

Personal Data Protection Policy

Date: 24.05.2018

1. INTRODUCTION

This Personal data protection policy was drawn up in accordance with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016, on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repeal of Directive 95/46/CE (“GDPR”) and of the Art. 29 working Group Guides, because, at the point when it was written, there wasn’t any national law in this respect. Any regulation (either at the European level, or at the national level) can trigger the need to modify or supplement this policy.

This general data protection regulation:

- (i) applies to the processing by the KRONOSPAN FOUNDATION of the personal data by electronic means and by the classical archiving systems;
- (ii) doesn’t apply to the obligations that KRONOSPAN FOUNDATION could have under the national legislation in the specific field of activity.

This general data protection regulation enters in force on 25 May 2018. By that date, KRONOSPAN FOUNDATION shall take the necessary measures to ensure compliance with it.

THE IMPLEMENTATION AND CORRECT APPLICATION OF THIS GENERAL DATA PROTECTION REGULATION SHALL BE STRICTLY MONITORED BY KRONOSPAN FOUNDATION

THE NON-COMPLIANCE WITH THIS GENERAL DATA PROTECTION POLICY CAN LEAD TO IMPORTANT FINANCIAL AND REPUTATIONAL LOSSES FOR KRONOSPAN FOUNDATION AND TO DISCIPLINARY CONSEQUENCES FOR THE EMPLOYEES IN CHARGE.

2. TERMINOLOGY

In this General Data Protection Regulation, the following terms shall be defined as follows:

“Supervisory Authority”

means the National Supervisory Authority of the Processing of Personal Data or any other authority entrusted with the responsibilities of

protection of the data under the Law on the protection of data of any Member State;

“Special Categories of Personal Data”

means the personal data revealing ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data, data concerning health or data concerning a natural person's sex life or sexual orientation;

“Profiling”

means any form of automated processing of personal data consisting of the use of personal data to evaluate certain personal aspects relating to a natural person, in particular to analyse or predict aspects concerning that natural person's performance at work, economic situation, health, personal preferences, interests, reliability, behaviour, location or movements;

“Personal data relating to criminal convictions and offences”

means the personal data relating to criminal convictions, offences and/or pardons;

“Personal data”

means any information relating to an identified or identifiable natural person, who is protected under the Law on data protection; for the purpose of this General Data Protection Regulation, Personal data include the personal data relating to criminal convictions and offences and the Special Categories of Personal Data;

“Records of processing activities”

are the records kept by KRONOSPAN FOUNDATION which ensure an overview of all the processing activities (for example, what kind of categories of Personal data are processed, by organisational units and which is the purpose of the Processing);

“GDPR”

means the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016, on the protection of individuals about the processing of personal data and on the free movement of such data and repeal of Directive 95/46/CE;

“Authorized agent”

means an entity which processes personal data on behalf of the Operator;

“Data protection legislation”

means all the laws and regulations applicable in Romania, irrespective of whether they represent primary legislation (like the national laws and/or GDPR) or secondary legislation (like the Art. 29 Group Guides or any other guides issued by the Supervisory authority), applicable to the Personal data processing;

“Operator”

means the entity which determines the purposes and means of the processing of personal data;

“Data subject”

means an identified or identifiable individual referred to in Personal data; for reasons relating to this policy, Data subjects can be employees, customers, representatives of the business partners and any other natural persons whose Personal data are processed by KRONOSPAN FOUNDATION;

“Processing”

means any operation or set of operations which is performed upon personal data, whether or not by automatic means, such as collection, recording, organisation, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, blocking, erasure or destruction;

“Internal procedure”

means all the proceedings, rules and internal policies of KRONOSPAN FOUNDATION (irrespective of their name or object);

“Automated decision-making process”

means a process in which the data entered are assessed exclusively by IT devices, without the involvement of the natural persons, for example, in accordance with pre-defined criteria/algorithms, the last decision made having serious consequences for the Data subject;

“Delegated agent”

means any person appointed by the Authorized agent to process the Personal data on behalf of KRONOSPAN FOUNDATION;

“Transfer”

means the disclosure or otherwise making available to third parties (including by Delegated proxies) of the Personal data, either by the transmission of the Personal data to that third party, either by allowing the access to these data by other means; the storage and safety copying shall be considered transfer for the purpose of this General Data Protection Regulation.

3. GENERAL PRINCIPLES

3.1. Data protection legislation imposes to KRONOSPAN FOUNDATION the compliance with the following principles:

Legality, fairness and transparency

Personal data shall be processed in accordance with the law, fairly and transparently in relation with the Data subject.

Purpose limitation

Personal data shall be collected only for determined, explicit and legitimate purposes.

Personal data shall be adequate, relevant and limited to that which is necessary in relation to the purposes for which they are processed.

Data minimisation

Personal data shall be precise and, whenever necessary, updated.

