

DATA SECURITY POLICY

S.C. EXTRANET S.R.L

CHAPTER 1. Scope

The current regulation:

- 1.1. applies to all employees coming into contact with personal information belonging to clients, patients or recipients of services provided or supported by extranet employees in the service obligations.
- 1.2. applies to the personal data processing by automatic means, respecting the legal requirements and conditions to ensure security, privacy and the rights of data subjects.

CHAPTER 2. Principles of personal data processing

2. Security – The security of personal data is set so as to give adequate protection to them. Information - informing people whose data get in touch with extranet, is made by the institution that processes personal data concerned. Data security policy within S.C. EXTRANET S.R.L is displayed on the organization's website: www.extravision.ro.
The notification - EXTRANET notifies the National Supervisory Authority, for Personal Data Processing, the categories of data processed.
Confidentiality - People who process personal data or coming into contact with such data, to the individual employment contract are signing an annex with a confidentiality clause.
- 2.1. Personal data belonging to the categories of persons referred to in Chapter 1: S.C. EXTRANET S.R.L customers; patients in health facilities under contractual relationship with EXTRANET; beneficiaries of courses supported by EXTRANET, are processed in good faith and in accordance with the legal provisions in force.
- 2.2. Personal data is collected only for specified, explicit and legitimate purposes, any further processing will be compatible with those purposes.
- 2.3. The personal data, subject of the processing, are adequate, relevant and not excessive in relation to the purpose of the collection.
- 2.4. Personal data undergoing processing, shall be accurate and, where necessary, updated.
- 2.5. Personal data is not stored for a longer period than is necessary to achieve the purposes for which they were collected.
- 2.6. Personal data shall be processed in accordance with the rights of data subjects.
- 2.7. Persons whose data are being processed, have the right to obtain from S.C. EXTRANET S.R.L on request and free of charge the rectification, updating, blocking or deletion, to the extent that processing does not comply with Law 677/2001, are incomplete or inaccurate.
- 2.8. EXTRANET shall take appropriate technical and organizational measures to protect personal data against accidental or unlawful destruction, loss, alteration, unauthorized disclosure or access.
- 2.9. Personal data, incidents of this policy, can not form the subject of a transfer to any other state.

CHAPTER 3. Security Conditions

- 3.1. Storage of personal data is made on a server device, to which access is allowed only through user authentication and introducing the password related.
- 3.2. The server is not connected to Internet, thus entailing a high degree of security.
- 3.3. If the purpose of processing is: **electronic communications services**, any act by which the personal data are collected, stored or disclosed, will bear the identification **number 20 372** mentioned in the register of data processing.
- 3.4. If the purpose of processing is: **professional training**, any act by which the personal data are collected, stored or disclosed, will bear the identification **number 20 373** mentioned in the register of data processing.