

# Policy regarding personal data processing

POL – GDPR 01 | Version 1.0 | Issue date: 24.04.2018

**HR Specialists** is a company mainly active in the field of human resources (recruitment, temporary work, outsourced services, personnel management and administration and salary calculations, etc.), but also in the field of financial brokerage services, human capital being the main **HR Specialists** resource we are providing.

In order to provide effective services, **HR Specialists** collects personal data such as name, surname, photo, age, date of birth, sex, nationality, ethnicity, home address / residence, e-mail address, IP address, CNP, occupation, career history, income, bank account, religion, health status, signature, etc.

**HR Specialists** respects the fundamental rights and freedoms of individuals, in particular the right to the protection of personal data, as presented in General Data Processing Rules.

**HR Specialists** commits itself to comply with the requirements of EU Regulation 2016/679 / EU and to respect the rights of individuals, especially to grant their consent for personal data processing, to withdraw their consent, to request access to their personal data, to be informed of to rectify personal data, to restrict its processing, to be erased (the right to be forgotten), to port personal data, to oppose processing.

For that, **HR Specialists** has implemented organizational and technical security procedures for preserving the confidentiality, integrity and availability of personal data and to comply with the requirements of European Regulation 2016/679 / EU by:

- Managing all information electronic or paper with responsibility and professionalism;
- Ensuring effective communication channels;
- Ensuring, as much as possible, the accuracy and updating of personal data;
- Implementation of organizational and technical measures for limiting access to personal data, reducing the risk of disclosure of personal data and for the protection of personal data recorded electronically or on paper;
- Personal data processing only based on your consent, through a transparent process or in accordance with the law, in order to comply with contractual obligations and to maintain the contractual relationship;

- Respecting your decision regarding collection, usage, restriction, deletion and sharing information that concerns you;

**HR Specialists** undertakes to maintain the following communicative channels regarding the processing of personal data, namely the email address [dataprotection@hrs-outsourcing.com](mailto:dataprotection@hrs-outsourcing.com) and, for paper communications, the address in Erou Iancu Nicolae Street 103, Baneasa – Voluntari, Ilfov County, Romania, mentioning Data Protection.

HR Specialists S.R.L. | RO22108390 | J23/23/2014  
Erou Iancu Nicolae Street 103, Baneasa – Voluntari, Ilfov County, Romania  
+4031 101 0108 || [www.hrs-outsourcing.com](http://www.hrs-outsourcing.com) || [dataprotection@hrs-outsourcing.com](mailto:dataprotection@hrs-outsourcing.com)