Precision

Storage time limit

Personal data shall be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the data were collected or for which they are further processed.

Integrity and confidentiality

Personal data shall be processed in a manner which should ensure them the protection against unauthorized or illegal processing, as well as against accidental loss, destruction or deterioration and by the use of appropriate technical, organisational and safety measures.

Responsibility

KRONOSPAN FOUNDATION, in its capacity as an Operator, shall be responsible for the compliance with the Personal data law and shall demonstrate the compliance with this law.

3.2 The protection of personal data is the responsibility of each employee of KRONOSPAN FOUNDATION

3.3 The staff of KRONOSPAN FOUNDATION shall carefully manage the Personal data. The following basic rules are mandatory:

- (i) KRONOSPAN FOUNDATION processes Personal data for determined purposes; the purpose of Processing has a legal basis;
- (ii) KRONOSPAN FOUNDATION shall act transparently with the data subjects; KRONOSPAN FOUNDATION informs the natural persons about what they do with the Personal data (irrespective of the capacity of the data subject); the fact that KRONOSPAN FOUNDATION obtains the personal data of a natural person who represents a legal person or who is the employee of a legal person doesn't mean that the personal data belonging to this person are less important or are exempted from protection;

- (iii) KRONOSPAN FOUNDATION uses Special categories of personal data and Personal data relating to criminal convictions and offences, as they are defined below, only if this is necessary and only if this is expressly allowed;
- (iv) KRONOSPAN FOUNDATION will use its best endeavours for the Personal data to be current, complete and precise, as the case may be, in accordance with the Processing purposes;
- (v) KRONOSPAN FOUNDATION treats seriously any request relating to Personal data, allowing the Data subjects to correct, erase or restrict the processing of their personal data;
- (vi) KRONOSPAN FOUNDATION protects personal data from losses, changes, unauthorized disclosures or accesses.

4. THE PURPOSES OF THE PROCESSING

- **KRONOSPAN FOUNDATION holds an inventory of the Processing purposes**
- **The processing purposes are listed exhaustively in the Records of processing activities**
- **Each processing purpose has a valid legal basis and it directly refers to the KRONOSPAN FOUNDATION activities. Personal data processing must be performed in strict compliance with the purposes of the processing.**

4.1 Detailed purposes of processing

4.1.1 As a general rule, KRONOSPAN FOUNDATION processes personal data in the following situations:

- (i) when a data subject: (a) sends to KRONOSPAN FOUNDATION any form, document, or information relating to its interactions and/or transactions with KRONOSPAN FOUNDATION (b) uses or purchases the products of KRONOSPAN FOUNDATION.; or (iii) concludes a contract (a labour contract included) with KRONOSPAN FOUNDATION;
- (ii) when a data subject interacts with the staff of KRONOSPAN FOUNDATION., including the persons in charge with customer relationships, the persons in charge with the technical advice or any other representatives, for example, by telephone, letters, fax, meetings in person or e-meetings;
- (iii) when images of a data subject are caught on surveillance camera by KRONOSPAN FOUNDATION while the data subject is on the premises of KRONOSPAN FOUNDATION;
- (iv) if applicable, when a data subject requests to be contacted by KRONOSPAN FOUNDATION., to be included in an e-mail or any other lists with correspondence data, or when the data subject responds to the request of KRONOSPAN FOUNDATION for the supply of supplementary personal data;
- (v) when a data subject interacts with KRONOSPAN FOUNDATION by means of the online platforms;

- (vi) when KRONOSPAN FOUNDATION acts for the prevention or investigation of a suspicion of fraud, illegal activities, omissions or of an inappropriate behaviour relating to the relation of a data subject with KRONOSPAN FOUNDATION;
- (vii) when KRONOSPAN FOUNDATION observes or acts in accordance with the request of any competent public authority or institution or when it responds to the requests of information from their behalf;
- (viii) when KRONOSPAN FOUNDATION makes the tax, financial, regulatory, management report of risks (including the monitoring of exposure to risk) and the audit report;
- (ix) when KRONOSPAN FOUNDATION seeks information about the data subject or receives the personal data of the data subject from a third person (for example, from business partners, from the current employer of the data subject or from public authorities) and it uses these data relating to the relationship of the Data subject with KRONOSPAN FOUNDATION
- (x) when a data subject sends his/her personal data or the personal data of a third person (for example, information about the members of his/her family and/or employees etc.) to KRONOSPAN FOUNDATION for any reason.

4.1.2 All the activities listed above are labelled as purposes of Processing and are listed in the Records of processing activities.

