



**INSTITUTUL NAȚIONAL DE CERCETARE - DEZVOLTARE
ÎN INFORMATICĂ - ICI BUCUREȘTI**

On 25 May 2018, Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 concerning the processing of personal data and the free movement of such data entered into force at the level of all EU Member States. and repealing Directive 95 / 46 / EC (General Data Protection Regulation).

The protection of personal data is very important to us and we want you to be properly informed about how and for what purposes we process your data.

About us

The National Institute for Research - Development in Informatics - ICI Bucharest (hereinafter referred to as ICI Bucharest) is operated on the basis of Government Ordinance No. 57/2002 on scientific research and technological development (with subsequent amendments and additions) and operates on the basis of GD No. 1621/2003 (with subsequent amendments and additions), has the website www.ici.ro and can be contacted in the following ways:

- by phone: +40 213 160 736
- e-mail: office@ici.ro
- at the address: 8-10, Maresal Averescu Avenue, Sector 1, Bucharest.

How can you contact us?

Your opinion is important to us and if you have any questions about the GDPR policy, you can email us at office@ici.ro or you can contact the Personal Data Protection Officer directly by email at dpo@ici.ro or by post / courier at 8-10, Maresal Averescu Avenue, Sector 1, Bucharest.

Our principles

ICI Bucharest, through its activity uses personal data in numerous services it offers, such as:

- research-development-innovation services;
- services specific to the Romanian Register of RoTLD domains;
- essential services for the approval of electronic cash registers.

Since the security of your data is very important to us, we make every effort to comply with the regulation. At the same time, we would like to assure you that we take all necessary measures to use as little personal data as possible and to process it only to the extent necessary.

The purpose of collecting and processing personal data

Personal data will be processed for contractual purposes and in accordance with the law, without being used for purposes other than those permitted.





**INSTITUTUL NAȚIONAL DE CERCETARE - DEZVOLTARE
ÎN INFORMATICĂ - ICI BUCUREȘTI**

In order to facilitate the development of activities and to comply with the legal obligations arising from the activity of ICI Bucharest, it is possible to disclose such data to public authorities, operators, third parties or other categories of recipients, provided that their interest is legitimate, subject to existing legal provisions and their protection is guaranteed.

In order to fulfil its contractual purposes, ICI Bucharest may disclose personal data in other countries of the European Union to competent international authorities and bodies in the area of activity in accordance with Art. 6, para. 3, lit. a and b of the Regulation.

ICI Bucharest can process your data in the following situations (and not only):

- signing and carrying out a contract with you, fulfilling your contractual obligations and requests. For example, to be part of a research and development project, to be able to publish in one of our specialized magazines, to be able to use the services offered by RoTLD, to be able to endorse your cash registers, or to be able to participate in continuing vocational training programs offered through the Center for Continuing Vocational Training.
- To defend the legitimate interests of ICI Bucharest, for example, to prevent fraud and maintain the security of your network, services, and data. Whenever we rely on this legal basis to process your data, we evaluate our interests to ensure that your rights do not prevail.
- To improve the services we offer you, we may collect anonymous information, without identification or information agreed by you.
- To verify your identity to ensure access to your data
- To provide you with information about our services / contracts / partnerships.
- Compliance with an imperative legal requirement, for example, accounting and tax requirements that are subject to strict internal policies, procedures, etc.
- The consent you give when ICI Bucharest is not based on another legal basis. You can withdraw your consent at any time, free of charge.

The personal data we collect from you

ICI Bucharest processes the following types of data (unlimited enumeration) provided by you:

- Name and surname, landline and/or mobile phone number and e-mail address or social media address;
- Personal identification code.
- Images.
- Data regarding the criminal record.
- Your company name.
- Field of activity.
- Your contact/agreement/partnership with us, such as a note, email, or letter sent or other evidence of a contract/agreement/partnership with us.





**INSTITUTUL NAȚIONAL DE CERCETARE - DEZVOLTARE
ÎN INFORMATICĂ - ICI BUCUREȘTI**

- Access legitimacy information - we may collect passwords, clues, and similar security information used to authenticate and access accounts and services.
- See the Cookies section for details on what we collect using cookies.
- Information we obtain from other sources, public authorities, operators, fraud prevention agencies, as well as from other data providers. These include demographics, interest data, and online browsing behavior.

Ways and terms of keeping your data

Our specialized teams are constantly analyzing and improving the measures we have in place to protect your personal information from unauthorized access, accidental loss, disclosure or destruction.

Unfortunately, there is no way to guarantee that data transfer via the Internet is completely safe. As a result, despite our best efforts to safeguard your personal information, we cannot ensure or warrant the security of any information you communicate to us, or to and from our online services. As a result, we advise you to provide any information to us at your own risk.

