

### Information regarding the processing of personal data

The Undersigned, ..... *(the name of the Bidder will be inserted)* (hereinafter referred to as the "**Bidder**"), a legal person of ..... nationality, with registered office in ..... *(the full address of the Bidder's headquarters will be inserted)*, registered at ..... *(the registration authority will be inserted)* from ..... under No. .... , sole identification code ..... , dully represented by Mr./Ms . ..... , in the capacity of ..... *(the position of the representative will be inserted)*, with full powers of representation,

as a bidder within the Tender Procedure for the selection of an Air Operator to provide scheduled air services between Oradea (IATA code: OMR) and Warsaw (IATA code: WAW) airports, according to the Invitation to Tender (the "**Tender Procedure**") organised by the **Bihor County Council**, with its registered office in the Municipality of Oradea, 5 Parcul Traian Street, Bihor County, Romania (the "**Bihor County Council**" or "**Buyer**"),

Upon considering the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council 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, we, **Bihor County Council**, as **processor** within the meaning of the Regulation, will detail below the personal data we process, when and why we process it, the conditions under which we can disclose personal data to others and how we store personal data safely.

If you have any questions regarding the modality in which we process your personal data, you can contact us by post at our address in the Municipality of Oradea, 5 Parcul Traian Street, Bihor County or to the email address [..].

At the same time, our data protection officer can be contacted as follows:

- in writing to the address in the Municipality of Oradea, 5 Parcul Traian Street, Bihor County;
- by email to the email address: [..]

#### **We process your personal data for specific purposes**

Given your capacity as a legal representative, proxy or contact person of a bidder within the Tender Procedure, we process your personal data (respectively, name and surname, position/function held, email address, telephone number, signature and the content of the correspondence) for the following purposes:

- carrying out the Tender Procedure;

- fulfilment of the agreement (if it will be concluded with the entity you represent);
- in order to comply with the applicable rules, regulations, codes of conduct or guidelines or to enforce the law and cooperate with the competent authorities (including, but not limited to tax and judicial authorities).

We process your personal data based on our legitimate interest to carry out the Tender Procedure, respectively to carry out contractual relations with the legal entity you represent in case the contract is concluded with the entity you represent.

We also process your personal data in order to satisfy other legitimate interests, for example:

- for preventing, detecting and investigating crimes, including fraud and money laundering or terrorist financing;
- in connection with any claim, action or proceeding (including, but not limited to drafting and reviewing documents, preparing any documentation necessary to conclude a transaction, obtaining legal advice and facilitating the settlement of disputes) and/or for the protection or exercise of our contractual and legal rights and obligations;
- cooperation with the public authorities and institutions, when this cooperation is not imposed on us by a legal provision;
- managing and preparing internal reports, requesting information/responses, and conducting research and/or analysis for statistical purposes.

In addition, we process your personal data in order to fulfil our legal obligations as a contracting party (e.g. financial accounting reporting).

### **Your personal data is disclosed to other third parties**

In order to facilitate the fulfilment of the activities related to the processing purposes previously detailed, we communicate this data to third parties, respectively to our contractual partners, for example, to:

- contracting parties and their banks, in relation to any type of funds transfer;
- companies that provide us with insurance and/or re-insurance services;
- service providers (*e.g.* banking, courier, telecommunications, IT, payments, processing, training, storage, archiving);
- any business partner, investor, assignee (current or potential) to facilitate business asset transactions (which may include a merger, acquisition, debt or sale);
- professional advisers, such as auditors or lawyers;

- regulatory authorities, professional bodies and/or public authorities, in order to comply with the applicable regulations;
- auctioneers, evaluators or other third parties in connection with any purchases, sales, loans or credits.

We will only transfer your personal data outside the European Economic Area in compliance with the applicable legal provisions, while applying appropriate safeguards and by notifying you when appropriate.

### **Your rights regarding personal data**

Unless otherwise provided by the law, you have the following rights:

- the right of access, *i.e.* the right to obtain a confirmation from us that we are processing your personal data, as well as access to it and the provision of information about the processing method;
- the right to rectification, which refers to the correction, without undue delay, of any inaccurate personal data and/or the completion of incomplete data;
- the right to erase/the right to be forgotten, *i.e.* the right to delete your collected personal data without undue delay, if such data is no longer necessary to fulfil the purposes for which it was collected and there is no other legal basis for processing, the data was collected illegally or the data must be deleted to comply with a legal obligation;
- the right to restriction of processing, which applies if (i) you challenge the accuracy of the personal data, (ii) the processing is unlawful and you object to the deletion of the personal data, requesting the restriction of processing instead, (iii) we no longer need your personal data, but you request it for establishing, exercising or defending a right in court, (iv) you have objected to the processing for the time period in which it is verified whether our legitimate interests in the processing of personal data prevail on your rights;
- the right to object to processing, unless we demonstrate that we have legitimate reasons to process your data, reasons that prevail over your interests, rights and freedoms or for the establishment, exercise or defence of a right in court;
- the right to portability, *i.e.* your right to receive the personal data you have provided to us for the purposes indicated herein, in a structured, commonly used and machine-readable format, as well as the right to send this data to another operator;
- the right to submit a complaint to the National Supervisory Authority for the Protection of Personal Data (ANSPDCP) at the postal address 28-30 G- ral. Gheorghe Magheru Boulevard, 1<sup>st</sup> District, 010336 Bucharest, or to the e-mail address [anspdcpc@dataprotection.ro](mailto:anspdcpc@dataprotection.ro);

- the right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects on you or affects you in a similar way, unless such processing is necessary for the performance of the contract or is permitted by the law.

With the exception of the right to file a complaint with the ANSPDCP, according to the above, these rights can be exercised by sending a written request to the address in the Municipality of Oradea, 5 Parcul Traian Street, Bihor County, or to the email address [...].

**We do not automatically process your personal data.**

**Retention period**

We will keep your personal data for the period of time necessary to comply with the legal obligations which are applicable to us or according to the applicable statute of limitations (for example, 3 years as of termination of the contractual relationship) or to comply with the archiving obligations imposed by the applicable legislation (for example, that specific to the financial and accounting field).

**Security of personal data**

**Bihor County Council** makes all reasonable efforts to protect your personal data in our possession or under our control by establishing reasonable security measures to prevent unauthorized access, collection, use, disclosure, copying, modification or disposal, as well as other similar risks.

I have become aware of the Information regarding the protection of personal data:

Date: .....

Name of the Bidder,

the name and surname of the legal representative and his position,

signature,