

## Data Processing Notice for Partners

### 1. General Information

#### a) Introduction

With the following data processing notice, Metro Systems Romania SRL, a Romanian legal entity, registered with the Trade Register under no. J23/1989/2004, Unique Identifier 17056464, address: 4C Șos. Pipera Tunari, Construdava Business Centre, Voluntari, Ilfov County, (hereinafter referred to as "METRO Systems", "we", or "us") provides information about the processing of personal data related to the contractual relationship with its Partners (hereinafter referred to as "Agreement"). Personal data means any information about an identified or identifiable natural person (such as first and last name, address, phone number or email address). In the following, we would like to inform you in particular which personal data are processed in connection with the Agreement, the purposes of this processing and your rights regarding such processing according to the General Data Protection Regulation ("GDPR").

#### b) Controller / Data Protection Officer

METRO Systems is the "controller" (Art. 4 no. 7 GDPR) of data processing in connection with the Agreement and therefore responsible for the processing of your personal data. If you should have any questions, requests or other issues regarding our processing of your personal data, you can contact our data protection officer anytime by using the following contact details:

- METRO Systems, 4C Șos. Pipera Tunari, Construdava Business Centre, Voluntari, Ilfov County,
- Email: [dataprotection@metrosystems.net](mailto:dataprotection@metrosystems.net)

### 2. Information regarding the Processing of Personal Data

#### a) Data Categories Processed by us:

- **Partner Data** (eg. Authorized Natural Person "PFA" or in the context of certain verifications that could also return the data of the representatives): Name of the company, company address, company contact data (e.g. phone number, email address), bank account data, tax data (e.g. tax number) and additional data that the Partner provides in the course of the Agreement;
- **Personal data regarding the representatives/contact persons (employees) of the Partner:** Name, function/position held, work phone number, work email address, business address and additional data that the Partner/representatives/contact persons provides in the course of the Agreement.

**b) The source of the personal data of the representatives/contact persons of the Partners:** these data are provided directly by you or by the Partner with whom we have a contractual relationship and which you represent.

#### c) Purposes and Legal Basis of Processing

- **Partner Data:** METRO Systems processes Partner Data for the performance of the Agreement. This processing is based upon a legal obligation (Law 31/1990 of Companies – updated) according to Art. 6 para. 1 letter c) from GDPR and a contractual obligation (if it is the case) according to Art. 6 para. 1 letter b) from GDPR. We furthermore process Partner Data for identifying the Partner, for the evaluation of Partner's financial standing, for the preparation and enforcement of claims, for Partner support/service, for internal statistics and risk management, for compliance reasons and for data security. This processing is based on Art. 6 para. 1 letter f) from GDPR. These purposes are closely connected with the performance Agreement and constitute a legitimate legal and economic business interest of METRO Systems. We might further process your data if the processing is necessary to fulfil a legal obligation, e.g. for reports to (tax) authorities. In this case the processing is based on Art. 6 para. 1 letter c) from GDPR. Partner data may also be necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity.
- **Personal data regarding the representatives/contact persons (employees) of the Partner:** For the performance of the Agreement it is necessary that METRO Systems processes personal data regarding the representatives/contact persons of the Partner (e.g. Partner employees and/or subcontractors) to a certain extent - e.g. for communication with contact persons within the scope of the Agreement. The processing is carried out on the basis of Art. 6 para. 1 letter f) from GDPR. It is a legitimate interest of METRO Systems to process personal data regarding the representatives/contact persons of the Partner for the performance of the Agreement, even if they are not a contracting party themselves, because otherwise the performance of the Agreement will not be possible.

#### d) Recipients of Personal Data

To achieve the purposes mentioned above under 2. b), we use service providers, i.e. as data processors according to Art. 28 from GDPR, for example our service providers for cloud hosting, maintenance services or for the sending of emails. These may be external service providers and also METRO Systems affiliates, which are located in countries within and outside the European Union (EU) and the European Economic Area (EEA) (i.e. the international data center of the METRO Systems, which is operated by the Metronom GmbH). We ensure i.e. by contractual regulations (Standard Contractual Clause), that these service providers process personal data in accordance with European data protection law to guarantee a high data protection level, even if personal data are transferred to a country, in which another data protection level is common and for which no adequacy decision of the Commission of the EU exists. Another transfer of personal data to other recipients is not performed, except where we are obliged to do so by law. For more information about appropriate safeguards for the international data transfer or a copy of them, please contact our data protection officer.

#### e) Mandatory Data Provision and Storage Period

The provision of the data set out under a) is mandatory for the performance of the Agreement. In general, METRO Systems stores your data until the Agreement has been terminated and/or as long as we have a legitimate interest which allows us to keep the data. As far as any of the data is subject to statutory data retention periods, METRO Systems will store the data concerned for the duration stipulated in the respective statutory provisions. In the latter case, the data will be stored in restricted form whereas further processing is allowed exclusively for compliance with a legal obligation, for the establishment, exercise or defense of legal claims, the protection of the rights of another person or reasons of important public interest.

### 3. Your Rights

As a data subject, you can contact our data protection officer at any time with a formless notification under the contact details mentioned above under 1. b) to exercise your rights according to the GDPR. These rights are the following:

- The right to receive information about the data processing and a copy of the processed data (right to access, Art. 15 GDPR),
- The right to demand the rectification of inaccurate data or the completion of incomplete data (right to rectification, Art. 16 GDPR),
- The right to demand the erasure of personal data and, in case the personal data have been made public, the information towards other controllers about the request of erasure (right to erasure, Art. 17 GDPR),
- The right to demand the restriction of the data processing (right to restriction of processing, Art. 18 GDPR),
- The right to receive the personal data concerning the data subject in a structured, commonly used and machine-readable format and to request the transmittance of these data to another controller (right to data portability, Art. 20 GDPR),
- The right to object the data processing in order to stop it (right to object, Art. 21 GDPR),
- The right to withdraw a given consent at any time to stop a data processing that is based on your consent. The withdrawal will not affect the lawfulness of the processing based on the consent before the withdrawal (right to withdraw consent, Art. 7 GDPR).
- The right to lodge a complaint with a supervisory authority if you consider the data processing to be an infringement of the GDPR (right to lodge a complaint with a supervisory authority, Art. 77 GDPR).