent of the data subject.

The legal grounds on basis of which Trans Sped S.A. processes personal data are the following:

- Consent of the data subject - if the data subject chooses remote video identification;
- The conclusion of a contract to which the data subject is a party, - the obligations to draft and keep financial-accounting documents; the keeping of personal data throughout the development of the contractual relationship and the archiving of documents; the performance of audits; the management of controls carried out by the authorities; the implementation of personal data security measures (including the making of backup copies); the formulation of defences in case of a possible dispute;

Fulfilment of legal obligations applicable in the field of activity of Trans Sped S.A., Trans Sped does not have implemented an automated decision-making process, including the creation of profiles as defined under art. 22, para. (1) & (4) of the GDPR.

4. To whom does the personal data processed by Trans Sped S.A. belong?

The personal data that are processed by TRANS SPED S.A. belong to the following categories of data subjects: clients or potential clients whose data we shall use to draft offers, to conclude and execute the contract and to provide the services requested by them, contact persons designated by the contractual partners, their legal or contractual representatives, collaborators, employees, staff of a public authority whose data we use to fulfil our legal obligations, candidates for a job that TRANS SPED S. A. has vacant, visitors to our website: www.transsped.ro or persons who have interacted with any of our social media accounts and/or other categories of natural persons with whom we are in business relationships (collectively called generically hereinafter as "Data Subjects"). This personal data is included in documents submitted to TRANS SPED S.A. at the initiation of contractual relations with contractual partners or throughout the development of such relations.

5. To whom do we transmit your personal data?

Currently we do not transfer data outside the European Economic Area (EEA), our data being stored in locations in Romania.

6. How long does TRANS SPED S.A. process and store personal data?

In order to achieve the above-mentioned purposes, personal data shall be processed by Trans Sped throughout the contractual relationship and after its termination in order to

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comply with the applicable legal obligations in the field, including, but not limited to, archiving provisions.

We have a legal obligation to keep the data for 10 years and 6 months as of the expiry date of the qualified digital certificate, according to the applicable legislation in force, Regulation (EU) No 910/2014 (eIDAS). After the expiry of the archiving period, the data will be irreversibly deleted. Unfinished certificate procurement/renewal requests are kept for the entire aforementioned period.

In case the processing of your personal data is performed on basis of your freely given consent when applying for a trust certificate relying on remote identification by video means, by ticking the consent acceptance box in the stage of online application for one of our products supporting this procedure, the withdrawal of your consent at any time may make it impossible for us to continue to offer the product selected for purchase - if you withdraw your consent until the time of validating the identification and issuing the certificate of trust - or the validity of the product requested - if you withdraw your consent at any time during the validity of the contract concluded between you and TRANS SPED. In the latter case, we reserve the obligation to inform you of the consequences of the withdrawal of your consent on the further validity of the qualified digital certificate for electronic signature issued and on the further processing of your data transmitted at the time of withdrawing the consent, in accordance with our legal obligations in the field of archiving documents.

Withdrawal of consent, where the processing of personal data has been performed on this legal basis, does not automatically imply deletion of the data. According to Article 7, para. (3) of the GDPR, withdrawal of consent does not affect the lawfulness of the processing performed on basis of the consent prior to the withdrawal of consent. Trans Sped S.A. reserves the right provided by Art. 17, para. (3) point b) and in accordance with the provisions of the Guidelines no. 5/2020 of the European Data Protection Board (EDPS), point 117, on consent under Regulation 679/2016 and namely that of storing the data previously processed, under the legal basis of the eIDAS Regulation 910/2014 on electronic signature and Law no. 455/2001 on electronic signature, with subsequent supplementations and amendments, whereby Trans Sped, as a Trust Service Provider, has the legal obligation to keep all data on which the qualified certificate was issued for a period of 10 years and 6 months as of the expiry of the certificate (which implicitly supposes the withdrawal of the consent on basis of which the data necessary for the issuance of the certificate were processed), acc. to art 20, letter h).

7. To whom does TRANS SPED S.A. transmit/disclose personal data?

As a rule, TRANS SPED S.A. does not disclose the data it defines and processes, about all categories of data subjects, to other natural or legal persons. The cases in which TRANS SPED S.A. client data may be disclosed to other companies or individuals are those in which other companies, natural or legal persons act as processors in the relationship to TRANS SPED S.A. In such cases, we shall disclose data for legitimate reasons related to the performance of a contract, the preparation of documentation necessary for the

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performance of the contract, the establishment, defence and exercise of our rights or interests.

