

## INFORMATION

### regarding personal data protection for the applicants or participants in the recruitment and selection processes or in the internships of the National Bank of Romania

#### I. The National Bank of Romania – personal data controller

According to Regulation (EU) 2016/679, the **National Bank of Romania**, having its headquarters in Lipscani Street no. 25, sector 3, Bucharest, is a personal data *controller*.

This information explains how the National Bank of Romania, as personal data controller, processes and ensures the confidentiality of the personal data which are voluntarily supplied by filling out the questionnaire/form and by submitting documents (CV and other supporting documents) when applying for a vacancy or for an internship.

All data and documents sent for the above purposes will be used exclusively for the processing of your request, pursuant to the provisions of Regulation (EU) 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation – GDPR) and of the national applicable legislation.

#### II. Relevant information on the GDPR

##### Definitions

**Personal data** means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

**Processing** means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

## Your rights

Insofar as conditions stipulated by the applicable legislation are fulfilled, both the applicants for vacancies within the bank and the participants in the internships of the National Bank of Romania whose data are being processed have the following rights:

➤ **Right of access (Article 15 of the GDPR)**

You have the right to obtain from the National Bank of Romania confirmation as to whether or not your personal data are being processed, and, where that is the case, access to the personal data.

➤ **Right to rectification (Article 16 of the GDPR)**

You have the right to obtain from the National Bank of Romania the rectification of inaccurate personal data concerning you. Taking into account the purposes of the processing, you have the right to have incomplete personal data completed.

➤ **Right to erasure (“right to be forgotten”) (Article 17 of the GDPR)**

Where (1) personal data are no longer necessary in relation to the purposes for which they were collected, (2) you withdraw consent on which the processing is based and there is no other legal ground for the processing, (3) you object to the processing and there are no overriding legitimate grounds for the processing or (4) the personal data have been unlawfully processed, you have the right to obtain the erasure of personal data concerning you.

➤ **Right to restriction of processing (Article 18 of the GDPR)**

You have the right to obtain the restriction of personal data processing by the National Bank of Romania where one of the following applies:

- (a) accuracy of the personal data is contested by you, for a period enabling the controller to verify their accuracy;
- (b) processing is unlawful and you oppose the erasure of the personal data, requesting the restriction of their use instead;
- (c) the National Bank of Romania no longer needs your personal data for the purposes of the processing, but they are required by you for the establishment, exercise or defence of legal claims;
- (d) you have objected to processing pursuant to Article 21(1) of the GDPR, pending the verification whether the legitimate grounds of the National Bank of Romania override yours.

➤ **Right to data portability (Article 20 of the GDPR)**

You have the right to receive the personal data concerning you, which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller without hindrance from the National Bank of Romania, where:

- a) the processing is based on your consent pursuant to point (a) of Article 6(1) or point (a) of Article 9(2) of the GDPR or on a contract pursuant to point (b) of Article 6(1) of the GDPR; and
- b) the processing is carried out by automated means.

➤ **The right to object (Article 21 of the GDPR)**

You shall have the right to object, at any given time, to the processing of your personal data on grounds relating to your particular situation, to the operations of processing of personal data, necessary for the performance of a task carried out in the public interest, or which results from the exercise of an official authority invested in the National Bank of Romania (NBR) and/or to the processing carried out for the purposes of the legitimate interests pursued by the NBR or by a third party, including profiling based on these provisions.

If you have already exercised your right to objection, The National Bank of Romania (NBR) cannot process your personal data, but for the case when NBR proves that there are legitimate and imperative reasons which justify the processing and which prevail over the public interest, rights and liberties of the data subject or that the purpose of the processing is establishing, exerting or defending a right in the court of justice.

➤ **The right not to be subject to a decision based solely on automated processing (Article 22 of the GDPR)**

You have the right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning you or similarly significantly affects you, such as your performance at work.

**This right does not apply** if the decision:

- (a) is necessary for entering into, or performance of, a contract between you and the National Bank of Romania;
- (b) is authorised by Union or Member State law to which the controller is subject and which also lays down suitable measures to safeguard the data subject's rights and freedoms and legitimate interests; or
- (c) is based on your explicit consent.

➤ **Right to withdraw your consent (Article 7(3) of the GDPR)**

Where processing is based on consent, you have the right to withdraw your consent at any time via an express request.

If you consider that your rights regarding personal data processing have been infringed, you have:

- The right to lodge a complaint with the National Supervisory Authority for Personal Data Processing;
- The right to bring the matter before a competent court.

### III. Data subjects

In the context of the present information, the data subjects are the applicants participating in the recruitment and selection processes for filling out vacancies at the bank, as well as the participants in the internships of the National Bank of Romania.