4.2 The legal basis of the processing

4.2.1 The legal basis of the purposes of the processing by KRONOSPAN FOUNDATION are the following:

<i>CONSENT</i>	The data subject gave his/her consent to the processing.
<i>PERFORMANCE OF A CONTRACT</i>	Processing is necessary: (i) for a contract which the data subject concluded in his/her own name or as a representative of a contractor; or (ii) since the data subject, directly or as representative of a contractor, has taken steps before the conclusion of a contract.
<i>COMPLIANCE WITH LEGAL OBLIGATIONS</i>	Processing is necessary since there is a legal obligation for KRONOSPAN FOUNDATION
<i>LEGITIMATE INTEREST</i>	Processing complies with the conditions of “the legitimate interest”.

4.2.2 The reason for each of the purposes of the processing is listed in the records of the processing activities

4.3 Minimisation of processed personal data

4.3.1 The purposes of processing are limited to certain categories of data subject and to certain categories of personal data (data minimisation).

4.3.2 The purposes of Processing refer to personal data which are included neither in the special categories of personal data, nor in the field of personal data relating to criminal convictions and offences.

4.3.3 Processing involving special categories of personal data must be avoided as much as possible, except for the cases in which it is expressly requested by legal provisions or by internal proceedings.

4.3.4 Also, processing of personal data relating to criminal convictions and offences must be avoided as much as possible, except for the cases in which it is expressly requested by legal provisions.

4.3.5 Any additional personal data, other than the personal data expressly listed in the records of processing and other than the personal data listed in the internal proceedings, cannot be requested from the data subject without the prior authorization from behalf of the person in charge with the compliance of the data protection.

4.3.6 All the additional personal data, other than the personal data expressly listed in the records of processing by KRONOSPAN FOUNDATION and other than the personal data listed in the internal proceedings, which were obtained by KRONOSPAN FOUNDATION (either intentionally, or unexpectedly) from another source than the data subject, constitutes an incident of infringement of the data security, and it must be brought to the attention of the person in charge with the compliance of the data protection as soon as possible.

4.4 Accuracy and confidentiality of the processed personal data

4.4.1 All the personal data collected by KRONOSPAN FOUNDATION relating to any of the purposes of the processing must be accurate. The staff of KRONOSPAN FOUNDATION must ensure that the personal data directly or indirectly obtained personal data directly or indirectly obtained from the data subjects are verified in so far as possible.

4.4.2. The integrity and confidentiality of processed personal data are mandatory. The KRONOSPAN FOUNDATION staff shall ensure that the personal data obtained directly or indirectly from the data subject are kept in safety conditions or accessed only for their processing, as they are detailed in the records of processing. In this regard, KRONOSPAN FOUNDATION shall ensure the access of its staff to the personal data to the extent needed for the performance of their duties.

4.5. Storage limit of personal data

4.5.1 According to the purpose of processing, the personal data processed by KRONOSPAN FOUNDATION are kept either physically or electronically (or both):

- (i) for the period necessary for the fulfilment of the purpose of processing; or
- (ii) in so far as necessary, for complying with the applicable legal requirements, for the period stipulated by a legal provision; or

- (iii) as specified, considering the applicable limitation period.

4.5.2. KRONOSPAN FOUNDATION has drawn up and implemented internal archiving rules which establish the time limit for keeping the documents (irrespective of their form and title and irrespective of the fact that these documents contain or not personal data).

4.5.3 The KRONOSPAN FOUNDATION staff must analyse the personal data stored in the activity carried out by reference to the internal archiving rules and must take the necessary measures relating to keeping or erasing this personal data, in compliance with the applicable legal provisions.

4.6. Change of the purpose of processing

4.6.1 Generally, personal data shall be used only for the purposes of the processing for which they were initially collected (initial purpose). Personal data can be processed by KRONOSPAN FOUNDATION in a manner different from the initial purpose (secondary purpose) only if the initial and the secondary purpose are closely connected.

4.6.2. The use of personal data is generally allowed in the following secondary purposes:

- (i) determining the risk profile of the data subject or of the Foundation which he/she represents;
- (ii) internal audits or investigations;
- (iii) settlement of disputes;
- (iv) drawing up the necessary legal reports.

4.6.3. Any processing of personal data outside the purposes of the processing established in the records of processing shall be immediately stopped, and the situation shall be communicated to the person in charge with the compliance of the data protection as soon as possible.

4.6.4. Any change in the purposes of the initial processing shall be carefully assessed and, in case of doubt, the KRONOSPAN FOUNDATION staff shall inform the person in charge with the compliance of the data protection before continuing any other processing.

4.7. Transfer of personal data

4.7.1. In its current activity, KRONOSPAN FOUNDATION shall transfer personal data to other countries or international/foreign organizations only if in that country or international/foreign organization, there are adequate protection measures for data safety. When it transfers personal data in a country outside the European Economic Area, KRONOSPAN FOUNDATION shall give adequate guarantees for the protection of the data entered by the contract concluded with that natural person, legal person or international organization.

