

Privacy Policy

Team Montage

Thank you for visiting our website and for your interest in our company. Protection of your data is important to us. Personal data is any information relating to an identified or identifiable natural person. This includes information such as name, address, identification number, telephone number, or date of birth. As a data subject, you have certain rights and safeguards in accordance with applicable data protection regulations, such as the European General Data Protection Regulation (GDPR). This privacy policy explains how your personal data is processed, when you use and interact with our website. If you have any questions or feedback, please contact us at any time by e-mail at: office@teammontage.ro.

"**Team Montage** Websites" means any web page (website, landing page, etc.) owned, managed or under the umbrella of Team Montage. Example: www.teammontage.ro; www.linkedin.com/company/teammontage, etc.

Please check this section regularly as the policy may be subject to change or updates. Any material changes to this policy will be notified.

In addition to this policy, please refer to **Cookie Policy** : <https://www.teammontage.ro/politica-cookies/>

About Team Montage

Team Montage has its headquarters in Com. Carcea, Str. Craiovei nr. 13A and is registered in the Trade Register under no. J16/1398/2009, having fiscal code no. RO 26177848.

Contact details of Team Montage

Email: office@teammontage.ro

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Telephone: +40 251 707 280

Use of Team Montage Sites

By accessing or using any part/function of the Team Montage Websites, you agree to accept and comply with the terms, conditions and policies mentioned and/or available on the Website and are at least of legal age under applicable national law. If you do not accept the terms, conditions, and policies outlined in this documentation, then you should not continue to access our site and/or use our services.

Intellectual property right

The content of Team Montage's Websites: images, texts, web graphics, scripts, software, design rights, patents, trademarks, are fully the property of Team Montage and are protected by copyright and related rights laws and intellectual and industrial property laws. The use without the consent of Team Montage of any of the elements listed above is punishable according to the legislation in force.

Team Montage may offer the user/client, through an agreement, the right to use in a described form, a certain content of the site. This agreement applies strictly to the defined content(s) for a period set out in the agreement and only to the person/persons who have been permitted to use such content, without being able to use other content of the Team Montage Websites.

The use of any trademark name on the Team Montage Websites does not constitute advertising for that company, and Team Montage assumes no responsibility and cannot be held liable for damages arising from the use of the content of the site.

Please report any possible copyright infringement reported on the site at: office@teammontage.ro .

Where do we collect data about you?

Generally, the personal data we collect is provided by you via email, through Team Montage Websites, social media networks, or during your visits to our premises.

Occasionally, when we are in the process of recruiting, we may collect data about you from specialized online platforms (eJobs, LinkedIn, etc.) or from the CVs you send us.

Also, when you interact with us on social media (i.e. likes, shares, comments, reviews, etc.), we will inevitably have access to information about you, in particular data that you have made public on your profile of social media.

How we use personal data

Please find below the purposes for which we process your data, who has access to your data, and how we store it.

1. When you interact with us through the contact channels available on the website or social media

If you interact with us using the contact details available on the contact pages/forms of the Team Montage Websites, the chat application on the website (Facebook chat-widget), or interact with us through the messenger functions of social networks (e.g. feedback, complaints, requests for information, etc.), we will use your contact details and the data you provide to us to provide you with information and offers regarding the services in order to resolve the

reported situation, to assess the degree of satisfaction of our customers and to continuously improve the services we offer.

Personal data	Name, surname, phone number, e-mail address, data that you have made public on your profile and any other data that you voluntarily send to us.
Lawfulness of processing	<ul style="list-style-type: none">• We process your personal data to take steps at your request before concluding a contract (Art. 6/1/b of Regulation (EU) 2016/679)• In pursuit of our legitimate interest to respond to any questions, complaints or recommendations you send to us and to improve our services and the experience we provide to our customers (Art. 6/1/f of Regulation (EU) 2016/679).
Who we may share your data with?	<ul style="list-style-type: none">• IT service providers for our company (hosting and data storage) or providers to whom we outsource certain technical support services for our website or providers of customer relationship management systems• Members of our group of companies (this includes our subsidiaries, parent company and all of its subsidiaries/branches) as reasonably necessary for the purposes set out in this policy• Social media platforms: Facebook, LinkedIn• Regulators and other state authorities, if required by legal or statutory requirements. <p><i>We will disclose your personal data only to the extent that this is strictly necessary for the attainment of the purpose pursued. We have taken all necessary steps to ensure that external service providers who have access to your data are also available, have implemented physical, electronic and managerial security measures to protect data.</i></p>
How long we will store the data	<p>We will not keep in our database communications older than 1 year, from the date of the last interaction.</p> <p>The data transmitted through social media networks will be stored by them according to their own policies.</p>
Where the data is stored	<p>The data recorded through the Websites will be stored on the servers of the hosting provider.</p> <p>The data transmitted through social media networks will be stored by them according to their own policies.</p> <p>The data that we download locally will be stored on our secure servers, local servers and cloud storage.</p>

