

NOTĂ DE INFORMARE CU PRIVIRE LA PRELUCRAREA DATELOR CU CARACTER PERSONAL

The purpose of this document is to inform you about the way in which the Individual Law Office Cosmin A. Popescu processes your personal data, in accordance with the provisions of Regulation (EU) 2016/679 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, data that will be provided to us in the event of the conclusion of the Legal Assistance Contract **series ..., no. /**

Personal data is any information about an identified or identifiable individual; an identifiable individual is a person who can be identified, directly or indirectly, in particular by reference to an identification element, such as a name, an identification number, location data, an online identifier, or one or more many specific elements, of his physical, physiological, genetic, psychic, economic, cultural or social identity.

We comply with the legal provisions on the protection of personal data and implement technical and organizational measures to protect all operations directly or indirectly to personal data that prevent unauthorized or unlawful processing, as well as accidental or unlawful loss or destruction.

Our contact details

Form of organization of the profession of lawyer: Individual Law Office Cosmin A. Popescu
Bucharest Bar

Headquarter: Bd. Unirii nr. 5, Sector 5, București, Post Code 040101.

Representative: Mr. Cosmin A. Popescu

Email Adress: cabinet@caplaw.ro

Phone number: +40 736.120.012

Personal data that we collect and process

We inform you that we may collect, store and process different types of personal data about you as follows:

- **Identity data** that generally include: name and first name, home address / residence, personal numeric code, sex, date and place of birth, nationality, series, number and validity of the identity document, for:
 - execution of the contract concluded with you, including carrying out the activities in your interest under the contract between us;
 - fulfillment of tax obligations related to the payment of the fee;
 - forwarding to courts and other institutions, authorities, organizations and individuals in Romania and other countries, as a representative or lawyer, of claims and other documents necessary for the execution of the mandate entrusted;
 - the fulfillment of the obligations imposed by the law;
 - the fulfillment of our professional obligation to keep records of the contracts concluded by the form of exercising the profession of lawyer.

These data will be retained for the period of time while professional records are kept.

- **Contact data** that generally include: home address/residence, phone number, e-mail address, for:
 - communication with you.

These data will be retained for the period of time while professional records are kept.

- **The data contained in your requests and information send to us and the data of third parties contained in the documents you provide us**, for:
 - the realization of your legitimate interest in legal assistance and representation;
 - the realization of the public interest in the attorney's legal services and legitimate purposes.

These data will be retained during the contract between you and the lawyer is active.

- **Financial data**, which generally include your bank account data (account number, holder, bank, branch) for:
 - verifying if the agreed fee was transferred from you account to our account;
 - registering the amount of money representing the lawyer's fee in the accounting records.

These data will be retained for the period of time while professional records are kept.

We do not use personal data for automated processing or profile creation. We never make automatic decisions about you

We use technical means to store data safely. We do not process data for secondary purposes incompatible with the purposes for which we have collected them.

We strictly respect and ensure professional secret. We do not disclose the data except to fulfill your interests or fulfill the legal obligations. Confidentiality is for us not only a professional duty of the lawyer, but also an essential value.

We reassess the collected data each year, analyzing the extent to which they are required for the purposes, your legitimate interests, or the lawyer's compliance with legal obligations. Data that is no longer needed will be deleted.

Disclosure of your personal data

We may disclose your personal data to the following third parties:

Internal third parties- the staff employed in the Individual Law Office, lawyers working in collaboration or cooperation with the Individual Law Office, to whom we may disclose your identity data, contact details, data contained in your requests and information to us and the data of the third parties contained in the documents you bring to our attention, financial data.

Third parties- service providers acting as our empowered agents based in Romania and providing the following types of services:

- IT services;
- professional counseling: accountants, notaries, bailiffs, judicial experts;
- financial services: the banks we work with.

We ensure that we ask all third parties with whom we collaborate to respect the security of your personal data and to treat them in accordance with the relevant legal provisions. We do not allow our service providers to use your personal data for their own purposes, but only allow them to process your personal data for the purposes stated in this Information Note and in accordance with our instructions.

Your rights

You have the right of access, intervention, rectification and porting of the data you provide us, limit our processing and even request us to delete your data. Please note that interfering with the data you have provided may be such as to prevent the execution of the contract between you and the lawyer. In this case, the lawyer is relieved of liability.

Please let us know your requests in any way that is assuring the identity of the applicant and his or her entitlement. We will answer you without delay.

You have the right to submit a complaint at any time to the National Supervisory Authority for Personal Data Processing (ANSPDCP- adress: B-dul G-ral. Gheorghe Magheru 28-30, Sector 1, Cod Poștal 010336, București, România, e-mail: anspdcp@dataprotection.ro, website: www.dataprotection.ro, tel. no.: +40.318.059.211; +40.318.059.212; fax no.: +40.318.059.602).

In order to exercise your rights or to obtain further information on the processing of personal data, you may address to us through:

- E-mail: [**cabinet@caplaw.ro**](mailto:cabinet@caplaw.ro)
- By mail, to adress: **Bd. Unirii nr. 5, Sector 5, București, Post Code 040101.**
- By personally submitting a notification to the headquarters of the Individual Law Office.

I, the undersigned, (...), today (...) hereby declare that I fully understand the content of this Information Note on the processing of personal data by the Individual Law Office Cosmin A. Popescu.

(Signature)