

FORMER EMPLOYEES DATA PROTECTION NOTICE

The protection of your personal data is important to the BNP Paribas Group, which has adopted strong principles in that respect for the entire Group. Concerning its former employees, BNP Paribas ensures compliance with the principle of data control transparency by setting out the obligations of BNP Paribas and the rights of data subjects regarding the processing of personal data in this Data Protection Notice. If you would like to know more about data protection within the BNP Paribas Group with regard to your personal data, please contact us at the address given under section [10] below.

This Data Protection Notice provides you with detailed information relating to the protection of your personal data by BNP Paribas S.A. – Bucharest Branch (“**we**”).

For the purposes of processing your personal data, the data controller is BNP Paribas S.A. Paris Sucursala Bucuresti ('we', 'our', 'us'), with its registered office in 46D-46E-48 Pipera Street, Oregon Park, Building C, 6th Floor, District 2, Bucharest, with the Trade Register Office under no. J40/11832/2017, Sole Registration Code 37928029.

The Data Protection Officer within the BNP Paribas Group is reachable via ro.cib.gdpr@bnpparibas.com

This Data Protection Notice is intended for our former employees. For the purposes of this notice 'former employee' shall mean an individual who was, but has ceased to be, our employee, regardless of the type of employment (e.g. open-ended contract or fixed term contract, trainee, temporary staff, “VIE” (Volontariat International en Entreprise), etc.) and regardless of the grounds for termination of the employment.

We are responsible, as a controller, for the processing of your personal data in relation to our activities. The purpose of this Data Protection Notice is to explain which personal data we process about you, the reasons why we use and share such data, how long we keep it, what your rights are and how you can exercise them.

For other information, please refer to the Group Human Resources (GHR) policy « General Policy of the BNP Paribas Group on HR Personal Data Protection – RHG0055 ».

1. WHICH PERSONAL DATA DO WE STORE ABOUT YOU?

Upon termination of your employment with us we will have ceased collecting or processing any new personal data about you. Thus, our data basis and archives contain only personal data about you that we have already collected during the course of your employment.

After the termination of your employment with us we retain your personal data about you - in your capacity as former employee - only where this is required under labour, social security and tax law, as well as other applicable laws as the case might be, or where we have prevailing legitimate interest.

In particular we retain the following types of personal information about you:

- **identification information** (e.g. name, ID card, and passport numbers, nationality, place and date of birth, gender, UID);
- **contact information** (e.g. postal address and e-mail address, phone number);
- **family situation** (e.g. marital status, number of children, family members);
- **tax and debt status** (e.g. tax ID, tax status, national insurance, social security numbers or other tax identifiers);
- **education and employment information** (e.g. level of education, CV's, office location, annual appraisal, remuneration);
- **banking data** (e.g. bank account details);

- **work permit, immigration and residence status;**
- **data relating to your interactions with us** (interview, notes & feedback for candidates);
- **professional travels data, professional expenses;**
- **employment information and records** (e.g. contractual terms and conditions of employment, subsequent amendments, employee status and remuneration, title and functional description, working time, salary, variable or commission pay, bonus details, bank account details, retirement account details and pension details, etc.);
- **benefit and other entitlement details:** (e.g. length of service, health information, leave of absence records, sickness records, relocation records, hours worked records, days of leave and legal holidays);
- **Information relating performance at work:** performance reviews, performance improvement or development plans and related documents;
- **employment termination details** (e.g. letters of resignation, other documents or legal reasons for termination).

We may also retain some special categories of data (sensitive data), which we have collected and processed during the course of your employment with us only where such processing was required by legal obligation, where we had prevailing legitimate interest or based on your explicit prior consent. Such categories may include:

- **health data** (child ill, pregnancy, handicapped, sick leave);

More detailed information on our approach to data retention, including retention periods for different categories of personal data, may be found in the BNPP Retention Policy (to which we will provide separate access data) or if you contact our Data Protection Officer at the following e-mail address: ro.cib.gdpr@bnpparibas.com and ro.hr.info.gdpr@bnpparibas.com, BNP Paribas SA Sucursala Bucuresti, 46D-46E-48 Pipera Street, Oregon Park, Building C, 6th Floor, District 2, Bucharest, Romania.

