



PRIVACY POLICY

ARTDELINEO LLC – Privacy Policy.

INTRODUCTION

ARTDELINEO LLC, legal person with headquarters in Cluj-Napoca, 400420, N.Titulescu Blvd. nr. 34/70, Cluj county, Romania, with the registration number J12 /2066/2019 in the Commercial Register (Romanian Chamber of Commerce), VAT no: 4135528, phone no: +40 744 840 736, website: artdelineo.com, e-mail: artdelineo@gmail.com, would like to inform you about its data processing policies and your rights, comply with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (further referred to as GDPR) and national legislation concerning personal data protection.

We propose to protect your personal data and to be transparent about data processing. We understand our obligations towards our clients and suppliers and we would like to help you understand how and why we process your personal data.

Comply with the national (Law no. 129/2018, Law no. 506/2004) and European (Regulation 2016/579/EU, Directive 2002/58/EC) legislation in force, ARTDELINEO is obliged to administer personal data in safe conditions and only for specified purposes. Legislation in this domain changes continuously, thus we anticipate that this summary will be revised and updated comply with new regulations.

INFORMATION ABOUT THE DATA CONTROLLER

Name: **ARTDELINEO LLC**

Address: Blvd. N. Titulescu nr. 34/70, Cluj-Napoca, 400420,
Cluj county, România

VAT (Fiscal number): 4135528

Registration number in the Commercial Register: J12/2066/2019

EUID: ROONRCJ12/2066/2019 (European Unique Identifier)

Legal Representative: Attila Jasko

Phone number: +40 0744 840 736

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Website: www.artdelineo.com

CHAPTER I. - FOR CLIENTS AND SUPPLIERS

THE PURPOSE AND LEGAL BASES OF PROCESSING PERSONAL DATA

Any type of operation performed by a company targets clients, individuals and/or legal entities. Likewise, no company can properly function without suppliers. ARTDELINEO works exclusively with clients and suppliers who are legal entities. Given that each and every legal entity has individuals to act on their behalf, ARTDELINEO processes personal data of representatives, individuals who act and/or sign on its clients'/suppliers' behalf.



ARTDELINEO processes its clients' and suppliers' data comply with conditions of GDPR, local and european legislation on data protection. Before signing a contract or ordering a product, the Marketing department of NOBIS Labordiagnostica requests a set of personal data necessary for the process.

Personal data provided by individuals on their own responsibility and free will, as representatives of legal entities are necessary in the following contexts:

- to fulfill the legal obligations in the implementation and execution of contracts
- to maintain communication with clients and suppliers

Our privacy policy restricts data collection to predetermined purposes, and for this reason we request our clients and suppliers to deliver the least amount of personal data necessary, and strictly to fulfill those purposes.

WHO HAS ACCESS TO YOUR PERSONAL DATA?

To personal data of our clients' and suppliers' representatives have access only employees from the Marketing and Administrative departments of ARTDELINEO, staff instructed and obliged to keep the privacy of personal data.

In the case of our clients, data is processed exclusively to offer our services and products. On the other hand, in the case of our suppliers, data is necessary to solicit their services and products.

In most cases we transmit data to third parties in order to fulfill our legal obligations. Categories of third parties whose services are included in our processes are: operators of softwares and communication lines, postal service providers and archiving service providers.

WHERE IS DATA STORED?

Collected data is stored in the European Economic Area (EEA), and is not transmitted or processed in a country outside EEA. Any data transfer is performed comply with legislation in force, being permanently monitorized for safety.

DATA RETENTION PERIOD

ARTDELINEO stores personal data of clients' and suppliers' representatives only for a period necessary for the purpose they were collected, comply with the conditions of data protection legislations.

For clients and suppliers who are in a contractual relationship with ARTDELINEO, we store personal data of representatives throughout the contract execution period. After the execution period expired, contracts are archived comply with legislation in force.

For clients and suppliers who are not in a contractual relationship with ARTDELINEO, we store personal data of representatives for a period of 1 year after the last order was executed, or until the client's consent is withdrawn.

If a client's or supplier's representative requests his/her data to be deleted from our database after a contract's execution period has expired, we will still continue to store certain types of personal data (name, position, signature) comply with legal obligations.



