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Annex 3

INFORMATION REGARDING THE PROCESSING OF PERSONAL DATA

Dear Partner,

The European Union Regulation on the protection of personal data belonging to natural persons and the free movement of such data (Regulation (EU) 2016/679 or GDPR)¹, which applies from May 25, 2018, requires obtaining/updating your agreement on the processing of personal data communicated to us during the relations we have, so that we can fulfil our mutual contractual obligations.

In this regard, we communicate the following:

- A. Personal data processed by **TRANSILANA S.A. (hereinafter referred to as the Company)**, in connection with your company are: name, first name, quality and contact details (telephone number/ fax number, e-mail address and *others, depending on the case*) of legal representatives.
- B. Purpose/legal basis of data collection and use:
- Performing the legal contractual obligations;
 - Information, for the smooth running of the activity (for example: quotations, technical details, delays, litigation, etc.);
 - Financial, for the issuance of financial-accounting documents (e.g.: statements of account, information of outstanding debts, etc).

In the situation where the processing will be done under article 6, paragraph 1 letter f (*not the case at present*), the *legitimate interests pursued by the Company or by a third party* will be presented.

- C. Duration of the storage of personal data: until the agreement is revoked or to the extent of exercising the purpose of data collection, but no more than 5 years, with the exception of cases expressly provided by the law regarding the archiving of documents (e.g. accounting archive, contracts, human resources, etc.).
- D. People who may have access to your personal data:
- The employees of the Company, to the extent of exercising their work duties;
 - Competent authorities according to the legislation in force.

¹ Available at www.dataprotection.ro – National Supervisory Authority for Personal Data Processing (ANSPDCP)

The Company is entitled, in certain cases, with your prior express consent, for each individual case, to transmit your personal data to third parties: collaborators of our company with connected activity profiles.

If it is deemed necessary to transfer your personal data to a third party, you will be informed in advance and will have the possibility to express your agreement / disagreement.

If the situation so requires, the Company's intention to transfer the personal data provided to a third country or an international organization (*not the case at present*) will be presented.

E. In accordance with the legislation in force, you have the following rights regarding the processing of personal data:

- The right to information;
- The right of access to data;
- The right to rectify data and delete data;
- The right to restrict processing;
- The right to oppose processing;
- The right of data portability.

These rights can be exercised, free of charge, by sending a written request, dated and signed, to the e-mail info@transilana.ro.

If you are not satisfied with the way we have handled your personal data, please contact the representative of our Company at the email address **info@transilana.ro** or in writing at the address: str.Fabricilor nr. 44, Ghimbav - Braşov, 507075, România.

The company representative will review your complaint and work with you to resolve / remedy the situation presented.

F. If you believe that the personal data transmitted by you have not been protected according to the provisions of the Regulation (EU) 2016/679, you can contact the National Supervisory Authority for Personal Data Processing (ANSPDCP) through their website www.dataprotection.ro and you can file a complaint, using the form on the mentioned website.

The Company does not use automated decision-making processes (including profiling) or other such processing of the personal data provided.

Regards,

TRANSILANA S.A. Team