2. WHY DO WE RETAIN YOUR PERSONAL DATA?

a. To comply with our statutory legal and regulatory obligations

We retain your personal data for the purposes of ensuring our compliance as your former employer with the statutory requirements in the area of labour law, social law and tax law, as well as other applicable laws as the case might be.

b. To respond to your requests

We use your personal data for the purposes of responding to your requests as your former employer, including to:

- provide references with respect to your future employment;
- issuance of certificates (e.g. certificates for paid remuneration, certificates for length of service);
- responding to any inquiries you may have with respect to your former employment;
- in order to exercise your rights according to GDPR specific provision but also by reference to the legal grounds for which, as a former employer, we have the right keep your data for limited specific purposes, in compliance with the data protection legislation.

c. To fulfil other legitimate purposes

We may retain your personal data to the extent necessary to fulfil other legitimate purposes which we may have as your former employer, such as:

- for the purpose of legal defence as necessary – to defend our rights in any legal, administrative or court proceedings;

- for the purpose of protecting our interest in case of internal or external investigations of suspected or actual breach of law;
- for the purpose of ensuring compliance with our Group and regulatory obligations: e.g. fraud prevention and prevention of terrorism, anti-money laundering rules, financial regulatory rules as well as mandatory internal or external audits, or requests from the state authorities and other competent bodies.

3. ON WHICH BASIS DO WE RETAIN YOUR PERSONAL DATA?

We will retain your personal data on the following legal grounds:

- 3.1. to fulfill our (legal) obligations under Romanian labour, social security and tax law, as well as other applicable laws as the case might be, according to Article 6 paragraph 1), letter c) of GDPR; and/or
- 3.2. to pursue our legitimate interests according to Article 6 paragraph 1) letter f) of the GDPR, respectively:
 - to protect our interest and rights in event of investigated, suspected or actual violations of law;
 - to protect our interest and right in the event of audits and inspections, as well as any other form of control by competent authorities;
 - to protect our interest in the event of any litigation that may arise in respect of our interactions with you or in respect of your arrangements with us.
- 3.3. your consent where we have requested such for specific processing of personal data

In very limited cases, where during your employment we have processed data based on your prior explicit consent, we may further require your consent to retain your data. In particular, your consent is required for:

- Retaining data from monitoring of employee regarding job related activity;
- criminal records
- transfer of personal data outside EU/EEA;
- use of employee personal data for direct marketing purposes.

4. WHO DO WE SHARE YOUR PERSONAL DATA WITH?

In order to fulfil the aforementioned purposes only if it is necessary, we disclose your personal data to:

- BNP Paribas Group entities for the purposes of the legitimate interests pursued by BNP Paribas Group;
- Service providers which perform services on our behalf (such as payroll providers, tax advisors);
- Financial or judicial authorities, state agencies or public bodies regarding labour relation, upon request and to the extent permitted by law;
- Certain regulated professionals such as lawyers, notaries or auditors, insolvency administrators
- State Authorities: civil and judicial authorities inside specific procedures, civil and/or criminal courts;
- Professional associations and pension schemes;
- Workers' council;
- Health insurance companies/funds;

5. ARE TRANSFERS OF PERSONAL DATA OUTSIDE THE COUNTRY WHERE YOU WORKED OR OUTSIDE THE EEA ALLOWED?

In case of international transfers to a country for which the competent Authority has recognised that it provides an adequate level of data protection, your personal data will be transferred on this basis.

For transfers to a country where the level of personal data protection has not been recognised as adequate by the competent authority, we will implement one of the following safeguards to ensure the protection of your personal data:

- Binding corporate rules (BCR) if applicable within the Group.
- Standard contractual clauses approved by the European Commission for external providers.

To obtain a copy of these safeguards or details on where they are available you can send a written request as set out in Section 8.

6. HOW LONG DO WE KEEP YOUR PERSONAL DATA?

We retain your personal information on our systems for the longest of the following periods:

- any retention period that is required by law;
- as long as is necessary for the relevant activity or as long as is set out in any relevant agreement you enter into with us;
- the length of time it is reasonable to keep records to demonstrate compliance with our regulatory or legal obligations; or
- the end of the period in which litigation or investigations might arise in respect of our interactions with you or in respect of your arrangements with us.

