



PRIVACY POLICY

1. WHO ARE WE?

For **BAD HABITS COMMUNICATION S.R.L.** (hereinafter referred to as *Bad Habits, The [Data] Controller*) the confidentiality of your personal data is of utmost importance; this is why we are constantly taking the necessary steps to ensure that the data processing operations comply with the legal requirements in this area. In order to accomplish this purpose, we have developed this commitment by which we undertake to respect the confidentiality of your personal data and through which we explain what categories of personal data Bad Habits collects, how those data are used and the purpose for which they are subject to processing operations.

This Policy relates only to personal data that we process through our website www.bad-habits.ro (hereinafter referred to as the "Site" or "Platform") in the context of you interacting with, when you contact us through available means of communication or when you submit your CV or portfolio to join our team.

We want to assure you that we have taken all the necessary measures in order to ensure the confidentiality of your data, these being processed only by the staff of the Controller, trained in the processing of personal data and authorized for this purpose.

To get to know us virtually, we provide you with our identification data.

The Controller that processes your personal data when you browse the online Platform www.bad-habits.ro is Bad Habits Communication S.R.L. – having its headquarters in Romania, Brasov county, Beclean village, Beclean commune no. 318, registered at the Trade Register under no. Jo8/2568/2021, having as Unique Registration Code (C.U.I.) 44868957.

For any questions or concerns regarding the protection of personal data, you are invited to send a request to the address indicated above or to the e-mail address dpo@bad-habits.ro. The persons who send such requests to Bad Habits are requested to mention in the subject of the e-mail/on the mailing envelope information such as "data protection", "GDPR", "personal data". In this way there is a guarantee that the requests will be treated with priority.

In this capacity, you will receive a response within a maximum of 30 days from the communication of the document to Bad Habits. An extension of this deadline can operate only in exceptional situations. In these cases we assure you that you will be duly informed of this deadline.

2. DEFINITIONS

- ❖ **"Personal data"** means, within the meaning of applicable national and international law, any information relating to an identified or identifiable natural person. An identifiable person is a person who can be identified, directly or indirectly, in particular by reference to an identification



number or to one or more factors specific to his or her physical, physiological, mental, economic, cultural or social identity.

! For the purposes of this policy, the personal data that will be processed may refer to: name, surname, telephone number, e-mail address, studies, profession as well as any other information that you provide to us through the available means of communication, respectively included in the CV or portfolio submitted to the Controller.

❖ **"Processing of personal data"** means any operation or set of operations performed on personal data, by automatic or non-automatic means, such as collecting, recording, organizing, storing, adapting or modifying, extracting, consulting, using, disclosure to third parties by transmission, dissemination or otherwise, joining or combining, blocking, deleting or destroying.

! For the purposes of this policy, data processing refers to those processing performed at the time of your browsing on the Platform, by contacting us through available means of communication or by submitting your CV or portfolio to join our team.

❖ **"Controller"** means the person who, alone or together with others, establishes the purposes and means of processing personal data.

! For the purposes of this Privacy Policy, the Controller is represented by Bad Habits.

❖ **"Data subject"** represents the person whose personal data are processed. In the context of this Policy, the data subject is the user/ visitor of the site.

! For the purposes of this Policy, the data subject is the user who browses/ interacts with the Site, applies for a position in the Bad Habits team or contacts Bad Habits at the available contact addresses.

❖ **"Consent"** of the data subject means any manifestation of free will, specific, informed and unambiguous of the data subject by which he accepts, by a statement or by an unequivocal action, that the personal data concerning him to be processed.

! The data processing carried out through the Platform and based on the legal basis of consent is exclusively for the purpose accepting marketing and statistics cookies according to the Cookies policy, if such cookies exist on the Site.

❖ **"Third party"** means the natural or legal person, public authority, agency or body other than the data subject, the controller, the processor and the persons who, under the direct authority of the controller or the processor, are authorized to process personal data.

❖ **"Processor"** means the person who processes personal data on behalf of the controller.

3. WHAT TYPES OF PERSONAL DATA DO WE PROCESS?

Your browsing on the website and the interaction with it involves the processing of two categories of personal data, namely:



- a. personal data that you disclose to the Controller voluntarily (e.g. by contacting the Controller, by submitting your CV or portfolio), these being collected individually;
- b. data that you provide unintentionally by simply browsing our website.