5. DATA SUBJECTS' RIGHTS

Under data protection law, the data subjects have the following specific rights, respectively:

- **the right to be informed**
- **the right of access**
- **the right to rectification**
- **the right to the deletion of data (the right to be forgotten)**
- **the right to restriction of processing**
- **the right to data portability**
- **the right to opposition**
- **rights relating to the decision-making process and profiling**
- **the right to file a complaint to the supervisory authority**

5.1. Information to data subjects about the processing activity

5.1.1. KRONOSPAN FOUNDATION shall always observe the obligation of information to data subjects. The information which must be communicated to the data subjects are detailed as follows:

What information must be provided?	At the time when personal data are obtained:
Name and contact data of KRONOSPAN FOUNDATION	✓
The purpose of processing and the legal basis for processing	✓
The legitimate interests of KRONOSPAN FOUNDATION	✓
The categories of personal data (when they are not obtained directly from the data subject)	✓
The recipients or categories of recipients of the personal data	✓
Information on the transfer of personal data to third countries and/or international organisations and the safety measures associated with the transfer	✓
The period for which the personal data will be stored, and the criteria used to determine that period	✓
The existence of each right of the data subject	✓

From which source the personal data originate,
and if applicable, whether it came from
publicly accessible sources

Whether the provision of personal data is a

statutory or contractual requirement, as well as the
possible consequences of failure to provide such
data

The existence of a decision-making process,
profiling and information on the decisionmaking
process, its importance and consequences

5.1.2. For profiling and/or automatic decision-making, KRONOSPAN FOUNDATION shall ensure the respect of the data subjects' rights:

(i) The obligation to inform - The data subjects shall be informed, after the beginning of the processing of personal data, about profiling/automatic decision-making process, the measure in which the personal data are involved in profiling, the logic used in the applied method and the possible consequences of the automatic decision-making process on the data subjects.

When a decision can be made in a process, either entirely following an automatic sub-process or with the intervention of a natural person, the data subject must be informed about the cases in which KRONOSPAN FOUNDATION can make the decision entirely by automatic means (as a result of the sub-process concerned).

When informing about the logic on which the automatic decision-making process is based, it is not necessary to disclose in detail the algorithm, the formula or the business logic applied (this information must not be so detailed so as to compromise the trading secrets of KRONOSPAN FOUNDATION It is sufficient to list the personal data which the algorithm takes into consideration in the decision-making and to specify the way in which the provided data can influence the decision which must be made. The presentation of the way of adopting the automatic decision-making process is made by the use of examples.

(ii) review of the automatic decision-making process: The data subject submitted to an automatic decision-making process has the right to request the involvement of the natural persons from behalf of KRONOSPAN FOUNDATION in the decision-making, to make his/her point of view and to submit an objection against the decision made automatically. The right of opposing the automatic decisionmaking process doesn't entitle the data subject to request to KRONOSPAN FOUNDATION the conclusion of a contract, but only to challenge the decision based on the exclusively automatic processing of the Personal data with legal effects on the data subject.

In any case, the data subject must be given the possibility to exercise his/her right to opposition and to obtain human intervention.

(iii) the right to opposition: if the legal basis of processing is a legitimate interest of KRONOSPAN FOUNDATION the data subject has the right to opposition. In this case, KRONOSPAN FOUNDATION must examine if the opposition is justified (e.g. if the interests of the data subject exceed the interests of KRONOSPAN FOUNDATION) and communicate to the data subject its decision.

5.2. Managing data subjects' requests

5.2.1. The law on the data protection imposes that any request of a data subject should receive an answer as soon as possible, but no later than a month since receiving it. This period can be extended by two months when this is necessary, taking into account the complexity and the number of requests. KRONOSPAN FOUNDATION shall inform the data subject of any such extension within one month of receipt of the request, together with the reasons for the delay. Where the data subject makes the request by electronic form means, the information shall be provided by electronic means where possible, unless otherwise requested by the data subject.

5.2.2. The KRONOSPAN FOUNDATION employees shall treat all the questions received from the data subjects about the processing activity with the utmost importance.

5.2.3. In all cases, KRONOSPAN FOUNDATION employees shall inform the data subjects that they can send a formal request and/or a complaint by post at the address of Brasov, no. 1, Strunga Mieilor Street, 500482, Brasov county, or by e-mail to the address office@kronospanfoundation.org

5.2.4. KRONOSPAN FOUNDATION reserves its right to verify the identity of the requesting data subjects for the assessment of the legitimacy of their requests.

6. ENSURING THE DATA PROTECTION

6.1. To the person in charge with the compliance with the protection of personal data

6.1.1 KRONOSPAN FOUNDATION appointed a person in charge with the protection of personal data. The attributions of this person are established by the Internal policy on the role and tasks of the person in charge with the protection of personal data.

6.1.2. The person in charge with the protection of personal data must keep the secret or the confidentiality of information concerning the performance of his/her tasks.

