

PERSONAL DATA PROCESSING POLICY

Keeping personal data confidential, accurately and comprehensively informing the users of our website www.alkagroup.ro and of our brands' websites is important for ALKA GROUP. That is why we observe the General Data Protection Regulation (EU) 2016/679 ("GDPR") and we safely process your data, strictly for the specified purposes.

WHO WE ARE

ALKA CO SRL, a Romanian company having its registered office in Sos. Straulesti nr.76-86, sector 1, Bucharest, registered with the Trade Register under no. J40/29134/29.12.1994, tax number 16811931, registered capital: RON 7,955,500

PERSONAL DATA

All the information you provide us through our web pages, allowing to establish a connection between such data and your identity (e.g. your name and e-mail address) will be considered as personal data. We process such data in accordance with the legal provisions regarding the purposes hereinafter specified.

ALKA GROUP may process the following data categories:

- Information that you submit to us by filling in the form on our website <http://www.alkagroup.ro>. This includes information submitted at the time of registration for contacting the company.
- We may ask you to provide information when you participate in a campaign or promotion sponsored by ALKA, in accordance with the provisions of the Campaign Regulations published on the website <http://www.alkagroup.ro>, observing the relevant legal obligations;
- If you contact us, we might store data about our correspondence;
- Also, we may invite you to participate in polls we use for research purposes, although you are under no obligation to respond to them;
- Details about the websites you access, including without limitation data on traffic, on location, web journals, and other communication data, as well as the resources you access.

In all cases, rest assured that we will not disclose the data we collected under these circumstances to any third parties. Additionally, we use your data to optimize our website and to make your visit to our website even more convenient, customized and secure for you.

CAMPAIGNS AND PROMOTIONS

Participants in the campaigns and promotions organized by ALKA are informed about the conditions under which their personal data is processed through the regulations published according to the legal provisions on the website <http://www.alkagroup.ro>, as well as on our brands' websites. As a result of winning the promotions organized, the winner is usually asked for a photocopy of the identity card in view of collecting the data shown on their identity card and the purpose of collecting such data is to pass the prize on and to fulfil the tax obligation of paying the tax relevant to the awarded prize. Also, for promptness purposes, winners may also be contacted through the social networks, provided that they agreed with using their IDs in the social networks, and the data obtained through such channels could also be stored by the operators of the social network used. Such data will be stored for 10 years, according to the tax regulations on retaining accounting documents, and processing such data in a way that is inconsistent with the declared purposes is prohibited.

LOG FILES

For using our websites strictly for information purposes, i.e. without filling the contact form or submitting any other kind of information, only the data that your browser automatically sends to the server hosting the content will be stored in the so-called logs and will be processed as necessary. If you visit our websites, we collect the following data, that we need for technical purposes in order to display the website to you and to ensure stability and security during use:

- access status of the web server (file sent, file not found, failed to execute order, etc.)
- browser type and version;
- operating system of the terminal device used;
- transferred data volume.

Such data will be collected strictly in an anonymized form. Therefore, collected data does not allow making any connections between the data and certain individuals. There is no correlation between such data and other data sources that might create some reference to an individual. At most, data is evaluated for statistical purposes and automatically deleted after 30 days.

COOKIE FILES

On our websites, we use the so-called cookies. A cookie is a small data file that is transferred on your computer when you browse our web pages. A cookie module may contain only information we send to the computer and by means of which we receive certain information – private data cannot be read by it. This information specifically consists of your browser type and version, the URL address of clicks (i.e. the web pages you visited and in which order on our website), the date and time of your visit to our website, and the number of cookies. If you accept the cookies on our website, we will not have access to your personal data, but we will be able to identify your computer using the cookie modules. Based on cookies, we will not be able to make any connection with your identity. Only anonymous information is generated.

We use only the so-called “session” cookie modules: these cookies will not remain on your computer. When you leave our web pages, the temporary cookie is eliminated as well. Using the collected information, we are able to analyse the patterns and structures of how our website is used and optimize the website by improving the content or customization and by simplifying the way it’s used.

We do not set persistent cookies, i.e. cookies that are kept after you leave our website. Our purpose is to offer an easy to use website, with relevant information. That is why we use technologies to collect and process the information on how our websites are used. We collect this information through the so-called cookies. Among others, this means that our websites remember you, when you return to our page, and that we are able to create statistics showing how you and other users behave.

Most browsers (e.g. Firefox, Chrome, Internet Explorer, Safari, etc.) accept cookies by default. In your browser’s settings you are able to allow or prevent temporary cookies from being saved independently. However, we expressly draw your attention on the fact that certain functions are not available to you on our webpages and that some web pages might not display correctly if you deactivate the cookie modules.

RECRUITMENT OF PERSONNEL

By submitting any data or documents (curriculum vitae, letter of intent, letter of recommendation, request of information regarding the vacancies or the recruitment process, etc.) to ALKA, to the e-mail address it.center@alkagroup.ro or to some other e-mail address belonging to Alka Group, as well as through any other methods placed at the disposal of users, you give your unequivocal consent for such data being collected and processed by Alka Group.

