

In accordance with the legal provisions that came into effect on May 25<sup>th</sup> 2018 (GDPR Nr. 679/2016) – a series of measures meant to ensure compliance were defined and implemented.

Ensuring the protection and adequate use of your personal data is a permanent priority for us. We are constantly improving security and confidentiality measures on a technical and organizational level to ensure the highest standards. Presently, our efforts focus on ensuring compliance to the provisions of the Regulation, which consolidate the rights of targeted people and the security of personal data processing in the European Union.

In accordance to the Regulation, personal data includes any information regarding an identified or identifiable person: an identifiable person is that person who can be directly or indirectly identified, especially by referencing an identifier, such as: name, identification number, data about location, an online identifier or one or several specific factors – physical, physiological, genetic, mental, economic, cultural or social.

Therefore, FUNDATIA TRANSYLVANIA COLLEGE complies with its obligations under national law and according to the Regulation, undertaking the following actions:

- Updates personal data;
- Safely stores and destroys personal data;
- Avoids collecting and storing excessive amounts of data;
- Applies adequate technical measures in order to protect personal data;
- Protects personal data against loss, abusive use, unauthorized access and disclosure;

### **Legal ground for processing your personal data**

FUNDATIA TRANSYLVANIA COLLEGE may process your personal data using one or several of the following legal grounds:

- **The person concerned has given consent** for processing their personal data for one or several specific purposes;
- **Contracts** – processing is necessary for executing a contract the person concerned is a part of or for interceding on behalf of the person concerned before signing a contract;
- **Compliance of legal obligations** – processing is necessary of complying to operator obligations originating from laws or other normative documents.
- **Vital interests of the person concerned** – processing is necessary in order to protect vital interests of the person concerned or another person;
- **Public interest or public authority** – processing is necessary for accomplishing a task that serves public interest or which comes from exercising the public authority with which the operator has;
- **Operator's legitimate interest** – processing is necessary when pursuing the operator's or a third party's legitimate interest, except when the interests or fundamental rights and freedom of the person concerned prevail, which involve the protection of personal data especially when the person concerned is underage.

### **Transferring personal data to third parties**

There may be circumstances in which we need to transfer your personal data to certain providers. Any third parties that we communicate your data to are obliged to safely store the data and only use them in order to provide their service in our name. When they no longer need your data in order to provide said service, they will proceed to destroying them according to procedure. When we need to transmit your personal data to these suppliers, we will only

do so after getting your consent if there is no legal ground to base that transfer on.

### **Length or processing/storing your personal data**

We hereby inform you that we will not store your personal data longer than reasonably necessary, in accordance to the applicable legal obligations.

### **Your rights regarding personal data**

You have the following rights regarding personal data, except if you are the subject of an exception based on the Regulation:

- **The right to access** – you have the right of requesting a copy of your personal data we have on file;
- **The right to rectify** – you have the right of correcting your personal data we have on file in case they are incorrect, incomplete or inaccurate;
- **The right to be forgotten** – in certain circumstances, you may request to erase your data from our records;
- **The right to restrict processing** – under certain conditions, you have the right to request the restriction of personal data processing;
- **The right to portability** – you have the right to request transferring your personal data in our records to another organization if the applicable conditions regarding the data are complied with;
- **The right to object** – you have the right to object to certain types of processing such as, for instance, data processing for direct marketing. Your right to contest personal data processing for direct marketing communication is absolute and will not be denied under any circumstances;

- **The right to oppose processing that involves automatic decision making** (i.e. profile creation) – you have the right of opposing automatic profile creation
- **The right to file complaints** – in case we refuse your request to access your personal data. If you are unhappy with the reply, you can address the Data Protection Officer at FUNDATIA TRANSYLVANIA COLLEGE, as well as relevant authorities (ANSPDCP).

### **Special circumstances**

**Data transfer abroad** – If your personal data is transferred abroad or outside of the European Union, we will communicate to you the details regarding data protection, as well as details concerning relevant guarantees.

**Automated decision making** – In case we elaborate an automated decision making process by processing your personal data, we will provide you with details regarding any such processing as well as information about the involved logic and the processing meaning and consequences.

**Subsequent processing** – In case we wish to use your personal data for a new purpose, which is not covered by this Notification regarding data protection, we will provide you with another notification to explain the new use before starting to process and establish relevant purposes and processing conditions. When and every time necessary, we will ask for your consent for the new processing.

### **Cookies policy**

A cookie is a small file (alphanumeric) that is stored locally on the PC, mobile device or any other equipment the user is using in order to go online. It does not contain software, viruses or spyware and cannot access information stored on the user's hard drive. Cookies do not request personal data for usage.

The website <http://simonabaciu.ro> uses its own cookies as well as third party in order to provide users with a superior experience as well as services complying with their specific needs. Cookies are meant to permanently improve the user's experience on the website by:

- Allowing the personalization of certain settings;
- Obtaining certain information based on history regarding the way the website is used, thus facilitating a superior surfing experience (i.e. Remembering a user's preferences and eliminating the need to make certain settings on every visit);
- Integrating certain multimedia or other applications from other websites on <http://simonabaciu.ro>;
- Analyzing visits and traffic on the website;
- Geo-targeting by offering the possibility to adjust content according to user's location
- Retrieving information following user's registering and determining the user's access to certain services according to its account specificity;
- Allowing the recording of the number of visits of an online ad and determining its type.

**Cookies** store information in a small text file that allows the website to recognize a browser. It will recognize it until the respective cookie expires or is deleted.

**Cookies** are important as they support the efficient functioning of the Internet, allowing users an experience adapted to their preferences and interests. Deactivating certain cookies may render some of the website's sections or services unusable. Refusal to accept cookies does not mean you will no longer be able to visualize online ads on the website.

**Provisions concerning data security and confidentiality**

Services are offered through the Internet, a network that is not under the direct or indirect control of FUNDATIA TRANSYLVANIA COLLEGE. However, we take adequate technical and organizational measures to guarantee data security, but we cannot ensure the information the user receives or uses through the Internet will be permanently safe. Furthermore, FUNDATIA TRANSYLVANIA COLLEGE suggests you check your browser's security policy as well as that of your device regarding the existence of an antivirus or any other external attacks such as hacking or cracking.

Cookies are not viruses, but they can be used for damaging purposes as spyware.

Browsers have confidentiality settings that offer different acceptance cookie values, validity and automatic erase after the user visited a website. The user may refuse to accept cookies in a continuous way by accessing certain settings in the used browser as follows:

Internet Explorer

Access Internet Explorer ->

Click on "Tools" ->

Click on "Internet Options" ->

Click on "Confidentiality"

Mozilla Firefox

Access Mozilla Firefox ->

Click on "Options" ->

Choose "Confidentiality" pane ->

Select "Firefox will use personalized settings for history" ->

Check box "Accept cookies" in order to activate and uncheck box in order to deactivate

## Google Chrome

Access Google Chrome ->

Click on the Chrome menu on the browser's toolbar ->

Select "Settings" ->

Select "Advanced settings" ->

Select "Confidentiality" ->

Select "Cookies"

## Safari

Access Safari ->

Access "Preferences"

Access "Privacy"

Access "Block Cookies"

**However, do not forget that deactivating certain cookies may render some of the website's sections or services unusable.**