Bad Habits collects, based on the voluntary provision of the data subject, the following personal data:

A. In the context of contacting the Controller:

- name and surname;
- e-mail address;
- telephone number, if provided;
- any other information that you provide to the Controller in the e-mail body.

B. In the context of submitting your CV or portfolio in order to join our team:

- name and surname;
- e-mail address;
- phone number;
- education;
- profession;
- image, if any;
- any other information included in your CV or portfolio that you provide to the Controller.

In the event that you provide us personal data that are not necessary for the purposes described, we reserve the right to remove them immediately from our database.

The Controller may unintentionally collect other personal data belonging to you, namely: **IP address, browser version, time and location settings, operating system, platforms on the devices used to access our sites etc..** This information will not be used to identify individuals and will not be made public other than under the conditions inserted in this Privacy Policy, supplemented by the Newsletter subscription Policy.

The Controller reserves the right to request additional information, accompanied by supporting documents, by e-mail, printed or in any other way deemed appropriate by the Controller, if necessary.

Your personal data may be communicated by Bad Habits, for processing, to data controllers and processors, including contractual partners, authorities and financial institutions, courts or competent bodies, at their request and for the purpose of providing the services offered by the Controller.

Bad Habits may store your personal data even after the registration of a request to delete these data, if the storage is done for one of the following purposes, provided by art. 17 of the GDPR:

- a. performance of a contract;



- b. fulfillment of a legal obligation that provides for processing under European Union law or domestic law applicable to the Controller;
- c. exercising the right to free expression and information;
- d. protecting the vital interests of the data subjects;
- e. fulfilling a task that serves the public interest;
- f. archiving in the public interest, scientific or historical research or for statistical purposes;
- g. the protection of the legitimate interests of the Controller or of a third party, unless the interests or fundamental rights and freedoms of the data subject prevail, which require the protection of personal data, especially when the data subject is a child;
- h. for stating, exercising or defending a right in court.

4. FOR WHAT PURPOSE DO WE PROCESS PERSONAL DATA?

Bad Habits processes your personal data for the following purposes and having the following legal grounds:

- a. a. processing is necessary for the performance of **a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract** (Art. 6 para. (1)(b) of Regulation (EU) No 679/ 2016 of the European Parliament and of the Council of 27 April 2016), in particular for the process of recruiting new members of the Bad Habits team with the aim of concluding an employment/collaboration contract, respectively for sending an offer regarding the services offered by Bad Habits. In addition, this legal basis of processing can be the basis for concluding contracts with possible clients of the Controller, who provide their data through the Website.
- b. the processing is necessary for the purposes of **the legitimate interests pursued by the Controller** (Art. 6 paragraph (1) letter f) of Regulation (EU) No 679/2016 of the European Parliament and of the Council of 27 April 2016) for the resolution of problems or requests of any nature relating to the content of the Platform as well as for actions involving interaction with the online Platform.

Your personal data will be processed in order for Bad Habits to:

- a. improve the website and the services provided through it;
- b. determine the usefulness/popularity of the web content presented on the site;
- c. communicate information of interest to users of the site;
- d. honour requests and resolve complaints received from users;
- e. to undertake the selection process for new Bad Habits team members;



- f. protect Bad Habits' rights.

5. DURATION OF PERSONAL DATA PROCESSING

Personal data processed by Bad Habits through the Website are retained for a reasonable period of time in relation to the purpose of data processing, in accordance with the legal provisions on data archiving.

Regarding the processing of the e-mail address for direct marketing purposes, if appropriate, the Controller will store this personal data only for the duration of the consent of the data subject for this processing. Once the data subject exercises his/ her right of opposition regarding direct marketing, the Controller will no longer send newsletters to him/ her.

Moreover, data that are necessary in order to conclude a contract with the Controller, sent by e-mail, will be stored for the duration indicated by the applicable legal provisions in the matter.

Nevertheless, data contained in the CVs sent through the website and belonging to the candidates who not selected after completing the selection stages will not be processed in the Controller's records for more than 6 months from the moment of their communication.

6. TRANSFER OF PERSONAL DATA. RECIPIENTS OF PERSONAL DATA

Your data is processed, generally, on the territory of the European Union, through secure internal servers. However, by means of specific social network plug-ins (e.g. Facebook, Twitter, Instagram etc.), as third-party recipients of the data, it is possible that the data processed in this context may also be transferred outside the European Union/European Economic Area and stored on servers in third countries. In this regard, the Controller has implemented a series of necessary and appropriate measures to ensure that the data is processed in accordance with the applicable law.