6.2 Internal powers to ensure the protection of personal data

6.2.1. The compliance with the legal provisions in the field of the protection of personal data is an obligation of each employee of KRONOSPAN FOUNDATION, and the non-compliance with this policy can render them liable to disciplinary sanctions.

6.2.2. KRONOSPAN FOUNDATION shall ensure the human resources and the means necessary for the implementation of this Personal data protection policy, including by appointing certain persons within the organizational units with specific duties in the management of the processes which involve the processing of personal data in accordance with the processing records.

6.2.3 These persons must:

- (i) ensure that the processing of personal data is made in accordance with this policy;
- (ii) work together with the person in charge with the protection of personal data and implement the necessary changes to ensure the compliance with the law on data protection;
- (iii) fill in accordingly and sign the audit questionnaires of conformity of the protection of personal data and any other forms requested by the person in charge with the protection of personal data;
- (iv) make the evaluation of the impact on the protection of personal data and the evaluation of the legitimate interest based upon the template provided by the person in charge with the protection of personal data;
- (v) obtain the opinion of the person in charge with the protection of personal data relating to all the risks or incidents associated with the protection of the personal data, compliance aspects;
- (vi) send to the person in charge with the protection of personal data reports on the risks concerning the protection of personal data and the compliance aspects, at least once a year or more often, when it is necessary or when the person in charge with the protection of personal data requested it;
- (vii) participate, together with the person in charge with the protection of personal data, to the official investigations or enquiries performed by a supervisory authority in relation with the processing of personal data.

6.3 **Internal procedures**

6.3.1 This personal data protection policy contains the fundamental principles governing the protection of personal data within KRONOSPAN FOUNDATION

6.3.2 In the event of discrepancies between the Personal Data Protection Policy and the Data protection legislation, the latter shall prevail.

KRONOSPAN FOUNDATION

President Oana Bodea

Annex no. 1
to the Personal Data Protection Policy
- Internal policy concerning
the processing under the consent -

This annex is an integral part of the Personal data protection policy and it applies to KRONOSPAN FOUNDATION.

This annex contains information rules concerning the Personal data protection in the case of Processing under the Data subject's consent.

The terms written with capital letters shall have the same meaning with the terms defined in the Personal Data Protection Policy.

1. EU legal framework

- The main articles of GDPR: art. 7 – 9 (conditions), art. 13 – 14 (Information to be provided to the data subject), 17 (right to be forgotten), art. 18 (right to restriction of processing), art. 20 (right to data portability), art. 22 (right not to be subject to automated individual decision-making)
- Working Group Guide Art. 29 concerning the Consent according to GDPR¹

2. The transition from the Directive 95/46/EC to GDPR

The consent obtained till now continues to be valid **only if** it fulfils the GDPR conditions.

¹ Source file:///C:/Users/bnaghio01/Downloads/wp259_enpdf%20(3).pdf.

Possible solutions:

(1) the transition from the processing based upon the consent to another basis of the Processing (can be applied only for the implementation of GDPR)

Or

(2) obtaining a new consent in compliance with the GDPR provisions.

3. Criteria for obtaining the consent according to GDPR

3.1. Rights of Data subjects in case of Processing based upon consent

<p>The right to be informed</p>	<p>Yes.</p> <p>When obtaining the personal data, the minimum information which must be communicated to the Data subject, based upon <u>an information concerning the personal data protection</u>, are:</p> <ol style="list-style-type: none"> 1) The identity and the contact data of KRONOSPAN FOUNDATION (and, as the case may be, of its representative) 2) The purpose of Processing and legal basis of Processing 3) Categories of Personal data 4) Recipients or categories of recipients of the Personal data 5) Details concerning the transfers to third countries and/or international/foreign organizations, as well as the due guarantees 6) The period of storage or the criteria used for establishing this period 7) The existence of each right recognised to the Data subject 8) The right to withdraw anytime the consent 9) The right to lodge a complaint with the Supervisory authority 10) The source of the Personal data and if they originate from publicly accessible sources 11) The existence of a decision based exclusively on the automated processing, including profiling and information concerning the manner of decision-making, as well as their importance and consequences.
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The right of access	<p>Yes.</p> <p>The data subjects shall have the right to electronically obtain (unless otherwise requested):</p> <ul style="list-style-type: none">- the confirmation of the fact that their personal data are Processed;- the access to their Personal data; and- the information contained in the information concerning the Personal data protection. <p>The information will be provided free of charge.</p> <p>KRONOSPAN FOUNDATION may charge or not answer (and give explanations concerning the refusal) the Data subject in case of repeated, unfounded or excessive requests.</p> <p>This tax shall exceed the administrative costs for the provision of the information.</p>
The right to rectification	<p>Yes.</p> <p>The data subject has the right to the rectification of the Personal data (if they are incorrect or incomplete).</p> <p>After rectification, where possible, KRONOSPAN FOUNDATION must inform all the third parties about the rectification made.</p>

