**Privacy Policy**

[**https://falconlegal.ro/**](https://falconlegal.ro/)

This Privacy Policy ("Policy") governs the collection, use, disclosure, transmission and retention of Client personal information that <https://falconlegal.ro/> (hereinafter the "Data Controller") obtains about the Client when they use the Website.

**I. General provisions**

The Website <https://falconlegal.ro/> is the exclusive property of **Falcon Legal Amity S.R.L.**

The Data Controller exercises control and ensures the processing of personal data in strict compliance with the principles and legislation relating to the protection of personal data, namely the Regulation 2016/679 of the European Parliament and Council on the protection of individuals with regard to the processing of personal data and on the free movement of such data of June 27, 2016.

Processing of personal data shall be carried out entirely on a legal basis for the purpose of providing individuals with information, entering into such contracts, in accordance with such principles:

- integrity and reasonableness in the processing of personal data;

- transparency and legality;

- processing of personal data is limited to achieving the specific objectives set out in these rules and set out in contracts with the Client;

- only the minimum amount of personal data required to achieve the goals set out in this policy and contractually agreed upon shall be processed;

- security and restriction of storage.

The Data Controller may amend this Policy, in which case the Company will notify the Users through the Website of any changes before they are implemented.

**II. Definitions**

"Personal Data" means any information about the Client that can identify them directly or indirectly by reference to an identification element, such as name, title, identification number, location data, IP address, one or more particular elements unique to their physical, physiological, psychological, economic, cultural or social identity.

"Client" means a person who performs any acts on the Website and is also a user of the services of the Website.

"Processing" means any operation or set of operations performed on personal data, including but not limited to collecting, registering, storing, changing, using, disclosing, accessing, transferring or deleting it.

"Confidentiality of personal data" means a mandatory requirement for the Data Controller or other persons who have gained access to personal data to prevent their disclosure without the consent of the subject of personal data, unless other legal grounds exist.

"Cookies" means a piece of data sent by the Web server and stored on the Client's computer, which the Web-client or Web browser resends to the Web server every time it tries to open a page of the relevant site.

"IP address" is a unique address in a computer network built according to a protocol.

**III. Categories of personal data (subject of confidentiality)**

The categories of Personal Data processed depend on the context of interactions and the relationship between the Data Controller and the Client. Therefore, the Data Controller can process such categories of personal data:

- Website visitors may have their name, age, date of birth, date stamped on their identity document (including a copy of the document, depending on circumstances), address, phone number, and email;

- for a call back request: name, surname, e-mail address, location, requisites;

- when signing the contract: name, surname, e-mail, phone number, location;

- in case of prepayment by mail: name, surname, e-mail address, phone number, location.

- data which the Data Controller receives independently: source of access to the Website and information about the search request, data about the user's device (including authorization, version, and other attributes that characterize the user's device), user's clicks, page views, filling in fields, displays and views of banners and videos, data specifying segments in audit, session parameters, data about the visit time, Client identifier stored in the Cooke, Client's IP address.

The above personal data of the Privacy Policy can be provided by the Client to the Data Controller by any means, including electronic communication channels via the Internet by phone, on a hard copy, or verbally.

**IV. Purposes and basis of personal data processing**

Clients' personal data may be processed by the Data Controller directly and/or through authorized persons for the following purposes and conditions:

* providing information (including advertising) about the services provided by the company by phone, text messages, e-mail;
* compliance with internal rules and compliance with the provisions of European / national standards regarding the quality and competence of the services;
* fulfillment of financial, accounting and fiscal obligations, including the creation of accounting records, maintenance of supporting documents, which form the basis of accounting records;
* resolution of requests for execution of rights available to the Client in the context of the data processing;
* internal audit;
* archiving the documents in accordance with the legal standards and compliance with the terms of the archival nomenclature recognized by the competent authority;
* management of relations with the state authorities or other organizations that provide public services;
* fulfilling the contractual obligations under the contracts concluded with the Client.

**V. Personal data recipients and processing**

For the purpose of processing, the Data Controller may disclose certain categories of Personal Data to the following categories of data recipients:

* the data entity and / or their legal representatives;
* representatives of the Company, individuals who are members of the Data Controller Group.
* other service and product providers involved in the company's activities (such as external consultants in various fields, including accounting, legal, tax), professional organizations, market research organizations;
* court or other public authorities of any kind, international organizations.

The Data Controller uses the following types of personal data processing: collection, recording, systematization, storage, updating (renewal, change), retrieval, use, transfer (distribution, - provision, access), - non-disclosure, pseudonymization, blocking, deletion, erasure of personal data.

The Data Controller has the right to perform automated, unautomated and mixed processing of personal data. In the course of personal data processing, a Client's profile may be created, which is necessary for the provision of services.

Requests by Clients for information about personal data processed by the Data Controller, as well as requests for blocking, changing, updating or deleting personal data, shall be sent by personal data entities by email, mail or courier. These records shall be sent from the email address previously provided by the data entity to the Data Controller or with an attachment of the Client's passport data (passport number or other primary identification document of the personal data, notification of the date the document was issued and the authority issuing the document).

The Data Controller shall review and respond to the personal data entity's requests within thirty (30) days of the receipt of the request.

Requests to change invalid, inaccurate or irrelevant personal data, as well as requests to cancel data that has been illegally obtained by the Data Controller or that does not meet the stated processing purposes, will be processed within seven (7) business days.

The response to the personal data entity's request shall be sent to the address specified by the Client in the relevant request.

**VI. Duration of personal data processing**

The Data Controller will process the Client's personal data for the time required for the purpose of processing and thereafter in accordance with the Data Controller's internal policies and in order to comply with applicable legal obligations, including, but not limited to, the provisions relating to archiving obligations.

**VII. Transfer of personal data**

Personal data provided to the Data Controller can be transferred to the territory of the European Union, Ukraine and Moldova.

**VIII. Personal data protection**

The Data Controller attaches great importance to the confidentiality and security of the Client's Personal Data and guarantees their safety during the processing. Therefore, the Data Controller takes appropriate technical and organizational measures to ensure a level of security adequate to the risks associated with the types of processed data and processing operations.

As part of the protection of personal data against unauthorized access, the Data Controller shall ensure a security regime in the premises where personal data information systems are located, which prevents uncontrolled access of third parties to such premises, defines a list of persons, access to personal data necessary for them to perform their official duties, uses anti-virus protection devices of information processing systems of personal data, backs up personal data bases, appoints the person responsible for ensuring security of personal data.

**IX. Providing personal data**

Providing Personal Data is a prerequisite for using the services provided by the Data Controller, entering into contracts, using the Website and other features. In some cases, failure to provide Personal Data may result in the inability to receive services, including those provided through the Website.

**X. Rights of the data entity**

With regard to the processing of Personal Data specified in this Privacy Policy, each data entity shall enjoy the following rights in accordance with the legal provisions:

a. right to information - the right to receive information about the processing carried out by the Data Controller, in accordance with the requirements of the law;

b. right of access to data - right to receive from the Data Controller personal data upon request and under the conditions established by law, confirmation that the data concerning them is being processed or not processed by the Data Controller, as well as details related to data processing;

c. right to rectification - the right to have inaccurate personal data rectified by the Data Controller.

**XI. Privacy policy issues**

Any issues related to the privacy policy may be resolved through the following website [**https://falconlegal.ro/**](https://falconlegal.ro/)