

Privacy statement

OTTO Work Force ROM



This privacy statement applies to the processing of personal data by the website www.ottoromania.ro and subdomain of this website.

OTTO Work Force ROM SRL with its registered office at Stefan cel Mare St, no. 5, block 6, Bucharest (hereinafter referred to as OTTO) are the controllers of Personal Data processed through the www.ottoromania.ro website

General information

OTTO respects your privacy and ensures that your data is used by us only when you want us to do so. We want to assure you that we handle your personal information very carefully. We are aware that we process a lot of data and strictly adhere to the applicable regulations in this area. We always check with our legal partner to ensure that our services meet the relevant requirements, both for compliance with data protection laws and for compliance with other applicable laws.

OTTO fully respects and complies with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals 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, hereinafter referred to as the GDPR), which is effective from 25 May 2018.

What data do we process?

In principle, you can visit our Website without giving us any personal information about yourself. For statistical purposes, we process, among other things, data on the date and time of your visit to our Website, the page from which you have been redirected to our Website, the region from which you visit us, the pages and parts of the Website which you visit (how often, how long and in what order), what information you view and download from the Website. In addition, we collect certain other, unidentifiable, automated information about Website users.

We collect these data so that we can optimally adapt the content of the Website to the wishes and needs of visitors to our Website. We may retain unidentifiable information for future use and may also transfer it to third parties. We have described further information on the use of cookies in the following sections of this Privacy Policy.

Our Website may contain links (hyperlinks) to other websites. This privacy statement does not apply to third party websites. For this reason, we recommend that you review the privacy policies of the websites concerned to learn how your data is handled. We therefore refer to our cookie policy again.

Since when we have been collecting personal data?

We collect your personal data, among other things, from the moment you fill in the forms available on our website and the subdomains of this website and the moment you submit your application for employment.

Why do we collect personal data?

We collect and process your personal data, inter alia, in order to send you information about the services provided by us and to draw your attention to the fact of their provision and inform you about them. These services include, for example, lending, brokering, secondment, recruitment and selection of workers, payroll administration, human resources management, personal development, HR and payroll services and upgrading of professional qualifications.

We process personal data in more detail:

1. in order to comply with the legal and regulatory provisions applicable to OTTO;
2. to determine your suitability for a particular order or function, to determine your availability and to present or contact you to one or more (potential) contractors and/or clients;
3. in order to inform you about our services, factual knowledge and/or other activities and to make an offer to you on behalf of OTTO;
4. in order to offer you the opportunity for training, career and/or career development advice and/or (job-related) services, to facilitate finding a job, to enable you to perform jobs for clients, to engage you to work for clients or to organise orders for you;
5. to enable you to use and grant you access to closed parts of our Website, portals and other Internet environments;

Legal basis for the processing of personal data

We have different legal bases for the processing of personal data. A significant part of your personal data that we process is processed because it is necessary for us to conclude an agreement with you and our customers.

In addition, we process your personal data on the legal basis of the legitimate interest of OTTO, which is to answer your question / message or to prepare an offer at your request.

If we receive a separate consent from you, we will be able to process your data for the purpose of:

- contacting you, inter alia for legitimate marketing purposes, through available channels of communication, in particular e-mail and telephone,
- sending commercial information by electronic means of communication;
- conducting the recruitment process.

You may withdraw your consent to the processing of your personal data at any time by sending an application to the following address mydataROM@ottoworkforce.eu.

What (personal) data do we collect about you?

When processing data, we are guided by the principle of minimalism, i.e. we process only those data that are necessary for the purpose of processing. In addition, we collect personal information that we need to provide our services. Some of this data is necessary for you to be able to use our services as well. In addition, we collect additional (personal) data so that we can adapt our services to your specific skills and wishes, or so that we can meet the specific requirements of our Clients. You are responsible for the correctness and usefulness of the transmitted data.

We collect, among other things, the following data and documents containing personal data:

1. Personal data (name, surname, address, place of residence)
2. E-mail address;

3. Date of birth:
4. Telephone number:
5. E-mail address:
6. Curriculum vitae and cover letter, often containing, among other things, data on education and experience.
7. In the case of a targeted letter of motivation: the position you are applying for.

If you would like to contact us via this website, this includes your name, e-mail address, telephone number, company and country.

In addition, a person interested in our offers can send us their data such as: name, surname, telephone number and e-mail address. These data are used to contact and to present job offers.

How long the personal data collected by us are stored on the Website?

We use retention periods in accordance with the applicable legal provisions for the personal data that you have provided to us in the context of employment agency services.

In the case of the recruitment process, the data are processed for the duration of the recruitment process. After the recruitment process is finished, we delete the data. We will be able to process this data for 12 months after you have given us your separate consent.

However, data that we process for the purposes of direct marketing of our products and for the purpose of sending commercial information will be stored until you object to their processing. To do so, you must withdraw your consent. Otherwise, we may decide to discontinue the processing of such data if we determine that the consent received from you has become outdated. You can withdraw your consent by sending an e-mail to the following address: mydataROM@ottoworkforce.eu.

How is the personal data collected by us on the Website protected?

OTTO prioritises your privacy. For this reason, we take various measures to avoid loss, theft or other unlawful use of your personal data. Therefore, if necessary, we work with encrypted messages and secure connections. In addition, we are taking the necessary measures for the physical and logical security of access.