<p>The right to be forgotten</p>	<p>Yes.</p> <p>Only the Personal data necessary for Processing according to the initial purpose shall be kept.</p> <p>KRONOSPAN FOUNDATION must inform the Data subject about the way in which it handled the request.</p> <p>After erasure, KRONOSPAN FOUNDATION must inform all the third parties about the erasure of the Personal data, <u>unless this task cannot be performed or it involves a disproportionate effort.</u></p>
<p>The right to restriction of processing</p>	<p>Yes.</p> <p>The data subject has the right to block the Processing of Personal data.</p>
<p>The right to data portability.</p>	<p>Yes.</p> <p>Only for the Personal data obtained directly from the Data subject.</p> <p>The information will be provided free of charge.</p> <p>The information must be provided electronically.</p> <p>The information will be provided to a third party only if it is possible from a technical point of view.</p>
<p>The right to opposition</p>	<p>Yes.</p> <p>Only in the case of direct advertising (including profiling) and of Processing for the purpose of scientific or historical research and statistics.</p>
<p>The rights not to be the</p>	<p>Yes.</p>

<p>object of a decision based exclusively on the automated processing or for profiling</p>	<p>The data subject must explicitly give his/her consent.</p> <p>KRONOSPAN FOUNDATION must:</p> <ul style="list-style-type: none"> - provide relevant information both as concerns the logical method of decision-making, as well as the importance and expected consequences for the Data subject; - use appropriate mathematical or statistical procedures; - make sure that the Data subjects can benefit from human intervention, can express their point of view, can obtain an explanation of the decision and can contest it; - implement technical and organisational measures, to correct the inaccuracies and minimize the risk of error; - secure the Personal data in a way which is proportional to the risk, interests and rights of the Data subjects; - ensure that the automated decision-making mechanism, including profiling, is verified by human intervention and it is not automated when the request is settled negatively.
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Schedule: 1 (one) month since the receipt of the request. This period may be extended by 2 (two) months depending on the complexity and the number of requests received by KRONOSPAN FOUNDATION. The extension of the time limit for replying shall be notified to the Data subject within a month since the date of receipt of the request, stating the reason for extension.

KRONOSPAN FOUNDATION can refuse the Data subject's request, in which case it should restrict the Processing to the minimum necessary for any of the following reasons:

- to satisfy a legal obligation in fulfilling a task carried out in the public interest,
- for the protection of a general interest concerning public health,
- for archiving in the public interest, scientific, historical or statistical research,
- for the exercise or defence of certain legal rights, or
- if KRONOSPAN FOUNDATION can prove that there are legitimate reasons for the Processing of Personal data, which exceed the Data subject's interests, rights and freedoms to exercise his/her right to the freedom of expression and information.

3.2. Procedure

3.2.1. Requiring the consent

Requiring the consent for the processing of Personal data is distinct from any other topics in relation to the Data subject, in a clear, simple and easily understandable language.

Requiring the consent involves an active indication of the Data subject's wishes. The lack of reply, the preticked boxes or any other type of implicit agreement are not in compliance with the GDPR provisions.

The data subjects will separately give their consent for the different purposes and types of Processing of the Personal data.

All the Data subjects' rights are mentioned in the information concerning the Personal data protection, available on the internet page KRONOSPAN FOUNDATION

3.2.2. *Record of consent*

KRONOSPAN FOUNDATION becomes aware about the moment and manner in which the Data subject's consent was obtained and which was the Form for obtaining the consent concerning the Processing of Personal data that was used for each consent.

3.2.3. *Management of consent*

KRONOSPAN FOUNDATION shall:

- identify the period of review of the consent in order to ensure that the relationship with the Data subjects, the Processing and the purposes weren't changed,
- renew the consent at appropriate intervals, including the parents' agreements, as the case may be.

3.2.4. *Registration of the Data subjects' requests*

KRONOSPAN FOUNDATION shall register the Data subjects' requests, as well as the way and moment in which these requests were addressed.

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to the Personal Data Protection Policy

The document retention internal policy

This annex is an integral part of the Personal data protection policy and it applies to KRONOSPAN FOUNDATION

This annex contains rules concerning the retention of documents which contain personal data.

At the time of concluding this annex there have also been taken into account the national regulations in the field of conservation and archiving of documents, including, but not limited to, the Law of National Archives no. 16/1996, re-issued, and the Order no. 137/2013 for the approval of the Methodological Standards concerning the application of certain provisions of the Law of National Archives no. 16/1996, as well as the Order no. 2634 of 5 November 2015 concerning the accounting documents. The terms written with capital letters shall have the same meaning with the terms defined in the Personal Data Protection Policy.