YOUR RIGHTS

Clients and suppliers of ARTDELINEO have the opportunity, in conditions provided by GDPR to exert the following rights:

<i>The right to be informed</i>	<i>We send every client and supplier a notification about our data protection policy, which includes necessary information on personal data processing.</i>
<i>The right to access data</i>	<i>Representatives of our clients and suppliers can request a report on how we process their personal data, which we will send them within a month from the date of the request.</i>
<i>The right to correct data</i>	<i>If a representative of a client or supplier requests his/her data to be corrected, we will perform the update in our database, and the database of our processors as well. The representative will receive a report on the correction of his/her data within a month from the date of the request</i>
<i>The right to delete data</i>	<i>Representatives of clients and suppliers can request, in certain situations, that we delete their personal data (for example, if their personal data will no longer serve the purpose for which they were collected, or if they withdraw their consent). We will respect these requests, however, in some cases documents containing personal data have to be archived for a longer period of time, comply with legislations in force.</i>
<i>The right to limit data processing</i>	<i>Representatives of clients and suppliers can limit and stop us from processing their personal data. They can request these in certain cases, for example when they would like to verify the correctness of their personal data or the purpose for which they are processed.</i>
<i>The right to portability of data</i>	<i>Personal data of clients' and suppliers' representatives are stored in physical as well as electronic format in databases processed manually. We will do everything we can in order to deliver information in a portable format within 1 month from the date of the request.</i>
<i>The right not to be affected by decisions based on automatic processing of data, and profile creation.</i>	<i>We do not make decisions based on automatic processing of data, and we do not practice profile creation.</i>



CHAPTER II. - FOR CANDIDATES

THE PURPOSE AND LEGAL BASES OF PROCESSING PERSONAL DATA

ARTDELINEO processes personal data of candidates who apply to open positions comply with conditions of GDPR, local and european legislation on data protection, and as an employer, comply with specific labor laws. When a candidate applies to a position, the HR department of ARTDELINEO receives a set of personal data and documentation necessary for the process.

Personal data provided by individuals on their own responsibility and free will, as candidates are necessary in the following contexts:

- to maintain employer–candidate communication;
- to decide whether the candidate is suitable for the position;

Our privacy policy restricts data collection to predetermined purposes, and for this reason we request our candidates to deliver the least amount of personal data necessary, and strictly to fulfill those purposes.

WHO HAS ACCESS TO YOUR PERSONAL DATA?

To personal data of candidates applying to job openings at ARTDELINEO have access only employees from the HR department, as well as management involved in the recruitment process, staff instructed and obliged to keep the privacy of personal data.

In the case of candidates, data is processed exclusively to maintain employer–candidate communication, and to decide whether the candidate is suitable for the position.

In most cases we do not transmit personal data of candidates to third parties before employment, the only exception whose services are included in our recruitment processes is the operator of communication lines.

WHERE IS DATA STORED?

Collected data is stored in the European Economic Area (EEA), and is not transmitted or processed in a country outside EEA. Any data transfer is performed comply with legislation in force, being permanently monitorized for safety.

DATA RETENTION PERIOD

ARTDELINEO stores personal data of candidates only for a period necessary for the purpose they were collected, comply with the conditions of data protection legislations.

Personal data of candidates is stored for the duration of the recruitment and selection process.

If the candidate is employed, personal data is processed subsequently, comply with Employee Data Protection and Privacy Policy of NOBIS Labordiagnostica.

If the candidate is not selected for the role, the data controller may store personal data for a period of 1 year with the consent of the candidate.



YOUR RIGHTS

Candidates who apply to open positions of NOBIS Labordiagnostica have the opportunity, in conditions provided by GDPR to exert the following rights:

<i>The right to be informed</i>	<i>We inform every candidate about our data protection policy, which includes necessary information on personal data processing.</i>
<i>The right to access data</i>	<i>Candidates can request a report on how we process their personal data, which we will send them within a month from the date of the request.</i>
<i>The right to correct data</i>	<i>If a candidate requests his/her data to be corrected, we will perform the update in our database. The candidate will receive a report on the correction of his/her data within a month from the date of the request</i>
<i>The right to delete data</i>	<i>Candidates can request, in certain situations, that we delete their personal data (for example, if their personal data will no longer serve the purpose for which they were collected, or if they withdraw their consent).</i>
<i>The right to limit data processing</i>	<i>Candidates can limit and stop us from processing their personal data. They can request these in certain cases, for example when they would like to verify the correctness of their personal data or the purpose for which they are processed.</i>
<i>The right to portability of data</i>	<i>Personal data of candidates are stored in physical as well as electronic format in databases processed manually. We will do everything we can in order to deliver information in a portable format within 1 month from the date of the request.</i>
<i>The right not to be affected by decisions based on automatic processing of data, and profile creation.</i>	<i>We do not make decisions based on automatic processing of data, and we do not practice profile creation.</i>

- For further information you can contact us via e-mail on artdelineo@gmail.com