Who receives your personal data?

OTTO receives your personal data. Under no circumstances will OTTO sell your personal data to third parties. In addition, OTTO will only pass on your personal data to third parties if this is required by contract or by law, or if this is necessary for the provision of our services or to draw attention to the fact of their provision, in order to present you to our clients, be able to submit offers and inform you about our services.

In addition, we may only share your data if you have given your consent or to authorised entities, if necessary. In addition, your data will be accessible to our employees, for whom it is necessary to perform their daily duties, and to subcontractors, i.e. entities that we use to process your data.

Do we transfer your data to countries outside the European Economic Area?

As a rule, we do not transfer data outside the European Economic Area; in some cases related to recruitment, it may happen that data are transferred outside the European Economic Area. If this is the case, OTTO guarantees that the data will be protected in the same way as in the EU. These guarantees arise in particular from the obligation to use standard contractual clauses adopted by the Commission (EU) or to participate in the 'Privacy shield' programme established by Commission

Implementing Decision (EU) 2016/1250 of 12 July 2016 on the adequacy of the protection provided by the EU-US Privacy shield.

Do we process your personal data automatically (including through profiling) in a way that affects your rights?

We want to assure you that we do not make automated decisions towards data subjects and we do not use our service to carry out necessary actions to profile you and your behaviour.

What rights do you have with respect to OTTO regarding the processing of data?

We want you to know that you have the right to:

- access to the data and receive a copy of the data. You have the right to obtain confirmation from us as to whether we process your personal data and, if so, you have the right to:
 - a) have access to your personal data,
 - b) obtain information about the purposes of processing, categories of personal data processed, the recipients or categories of recipients of the data, the planned period of storage of your data or the criteria for determining this period, your rights under the GDPR and your right to lodge a complaint with a supervisory authority about the source of the data, automated decision making, including profiling and the safeguards to be applied in connection with the transfer of these data outside the European Union,
 - c) obtain a copy of your personal data
- to **rectify (correct) the data**. You have the right to request us to rectify (if incorrect) and supplement (if incomplete) the data provided by you;
- to **delete your data** (right to be forgotten) - if in your opinion there are no basis for us to process your data, you may request that we delete them. You have the right to demand the deletion of personal data if:
 - a) you have withdrawn your specific consent to the extent that personal data have been processed on the basis of your consent;
 - b) Your personal data are no longer necessary for the purposes for which they were collected or for which they were processed;
 - c) you have objected to the use of your data for marketing purposes;
 - d) you have objected to the use of your data for the purpose of statistics on your use of the Service and satisfaction surveys, and the objection has been found to be justified;
 - e) Your personal data is processed unlawfully.

Despite the request to delete personal data, in connection with objection or withdrawal of consent, we may retain certain personal data to the extent necessary for the purposes of establishing, asserting or defending claims. This applies in particular to personal data including: name, surname, e-mail address and claims related to the use of our services.

- **Restrictions of data processing** - you may request that we restrict the processing of your personal data only to the storage or performance of activities agreed with you, if in your opinion we have incorrect data about you or we process them without justification, or you do not want us to delete them because they are necessary to establish, assert or defend your claims, or for the duration of your objection to data processing. You have the right to request that the use of your personal data be restricted in the following cases:
 - a) If you question the correctness of your personal data, we will limit its use for the time necessary for us to verify the correctness of your data;
 - d) if the processing of your data is unlawful, and instead of deleting the data, you will demand a restriction of their use;
 - e) when your personal data is no longer necessary for the purposes for which we collected or used it, but you need it in order to establish, assert or defend your claims;

- f) if you have objected to the use of your data, the restriction shall be for the time necessary to consider whether, due to your particular situation, the protection of your interests, rights and freedoms outweighs the interests that we pursue when processing your personal data.
- to **object to the processing** of your data for direct marketing purposes. If you exercise this right, we will stop processing your data for this purpose. If your objection is justified and we have no other legal basis for the processing of your personal data, we will delete your data which you have objected to;
 - to data portability - you have the right to receive from us in a structured, commonly used machine-readable format, e.g. CSV, personal data about you that you have provided to us on the basis of your consent. You can also order us to send this data directly to another entity.

OTTO has appointed a Data Protection Officer who can be contacted by writing to mydataROM@ottoworkforce.eu or directly to the Company's address.

Complaint about the processing of personal data by OTTO

It is possible to lodge a complaint against the processing of personal data by OTTO if your personal data is used for purposes other than those necessary for the performance of the contract or for the fulfilment of a legal obligation. For example, you can lodge a complaint about the use of your personal data for marketing or sales purposes by sending an e-mail to mydataROM@ottoworkforce.eu. In addition, you have the right to lodge a complaint with the National Authority for the Supervision of Personal Data with the registered office of Gral Gheorghe Magheru Blvd. 28-30 sector 1 Bucharest.

If you object to the processing of your personal data which is necessary for the performance of our work, we consider it important to inform you that without your personal data it is not possible to provide you with our services as a temporary employment agency and temporary working agency.

Final remark

OTTO reserves the right to make changes to this privacy statement. Any changes will be published on this web page. OTTO recommends that you visit this page regularly to check if any changes have been made. The current privacy statement was updated in May 2018.