If you do not want Alka to collect and process your personal data, you should not send any requests, data and/or documents containing personal data, under any form, to our company. Should you do so, our company will not process/enter the personal data in the Human Resources department’s database, but you might not be able to participate in the recruitment process and you might not be taken into consideration for employment.

Your consent for keeping the data provided during the recruitment process must be given in writing, unequivocally, by filling the form provided during the interview or by submitting the form from the address <https://www.alkagroup.ro/cariere>, and the storage period of such data will not exceed 6 months as of completion of the recruitment process.

For more details on the data processing method in the event that you intend to apply for a position in our company, please refer to the recruitment notice, permanently available to you by accessing the page <https://www.alkagroup.ro/cariere>

RIGHTS OF THE DATA SUBJECT

1. The right to information about the processing of personal data, about the data subject to processing, and about the source of such data;
2. The right to access the personal data processed by our company; the right to consult the personal data processing registry and to get a copy of all processed data;
3. The right to intervene (rectification, update, deletion) on the personal data;
4. The right to object to the processing of personal data;
5. The right to object to automatic processing (the right of not being subject to individual decisions taken exclusively based on automatic processing of personal data);
6. The right to approach the National Supervisory Authority for Personal Data Processing if you are unhappy about how your personal data is processed or about the answer given by our company to an application of yours regarding data processing;
7. The right to ask for erasure of data or termination of the data processing activity, except for the situations specified in Regulation (EU) 2016/679;
8. The right to ask for a transfer of your personal data to yourself or to another data controller.

To exercise any of your rights, please send your request to the e-mail address it.center@alkagroup.ro and specify whether you want your information to be communicated to a certain address, through a mailing service or to an e-mail address. If necessary, before answering a request, our company may ask the person making such request to provide additional information in order to confirm their identity.

The information/answer to the request will be provided within 30 days following receipt of the request, free of charge. This deadline can be extended by 60 days in the event of a complex request. In this case, you will be informed within one month following receipt of the request about the requirement and reasons for extending the term of response. If you are unhappy with the answer given to your request, you are entitled to make a complaint before the National Supervisory Authority for Personal Data Processing. The complaints settlement procedure is available to the applicant by accessing the following link https://www.dataprotection.ro/?page=procedura_plangerilor

USE OF SOCIAL MEDIA PLATFORMS

Thanks to our presence on the social media platforms, to the usage data generated by these, and to plugins, we are able to provide you with even more interesting information on our products and with the possibility to interact with the social networks and with other users, allowing us to optimize our platform and to make it more interesting for you, as user. The legal ground for using the usage data generated as a result of our presence on social networks and for using plugins is article 6 paragraph 1, Clause 1 (f) of the GDPR.

The transfer of data takes place regardless of whether you have an account with the plugin provider and you are logged in to it or not. If you are logged in to the plugin provider, your data that we collected is directly associated to your existing account open with the plugin provider. If you press the activated button and, for instance, you connect the page, the plugin provider also stores this piece of information into your user account and publicly distributes it to your contacts. We recommend that you regularly log out from your account after using a social network, and particularly before pressing the button, if you want to prevent your profile from being associated by the plugin provider. In addition, we cannot influence the data collected or the data processing operations, nor are we aware of the entire scope of data collection, of the purposes of processing, and of the storage periods. Also, we do not hold any information about the erasure of the data collected by the plugin provider.

The plugin provider stores the data collected about you in the form of user profiles and uses them for advertising purposes, for market surveys and/or design, depending on its website's requirements. Such an evaluation is particularly intended (for users who are not logged in) for displaying ads depending on the requirements and for informing the social network users about your activities on our website. You have the right to object against creating such user profiles. In order for you to exercise this right, you must contact that plugin's provider.

For more information on the purpose and scope of data collection and processing by social networks and by the plugin provider, refer to the respective privacy policies of these providers. There you will find additional information on your rights and settings options to protect your privacy.

SECURITY MEASURES

ALKA GROUP hereby undertakes to take all technical and organizational measures required to ensure an appropriate level of protection and security during its operations on personal data. To that effect, databases will only be accessible to authorized persons and data processing will be allowed only where such data is managed.

ALKA GROUP hereby undertakes to take all necessary measures to keep the personal data accurate, complete and updated so as to serve the purposes it was collected for, while observing the right to access, to intervene and to object. Inaccurate or incomplete data will be corrected to excluded from the current records.

Also, we will proceed to periodic checks of the personal data held by our company, which no longer serves the purposes or fulfilment of some legal obligations, so as to destroy or transform it into anonymized data within a reasonable amount of time, according to the legal procedures.

CHANGE OF THE DATA PROCESSING POLICY

This policy may be subject to change by our company at any time. The data processing method will be as specified in the newest version of this policy, permanently available at <https://www.alkagroup.ro/privacypolicy>

To exercise your rights and to ask additional questions about this policy or about ALKA's use of personal data, please contact us by choosing any of the communication ways specified below, by mentioning your name, post address or e-mail address (depending on how you prefer us to communicate), phone number and purpose of the request.

You may contact us:

by e-mail - at: it.center@alkagroup.ro

by sending a request by post to our registered address: Sos. Straulesti nr.76-86, sector 1, Bucharest

by phone - at: +4021 668 4949, 668 7737