1. Purpose

- 1.1. The purpose of this annex is to establish the actions to be taken, as well as the conduct to be adopted by KRONOSPAN FOUNDATION for the purposes of:
 - (i) compliance with the specific legislation both in the field of personal data protection, as well as in the field of conservation and archiving of the documents received, drawn up and/or sent by KRONOSPAN FOUNDATION
 - (ii) establishing the internal organisation of the activities of conservation and archiving of the documents which contain Personal data.

2. Field

- 2.1. This Policy applies to all the KRONOSPAN FOUNDATION employees and it concerns all the documents received, drawn up and/or sent by KRONOSPAN FOUNDATION which contain Personal data.

3. General rules concerning the conservation of documents

- 3.1. In applying the archive classification, the documents used by KRONOSPAN FOUNDATION in its current activity or in order to ensure its organization and operation shall be kept (internally or externally, on paper or an electronic format), in appropriate conditions, respecting the time limits shown below:

Ref. no.	Data subjects	Storage period	Calculated since	Legal basis	Categories of documents
1.	Employees	5 years	End date of the financial year during which they were drawn up	Art. 5 of the Order no. 2634/2015 concerning the accounting records and	1. Goods received - receipt note; 2. Handover, transfer, restitution receipt; 3. Consumer ticket;

Ref. no.	Data subjects	Storage period	Calculated since	Legal basis	Categories of documents
				point 39 of Annex no. 1 Government Decision no. 905/2017	4. Delivery order; 5. Inventory file; 6. Inventory list; 7. Receipt (receipt for foreign currency transactions); 8. Order for payment/collection order for the cashier's office; 9. Purchase note; 10. Travel order (delegation); 11. Travel order (delegation) abroad (international transportation); 12. Expenses deduction sheet (for external travels); 13. Foreign expenses deduction sheet (international transportation); 14. Debit/credit note; 15. Account record for various operations; 16. Account record for various operations (in foreign currency and in lei); 17. Imputation order; 18. Payment commitment.

2.	Former employees/ employees	50/75 years	End date of the financial year during which they were drawn up	Point 38 of Annex no. 1 to the Order no. 2634/2015 concerning the accounting records and art. 168 of the Labour Code Government Decision no. 905/2017	Salary statement and other supporting documents which belong to the employee's personal record
3.	Customers /suppliers	10 years	End date of the financial year during which they were drawn up	Point 38 of Annex no. 1 to the Order no. 2634/2015 concerning the accounting records	Records and other financial and accounting documents
Ref. no.	Data subjects	Storage period	Calculated since	Legal basis	Categories of documents
4.	Suppliers/ vendors of goods whose lifetime exceeds 5 years.	No more than 5 years For the period of the useful life		Point 40 of Annex no. 1 to the Order no. 2634/2015 concerning the accounting records	Financial and accounting documents which certify the origin of the assets with a lifetime greater than 5 years.
6.	Shareholders	Not provided for by law; permanently		Art. 177 of the Foundation Act no. 31/1990	Records on the organization and operation of KRONOSPAN FOUNDATION
7.	Any individual who can lodge a complaint /writ of summons against KRONOSPAN FOUNDATION.	3 years	Date of receipt of complaint	Civil Code	All the documents which can be kept by KRONOSPAN FOUNDATION in order to defend itself against any possible legal proceedings

3.2. Upon expiry of the period of conservation (established in accordance with the above and with the archive classification) the documents shall be assessed by a selection commission appointed by the manager of KRONOSPAN FOUNDATION (each individual entity) This commission shall draw up a report concerning the historical value of the analysed documents. The report, accompanied by the inventory of the analysed documents, shall be sent for approval to the competent district services of the National Archives. If the report drawn up in the assessment certifies the lack of the historical value of the analysed documents, but only after its approval by the competent district services of the National Archives, the documents shall be destroyed by KRONOSPAN FOUNDATION

3.3. If the report mentioned at point 3.2. above establishes that the assessed documents have a historical value, KRONOSPAN FOUNDATION shall continue to keep them and it shall hand them over to the district services of the National Archives, upon expiry of the next terms, calculated since the drawing up:

Ref. no.	Time-limit	Categories of documents
1.	30 years	Written documents
2.		Technical documents
Ref. no.	Time-limit	Categories of documents
	50 years	
3.	100 years	Certificates of civil status

4. Special rules concerning the conservation of the documents drawn up by the Data protection legislation

4.3. The documents drawn up by KRONOSPAN FOUNDATION based upon the Data protection legislation shall be kept with due observance of the following time-limits:

Ref no.	Timelimit	Calculated since	Categories of documents
1.	6 years	Since each drafting	Records of processing of Personal data