We guarantee that once we get the information you supply, we will make every effort to secure its security in our systems, in compliance with the security requirements mandated by Romanian law.

Throughout our engagement with you, the data will be kept safe. When our collaboration with you is complete, the data will be erased from databases using cleaning systems or archived in accordance with current legislation, and those in letter form will be shredded or archived in accordance with current laws.

Communication of your personal data

The information collected is intended for use by ICI Bucharest to identify the person and fulfill the agreed purposes and is communicated only to the following recipients:

- the employees responsible for carrying out the activities necessary for the collaboration but, also for fulfilling the objectives;
- third parties involved in fulfilling the intended purpose.

In both cases, the recipients are processed to comply with the European Regulation on the protection of personal data and sign a confidentiality statement regarding the non-disclosure of information that is the subject of their activity.

Your data may also be communicated under the conditions imposed by law to the following recipients (unlimited listing):

- the persons concerned and their legal representatives
- central or local public law enforcement authorities;
- public authorities, other than law enforcement;





**INSTITUTUL NAȚIONAL DE CERCETARE - DEZVOLTARE
ÎN INFORMATICĂ - ICI BUCUREȘTI**

- social and health services;
- banking companies;
- European institutions;
- educational institutions;
- other central and local institutions / authorities in order to redirect wrongly directed petitions according to the law;
- courts in order to formulate actions and represent in court.

International data transfers

Currently, our data is currently stored in Romania.

We may need to transfer your information to other service providers outside the European Economic Area (EEA). This type of data transfer may take place if our servers or our suppliers and providers are located outside the EEA, or if you use our services and products while in these countries.

We will ensure that your information is appropriately protected if we transmit it to a non-EEA country. If we believe the nation in question lacks regulations that are comparable to European Union data protection standards, we will need the third party to sign a contract declaring compliance with these standards.

Your rights

According to the GDPR Regulation and by strict reporting to the scope considered by the European legislator, you have the following rights:

- the right to be informed - the data subject has the right to be informed about the aspects of personal data processing;
- the right of access - the data subject has the right to obtain from ICI Bucharest a confirmation whether or not he/she processes personal data concerning him/her. If so, it has the right of access;
- the right to rectification - the data subject has the right for the operator to rectify the personal data concerning him and depending on the purpose of their processing, he has the right to obtain their completion;
- the right to delete data when the data are no longer necessary for the purpose - the person opposes the processing and there are no legitimate reasons for processing or the data have been processed illegally;
- the right to restrict processing under Article 18 of EU Regulation no. 679/2016.
- the right to data portability - the data subject has the right to receive in a structured format the personal data he/she provided if he/she simultaneously fulfills the following: the processing is based on consent/contract / partnership, etc. and was performed by automatic means.
- the right to withdraw consent at any time free of charge;





INSTITUTUL NAȚIONAL DE CERCETARE - DEZVOLTARE
ÎN INFORMATICĂ - ICI BUCUREȘTI

- the right to submit a complaint to the National Authority for the Supervision of Personal Data Processing;
- the right to go to court.

Please note that the GDPR does not apply if:

- the data refer to a deceased person,
- the data refer to a legal entity,
- data processing is performed by a person who acts for purposes outside his commercial or professional activity

If any of your data is incorrect, please let us know as soon as possible to remedy the situation. To exercise these rights, you can address a written request, dated and signed to ICI Bucharest at the email address dpo@ici.ro or by mail/courier at the following address 8 - 10, Maresal Averescu Avenue, Sector 1, Bucharest.

* This Information on the processing of personal data is periodically updated and displayed on our website www.ici.ro and www.icipro.ro.





INSTITUTUL NAȚIONAL DE CERCETARE - DEZVOLTARE
ÎN INFORMATICĂ - ICI BUCUREȘTI

Declaration of consent

I,..... living in
....., identified by ID / Passport /
..... series number I agree
that ICI Bucharest will collect and process my personal data.
Consent regarding the processing of personal data, as well as the provision of the
requested data in the GDPR form and in project / contract
/.....
..... are voluntary. *

Please mark [x] how you would like to be contacted for the purpose of providing
information by ICI Bucharest:

- E-mail
- Phone
- I understand this statement of consent and agree to the collection and processing
of my personal data for the purposes described in the GDPR form.

This form is only valid if this box is checked with X.

Date:

Signature:

*** Revocation of consent can be made by e-mail to dpo@ici.ro by a written request. Please note that the revocation of consent does not affect the legality of the use of the data before the withdrawal of consent (the notification has no retroactive effect). If consent is not given or has been revoked, personal data will not be used for the purposes mentioned in the GDPR form. If you have any questions regarding this statement of consent or data protection by ICI Bucharest in general, please do not hesitate to contact our data protection officer at the e-mail address: dpo@ici.ro.*