The retention period could be shorter or longer when required by legal obligations or with respect to the purpose of the process concerned. In particular, the information listed below shall be retained for the following periods:

- payroll documents – 50 years;
- documents from employee personal file – 75 years;
- the supporting documents that stand as basis of records in financial accounting – 10 years;
- accounting records and supporting documents - minor payments regarding the execution of work relation - 5 years
- in the event of any litigation that may arise in respect of our interactions with you or in respect of your arrangements with us. – 3 years after termination of the agreement.

More detailed information on our approach to data retention, including retention periods for different categories of personal data, may be found in the BNPP Retention Policy (to which we will provide separate access data) or if you contact our Data Protection Officer at the following addresses: ro.cib.gdpr@bnpparibas.com and ro.hr.info.gdpr@bnpparibas.com, BNP Paribas SA Sucursala Bucuresti, 46D-46E-48 Pipera Street, Oregon Park, Building C, 6th Floor, District 2, Bucharest, Romania.

7. TECHNICAL AND ORGANIZATIONAL MEASURES

We have ensured that appropriate technical and organizational security measures are taken with respect to the retention and processing of personal data.

8. WHAT ARE YOUR RIGHTS AND HOW CAN YOU EXERCISE THEM?

In accordance with applicable regulations, you have the following rights:

- To **access**: you can obtain information relating to the processing of your personal data, and a copy of such personal data.
- To **rectify**: where you consider that your personal data are inaccurate or incomplete, you can require that such personal data be modified accordingly.
- To **erase**: you can require the deletion of your personal data, to the extent permitted by law.
- To **restrict**: you can request the restriction of the processing of your personal data.
- To **data portability**: where legally applicable, you have the right to have the personal data you have provided to us be returned to you or, where technically feasible, transferred to a third party.

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| <ul style="list-style-type: none">• Furthermore, you have the right to object to the processing of your personal data at any time to the extent we process your personal data for the purposes of our legitimate interests and/or of direct marketing. |
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1. If you wish to exercise the rights listed above, please submit a letter in written/electronic form to our Data Protection Officer at the following addresses: ro.cib.gdpr@bnpparibas.com and ro.hr.info.gdpr@bnpparibas.com, BNP Paribas SA Sucursala Bucuresti, 46D-46E-48 Pipera Street, Oregon Park, Building C, 6th Floor, District 2, Bucharest, Romania.

To authenticate the identity of the data subject, we follow the applicable legislation for the admissible types of signing when the request for access is sent electronically, namely:

1. Signing by qualified electronic signature;
2. Signing with a hand-written signature, scanning of the request and attaching the same as an attachment to the above mentioned e-mail.

In accordance with applicable regulation, in addition to your rights above, you are also entitled to lodge a complaint with the competent supervisory authority, notably in particular, in the EU Member State of your habitual residence, place of work or place of an alleged infringement of applicable data protection laws.

The competent supervisory authority in Romania is the National Supervisory Authority for Personal Data Processing (NSAPDP).

Full details regarding the language requirements and the form of the complaint may be accessed on the complaints section of the NSAPDP's website: http://www.dataprotection.ro/index.jsp?page=Modele_de_plangere and the contact details for submission of a complaint are as follows:

Contact information: National Supervisory Authority for Personal Data Processing (NSAPDP)

Address: 28-30 G-ral Gheorghe Magheru Bld. District 1, Postal Code 010336, Bucharest, Romania,

E-mail: anspdcp@dataprotection.ro;

Phone: +40.318.059.211;

Fax +40.318.059.602;

9. HOW CAN YOU KEEP UP WITH CHANGES TO THIS DATA PROTECTION NOTICE?

In a world of constant regulatory and technological changes, we may need to regularly update this Former Employee Data Protection Notice.

We invite you to review the latest version of this Notice online and we will inform you of any material changes through our website or through our other usual communication channels.

10. HOW TO CONTACT US?

If you have any questions relating to our use of your personal data under this Former Employee Data Protection Notice or any complaint regarding the way we process your data, please contact your Data Protection Officer at the following addresses: ro.cib.gdpr@bnpparibas.com and ro.hr.info.gdpr@bnpparibas.com, BNP Paribas SA Sucursala Bucuresti, 46D-46E-48 Pipera Street, Oregon Park, Building C, 6th Floor, District 2, Bucharest, Romania, who will investigate your query.

If you wish to learn more about cookies and Security, please read our [cookies policy](#).

I have received a copy of this Notice.

(Former employee)