2.	3 years	Since the completion of each assessment	Assessment of the impact on the protection of Personal data
3.	3 years	Since the termination of the contract	Authorized agents' assessments
4.	3 years	Receipt of the request/complaint	<ol style="list-style-type: none"> 1. 2. Data subjects' requests Data subjects' complaints
5.	3 years	Communication of the answer to the Data subject	<ol style="list-style-type: none"> 1. Answers to the Data subjects' requests 2. Answers to the Data subjects' complaints
Ref no.	Timelimit	Calculated since	Categories of documents
6.	3 years	Date of the last Processing pursuant to the information concerning the personal data protection	Information concerning the personal data protection
7.	3 years	Date of the last Processing pursuant to the consent	Consent forms
8.	3 years	Since the date of cessation of the processing made based upon the assessment	Assessment of the legitimate interest

9.	3 years	Since the date of the incident or since the date of acknowledgement of the incident	<ol style="list-style-type: none">1. Documents pertaining to the incidents concerning the Personal data2. Notifications relating to incidents concerning the Personal data
10.	3 years	Since the date of expiry	Policies and procedures of protection of Personal data

5. Other provisions

5.1 The documents which contain Personal data shall be kept in an electronic format, in so far as this is possible, in accordance with the applicable law. The special categories of personal data and the personal data relating to criminal convictions and offences shall be kept in an encrypted format in so far as their processing is authorized by the Data protection legislation. The documents containing Personal data shall be kept in compliance with the internal archiving procedures of KRONOSPAN FOUNDATION.

KRONOSPAN FOUNDATION

President Oana Bodea

**Annex no. 3
to the Personal Data Protection Policy**

**Internal policy on the role and
tasks of personal data protection
officer**

This annex is an integral part of the Personal data protection policy and it applies to KRONOSPAN FOUNDATION.

This annex contains rules concerning the role and tasks of the personal data protection officer.

The terms written in capital letters shall have the same meaning as the terms defined in the Personal Data Protection Policy.

1. Appointment of the Data protection officer (DPO)

1.1. KRONOSPAN FOUNDATION appointed a Data protection officer (DPO), namely Niculescu Ersilia Georgiana.

2. Framing of DPO in the organizational chart of the Foundation

2.1. DPO is directly subordinated to the President of the Foundation.

3. DPO contact data

3.1. DPO contact data shall be published internally, in order to ensure that her existence and position are known within the Foundation.

4. Tasks of the Data protection officer

4.1. DPO main tasks

4.1.1. DPO has a thorough knowledge of the regulations, requirements and standards concerning the Personal data security at the national and European level;

4.1.2. DPO pursues actions for the implementation of the Data protection legislation within the Foundation;

4.1.4. DPO participates in the creation of the strategy concerning the Personal data protection;

4.1.5. DPO monitors the level of compliance of the Foundation with the Data protection legislation;

4.1.6. DPO provides information and advice to the Foundation about the obligations to be fulfilled in accordance with the Data protection legislation;

DPO is bound by professional secrecy or confidentiality with regard to the performance of her tasks.

4.2. Records of processing

4.2.1. DPO makes the inventory and keeps a record of Processing based on the information received from the organisational units, through the personnel with specific duties in the management of processes which involve the Processing of Personal data according to the Records of processing;

4.2.2. DPO has the task of keeping the Records of processing, which allow her to carry out the activity of

compliance monitoring, of information and counselling of the Foundation.

4.3. Notification concerning the personal data breach

4.3.1. DPO reports in a timely manner the incidents concerning the personal data breach by the person referred to in art. 2 above.

4.3.2. The information will include at least:

- (i) the description of the incident, including, where possible, the categories and the approximate number of the affected Data subjects, as well as the categories and the approximate number of the affected registrations of Personal data;
- (ii) the name and contact data of the DPO or of another contact person from whom more information may be obtained;
- (iii) the description of the possible consequences of Personal data breach;
- (iv) the description of the measures taken or intended to be taken by the Foundation in order to address the problem of Personal data breach, including, as the case may be, the measures to mitigate its potential negative effects that can occur.

4.3.3. In the event that Personal data breach is likely to cause a serious risk to the rights and liberties of the natural persons, DPO shall ensure that the Foundation shall inform the Data subjects about the breach, without undue delay.

5 Obligations of the Foundation to DPO

5.1. The Foundation will involve DPO in advance in all the Personal data protection-related matters.

5.2. The Foundation shall ensure that DPO will participate in the reunions of the management bodies in which topics that touch the Processing of Personal data are discussed.

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- 5.3. The Foundation must support DPO by ensuring the necessary resources for the execution of his/her tasks, the access of Personal data and of the Processing operations as well as the maintenance of his/her specialized knowledge.
- 5.4. The Foundation shall offer periodical training to DPO, to whom it must offer the opportunity to be aware of the evolutions in the field of Personal data protection. DPO must be encouraged to participate in training courses on the Personal data protection, as well as other forms of personal development to constantly develop his/her level of knowledge.

KRONOSPAN FOUNDATION

President Oana Bodea