Your personal data are collected for the purpose of issuing qualified digital certificates and may be disclosed to auditors, third parties who base their conduct on the certification services provided by TRANS SPED S.A., in relation to whom you use the certificate, the supervisory body according to the applicable legislation, public authorities and institutions based on public law obligations, lawyers to represent us in case of a dispute or for advice, bailiffs for contractual communications or enforcement of any judgments, debt collection firms, contractual partners of TRANS SPED S.A. (courier companies, etc.), TRANS SPED S.A. affiliated companies and in any other justified situations with your prior notification, but only in order to achieve the aforementioned purpose and in order to protect the rights of the data subject as a priority.

In all these cases, TRANS SPED S.A. shall use its best efforts to ensure that the recipients process the data under security and confidentiality conditions, in accordance with the purpose for which they were transmitted for and by observing the rights of the data subjects.

8. What are your rights?

You have, as a data subject, the following rights:

a) The right of information and access to personal data

The data subject has the right to request a copy of the personal data held by TRANS SPED S.A.;

b) The right to rectify personal data

The data subject has the right to rectify the data if they are inaccurate.

c) Right of erasure

The data subject shall have the right to request the controller to erase without undue delay personal data concerning him or her in the following cases:

- the personal data are no longer necessary for the purposes for which they were processed;
- the data subject objects to the processing and there are no compelling legitimate grounds for the processing;
- the personal data have been unlawfully processed;
- personal data must be erased in order to comply with the law.

- **WARNING:** Nevertheless, TRANS SPED reserves the right of not being able to comply with your request to exercise this right, pursuant to Art. 17, para. (3), lit. b) of the GDPR, as it has the legal obligation under Union and national law provided for in the eIDAS Regulation no. 910/2014 on electronic signature and Law no. 455/2001 on electronic signature, with subsequent supplementations and amendments, whereby Trans Sped, as a Trust Service Provider, has the legal obligation to keep all the data underpinning the issuance of the qualified certificate for a period of 10 years and 6 months after the expiry of the certificate (which implicitly supposes the withdrawal of the consent on basis of which the data necessary for the issuance of the certificate were processed), acc. to art. 20, lit. h), as well as under art. 17, para. (3), lit. e) of the GDPR, namely for the establishment, exercise or defence of a right in court;

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- to establish, exercise or defend a right in court.

d) The right to restrict the use of your personal data

The data subject may exercise his/her right to restrict the use of personal data if he/she finds that one or more of the following grounds are met:

- Inaccuracy of the data, for a period allowing the controller to verify the accuracy of the data;
- Illegality of the processing, exercising at the same time the right to object to the erasure of personal data and the right to restriction of data;
- The periods for storing and archiving data have expired, but the data subject requests them for the establishment, exercise or defence of legal claims;
- The data subject has objected to the processing of personal data for a period of time for which it is verified whether the legitimate rights of the controller prevail over the rights of the data subject.

Right to object to the use of personal data

In certain circumstances, the data subject shall have the right to object to the processing of personal data concerning him/her by TRANS SPED S.A., inclusively to the processing for direct marketing purposes.

e) Right to data portability

The data subject has the right to request the personal data concerning him/her that he/she has provided to TRANS SPED S.A. in a structured and machine-readable format.

f) The right not to be subject to a decision exclusively based on automatic processing

The data subject shall have the right to request and obtain the withdrawal/cancellation/reassessment of any decision which produces legal effects concerning him/her and which is exclusively based on the processing of personal data.

g) Right to withdraw consent at any time

Withdrawal of consent may take place at any time and shall only produce effects for the future, the processing carried out prior to the withdrawal remaining valid;

i) The right to submit a complaint with the National Supervisory Authority for Personal Data Processing and to take legal action

The data subject has the right to submit a complaint with the National Supervisory Authority for Personal Data Processing (www.dataprotection.ro) and the courts, by means of a written, dated and signed application addressed to the supervisory authority and the competent court, in accordance with the law

9. What can happen if a person does not want to submit personal data to us?

In most cases, data subjects are not bound to communicate their personal data. However, your refusal to transmit personal data to us, leads to the impossibility of rendering/providing services that are related to the main activities of TRANS SPED S.A., including the provision of qualified digital certificates.

10. Whom can you contact to exercise your rights and what is the deadline for the reply?

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The exercise of the above-mentioned rights shall be performed on basis of a written request addressed to the TRANS SPED S.A. office or by email to dpo@transsped.ro. The deadline for the reply to any request concerning your rights is 30 days, except in cases where the request is complex or there is a large number of requests, when the deadline may be extended by up to 60 days. If you are not satisfied with the solution you received, you can contact the National Supervisory Authority for Personal Data Processing - contact details can be found at www.dataprotection.ro.

11. Effective date:

This Information Notice shall be effective as of 20.06.2022.

Updated on: 20.06.2022

I am aware of and agree to the rights and obligations arising from the GDPR Information on the processing of my personal data by Trans Sped S.A., by observing the legal provisions on the protection of natural persons with regard to the processing of personal data and the free movement of such data.