Bad Habits undertakes that the data collected will be processed only in accordance with the stated purposes and will not make public, sell, rent, license, transfer etc. in an unauthorized way the database containing information on the data subjects to any third party which is not involved in the fulfillment of the stated purposes, unless the transfer/access/display etc. is requested by the competent authorities, in cases provided by the regulations in force at the time of the event.

It is possible that your data may be disclosed to other companies that provide us services and act as our data processors, such as providers of website maintenance, IT, legal etc.

These entities are selected with great care in order to ensure that they comply with specific personal data protection requirements. They have a limited ability to use your information for purposes other than providing services to us.

In addition to the disclosures described in this Privacy Policy, we may disclose information to third parties to whom you consent or request that we make such a disclosure.



7. LINKS, HYPERLINKS, THIRD PARTY WEBSITES

The website may contain links to third party sites that may collect your personal data, including through cookies or other similar technologies.

If you link to a third party website, the present Privacy Policy will not apply to your browsing on that website.

8. WHAT ARE YOUR RIGHTS AS A DATA SUBJECT?

Any natural person who browses our site, as a data subject, has the following rights in relation to Bad Habits, as a Personal Data Controller:

- ❖ **Right to access** means the right of the data subject to obtain confirmation from the controller as to whether or not personal data concerning him or her are being processed and, if so, access to the respective data and to information regarding the way in which the data are processed;
- ❖ **Right to rectification** refers to the correction, without undue delay, of inaccurate personal data processed or their completion, if incomplete. These can be modified by sending an e-mail to the address: dpo@bad-habits.ro;
- ❖ **Right to erasure ('right to be forgotten')** of data from the database means the right of the data subject to request that his/ her personal data be deleted, without undue delay, if one of the following grounds applies: the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed, the data subject withdraws consent on which the processing is based and there is no other legal ground for the processing, the data subject objects to the processing and there are no overriding legitimate grounds for the processing, the personal data have been unlawfully processed, the personal data have to be erased for compliance with a legal obligation, the personal data have been collected in relation to the offer of information society services;
- ❖ **Right to restriction of processing** may be exercised if the data subject requests the limitation of the processing of his/ her personal data, in which case they will be used strictly for the exercise of the other legal rights of the data subject, including to respond to any requests / complaints from the data subject;
- ❖ **Right to data portability** refers to the right to receive the personal data in a structured, commonly used and machine-readable format and the right to have such data transmitted directly to another controller when the processing is based on consent or performance of a contract and is carried out by automated means, if technically feasible;
- ❖ **Right to object** concerns the right of the data subject to object to the processing of personal data when the processing is necessary for the performance of a task that serves a public interest or when it has in view a legitimate interest of Bad Habits;
- ❖ **Right to object to automated individual decision-making, including profiling** refers to the fact that the data subject has the right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning the data



subject or similarly affects him or her to a significant extent. However, the exercise of this right shall not apply if the decision is necessary for the conclusion or performance of a contract between the data subject and Bad Habits, if the decision is authorized by the law applicable to the Controller, provided that it ensures adequate protection of the rights, freedoms and interests of the data subject or is based on the consent of the data subject obtained in compliance with applicable law;

- ❖ ***The right to address the National Authority for the Supervision of Personal Data Processing.*** If the data subject considers that the rights provided above have been violated, he/she has the possibility to address ANSPDCP by filing a complaint.

The contact details of **ANSPDCP** are the following:

Address: Bucharest, 1st District, G-ral. Gheorghe Magheru Boulevard no. 28-30;

Telephone: 0.318.059.211/0.318.059.212;

Fax: 0.318.059.602;

E-mail: anspdc@dataprotection.ro;

Website: www.dataprotection.ro.

In order to exercise the rights provided above, the data subject will address the Bad Habits by sending a request to the e-mail address mentioned above, in the first section of this Policy.

9. FINAL PROVISIONS

If Bad Habits considers that a change to the privacy policy is necessary, it will publish those changes in order to inform the data subjects about the information it collects and how they use it.

The provisions of the Privacy Policy are supplemented by the provisions of the Cookies Policy on our Platform.

BAD HABITS COMMUNICATION S.R.L.