### IV. The purposes of personal data processing

The National Bank of Romania processes personal data according to the legal provisions applicable in the field of personal data protection, in a secure manner and only for the mentioned purposes, such as:

❖ **Information required in order to take steps at the request of the data subject prior to entering into a contract (point (b) of Article 6(1) of the GDPR)**

The National Bank of Romania processes the personal data of applicants participating in the recruitment process for the purpose of assessing all participants with a view to hiring one or several persons whose profile matches the requirements of the advertised vacancies.

**For this purpose, we collect the following personal data:**

Name and surname, signature, photograph, home and mailing address, gender, telephone number, date and place of birth, e-mail address, nationality, ID card, identification number, marital status, family situation, education, references, data concerning relatives working at the NBR, data about criminal offences, prior convictions and any criminal prosecution, curriculum vitae, letter of intent/motivation, affidavit and the supporting documents, data from psychometric testing, medical and/or psychological evaluation, as applicable.

❖ **Information required on the grounds of the data subject's consent for the processing of his/her personal data for one or several purposes (point (a) of Article 6(1) of the GDPR)**

a. The National Bank of Romania processes the personal data of applicants who have obtained a minimum of 7 points at the written test evaluating their specialist knowledge and at the interview, for a period of 6 months starting with the announcement of the final result, at the request of the organisational structure for which the initial recruitment process has been organised or in the scheme of another organisational structure with comparable selection criteria, where similar positions become vacant.

b. The National Bank of Romania processes the personal data of applicants in the selection process for participating in an internship at the bank.

**For this purpose, we collect the following personal data:**

Name and surname, signature, photograph, date of birth, home address, gender, telephone number, e-mail address, education, reference letters, curriculum vitae, letter of intent, supporting documents.

**V. Personal data storage period**

Your personal data are stored until the end of the recruitment or selection process, and also until the end of the internship in the case of applicants admitted for this purpose, to which adds the storage period for auditing and legal purposes, according to the applicable legal provisions and to the rules and regulations on archives respectively.

**VI. Personal data transfer to third countries**

We will not transfer your personal data to third countries or international organisations.

**VII. Access to personal data and recipients of these data**

The personal data you supplied for **filling a vacancy** are accessed by: the staff of the Human Resources Department, Human Resources Management Division, as well as by the representatives of the organisational structure for which the recruitment and selection process has been organised.

Other recipients of your personal data might be:

- external providers (the service provider of psychometric testing for recruitment and selection and the provider of occupational health services);
- the Security Department staff (responsible for occupational health);

- the Organisation and Planning Division staff (responsible for drafting the job descriptions);
- the Internal Audit Department staff, to carry out audit missions;
- representatives of the Security Department, to facilitate your access to the premises;
- representatives of the Chancellery, for the security briefing and the confidentiality agreement.

The personal data provided as part of the **application for an internship** are accessed by the staff of the Human Resources Department, Training and Career Development Division, as well as by the representatives of the organisational structures involved in the internship programme at the National Bank of Romania.

If you are accepted for an internship at the National Bank of Romania, part of your personal data will be accessed by:

- representatives of the Security Department, to facilitate your access to the premises;
- representatives of the IT Department, in order to create the e-mail accounts you will be using during your internship;
- representatives of the Chancellery, for the security briefing and the confidentiality agreement;
- the Internal Audit Department staff, to carry out audit missions.

#### VIII. Securing personal data

The necessary documents in order to apply for a vacancy or for an internship are sent via e-mail. The documents are stored in a space/virtual and physical location which may be accessed only by the persons involved in the recruitment and selection process, as well as by the persons in charge of internships.

All staff involved in the organisation and carrying out of the recruitment process and of the internship programme are properly trained in the field of personal data protection and understand the risk of compromising these data.

#### IX. Withdrawal of consent

You can withdraw your consent at any time by submitting an express request to [datepersonale@bnro.ro](mailto:datepersonale@bnro.ro) and/or in writing at *The National Bank of Romania, Lipscani Street no. 25, sector 3, Bucharest, postal code 030031*, without affecting the lawfulness of processing based on consent before its withdrawal.

## X. How to exercise your rights

In case you have any questions or doubts about the processing of your personal data or you wish to exercise your legal rights regarding the personal data in our possession, you may contact the NBR's data protection officer at [datepersonale@bnro.ro](mailto:datepersonale@bnro.ro) and/or in writing at *The National Bank of Romania, Lipsyani Street no. 25, sector 3, Bucharest, postal code 030031*.

The legal deadline for replying to these requests is 30 days, with the possibility of extension.

## XI. Updating

The present information may be subject to subsequent changes. All updates and changes to this information become valid starting on the date they are made known, which will be done by publication on the National Bank of Romania website.

## XII. Contact details of the data protection officer

The data protection officer appointed at the National Bank of Romania may be contacted at [datepersonale@bnro.ro](mailto:datepersonale@bnro.ro) and/or in writing at *The National Bank of Romania, Lipsyani Street no. 25, sector 3, Bucharest, postal code 030031*.