

Personal data processing policy

1. Purpose of the document

This policy is intended to inform data subjects about how Wert Audit S.R.L. collects, uses, stores and protects personal data, in accordance with Regulation (EU) 2016/679 on data protection (GDPR).

2. Identification data of the operator

- **Name:** Wert Audit S.R.L.
- **Registered office:** Râmnicu Vâlcea, str. Regina Maria, no. 5, Vâlcea county, Romania
- **Office:** Str. Mizil, no. 2B, sector 3, Bucharest
- **Contact details:** office@wertaudit.ro | 0748401159
- **Website:** www.wertaudit.ro
- **Unique registration code:** 32091236
- **Reg. No. Commerce:** J38/127/2014

3. Categories of data subjects

- Customers (individuals or representatives of organizations)
- Employees and collaborators
- Auditors, subcontractors
- Job candidates
- Visitors to the website www.wertaudit.ro

4. Categories of processed personal data

The following categories of data may be processed, depending on the purpose of collection:

- Name and surname, position, e-mail address, telephone number
- Signature, CV data (studies, qualifications, experience)
- Professional identification data (certifications, auditor codes)
- IP address (for access to the website)
- Data from contractual documents, forms, audit reports, etc.

5. Purposes and legal grounds of processing

Wert Audit processes personal data for the following purposes:

Purpose	Legal basis
Carrying out certification, audit, training, consultancy activities	Execution of a contract (art. 6(1)(b))
Fulfillment of legal obligations (e.g. invoicing, accounting reporting, archiving)	Legal obligation (art. 6(1)(c))
Evaluation of applications for employment or collaboration	Consent / pre-contractual steps (art. 6(1)(a)/(b))
Managing the relationship with customers, partners and collaborators	Legitimate interest (art. 6(1)(f))
Ensuring impartiality and preventing conflicts of interest	Legitimate interest / legal obligation
Access and use of website functionalities	Consent / legitimate interest

6. Data source

The data is collected:

- directly from data subjects (forms, e-mail, contracts, CVs);
- via the website www.wertaudit.ro (contact form);
- from documents related to certification or collaboration processes;
- from public sources, in justified cases.

7. Data recipients

Personal data may be transmitted to:

- Persons authorized by Wert Audit (auditors, collaborators, administrative staff);
- Service providers (IT, accounting, courier, etc.);
- Public authorities (ANAF, courts, Police, etc.);
- Accreditation bodies or external contractual partners;
- Legal representatives of audited or certified organizations.

8. Data transfers outside the EU

Currently, Wert Audit S.R.L. does not transfer personal data to countries outside the European Economic Area. If this becomes necessary, appropriate protection measures will be applied in accordance with the GDPR.

9. Duration of data storage

Personal data is stored:

- 5 years – documents related to audits and training;
- 10 years – financial-accounting documents;
- 75 years – employment contracts and personnel files;
- permanently – diplomas, graduation certificates, certificates of conformity issued.

The duration may vary depending on the applicable legal requirements or the justified legitimate interest.

10. Rights of data subjects

According to the GDPR, data subjects benefit from the following rights:

- Right of access to data;
- Right to rectification;
- Right to erasure of data ("right to be forgotten");
- Right to restrict processing;
- Right to object;
- Right to data portability;
- Right to withdraw consent at any time;
- Right to lodge a complaint with the supervisory authority.

To exercise these rights, the data subject may send a written, dated and signed request to:

- **E-mail:** office@wertaudit.ro;
- **Mail:** Wert Audit S.R.L. Office, Mizil Street, No. 2B, Sector 3, Bucharest;
- **DPO contact phone:** 0748401159.

11. Supervisory authority

National Supervisory Authority for the Processing of Personal Data

Website: www.dataprotection.ro,

Phone: +40 318 059 211 / **Fax:** +40 318 059 602.

12. Security measures

Wert Audit applies appropriate technical and organizational measures to protect personal data:

- controlled access to digital and physical data;
- antivirus protection and complex passwords;
- secure files for physical archiving;
- staff training on confidentiality.

13. Related policies and procedures

This policy is supplemented by the following internal documents:

- Processing activity record book;
- Record retention policy;
- Customer data confidentiality policy;
- Confidentiality commitments signed by Wer staff and collaborators.

14. Data Protection Officer (DPO)

Mr. Radu Alexandru was appointed as Data Protection Officer by internal decision dated 27.09.2019. Any questions regarding this policy or data processing can be addressed through the indicated contact channels.

Date: 15.12.2024

General Director
Șerban Horațiu Antonio



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