2. Commercial and marketing communications

We may send you information about the services we offer if you have requested this information or if you are already our customer, and this information may be of particular interest to you.

Personal data	Name, surname, email address, phone number
Lawfulness of processing	<ul style="list-style-type: none"> • We process your personal data to take steps at the request of the data subject before concluding a contract (Art. 6/1/b of Regulation (EU) 2016/679) • We process data based on your consent (Art. 6/1/a of Regulation (EU) 2016/679), for marketing communications • We will process the data in a legitimate interest if you are already our customer and we believe that the information could be of great interest to you. (Art. 6/1/f of Regulation (EU) 2016/679)
Who we may share your data with?	<ul style="list-style-type: none"> • IT service providers for our company (hosting and data storage) or providers to whom we outsource certain technical support services for our website or providers of customer relationship management systems, members of our group of companies (this includes our subsidiaries, parent company and all of its subsidiaries), as reasonably necessary for the purposes set out in this policy • Regulators and other state authorities, if required by legal or statutory requirements. <p><i>We will disclose your personal data only to the extent that this is strictly necessary for the attainment of the purpose pursued. We have taken all necessary steps to ensure that external service providers who have access to your data are also available, have implemented physical, electronic and managerial security measures to protect data.</i></p>
How long we will store the data	<ul style="list-style-type: none"> • In the case of processing carried out in a legitimate interest, when you are already our customer, we will process your personal data for the duration of the performance of the contract and we will continue to do so for another 3 years after the termination of the contract.
Where the data is stored	The data that we will download locally we will store on our secure servers, local servers and cloud storage.

3. Processing of candidate data in the process of recruitment, selection and evaluation of talent

If you would like to join the Team Montage team, we invite you to contact us via the contact details or forms available on the Team Montage Websites.

We will process the data you provide to us at the time of expressing your intention to join the Team Montage team and other additional information that we will request from you later, in order to analyze your real potential and motivation so that we can assess whether the information you have provided us corresponds to the employee profile we are looking for.

Important: The CV you send us must not contain sensitive data regarding (i) racial or ethnic origin (ii) political affinities (iii) philosophical or religious beliefs; (iv) membership of a trade union or political party; (vii) the history of

criminal offences or proceedings and the related penalties or fines; (viii) committing any illegal or inappropriate conduct and associated sanctions; or (ix) any national identification number of a person.

Personal data	<ul style="list-style-type: none"> ● Identification data: first and last name, contact details (e-mail and telephone) ● Other information provided at the request of Team Montage <ul style="list-style-type: none"> ○ CV, certifications, skills and qualifications for the desired position; ○ Cover letter, previous and/or relevant work experience, or other experience; ○ Information from interviews and telephone discussions that you may have, if applicable; ○ Details of the type of position you are looking for, your current and/or desired salary and other information related to compensation and benefits packages, your desire to relocate or other work preferences, and your preferred type of organization; ○ Information from references and/or information received as a result of background checks (if applicable), including information provided by third parties and/or letters of recommendation; ○ Information regarding the history of previous employment relationships. ● Other information provided voluntarily by the candidate
Sensitive personal and/or demographic data	Sensitive and/or demographic information voluntarily provided by the candidate during the recruitment process, such as: citizenship and/or citizenship information, the candidate's medical or health information, data of racial, ethnic, or religious origin
Lawfulness of processing	We process your personal data to take steps at your request before concluding a contract (Art. 6/1/b of Regulation (EU) 2016/679)
Who we may share your data with?	<p>IT service providers for our company (hosting and data storage) or providers to whom we outsource certain technical support services for our website or providers of customer relationship management systems</p> <p>Members of our group of companies (this includes our subsidiaries, parent company and all of its subsidiaries) as reasonably necessary for the purposes set out in this policy</p> <p>Regulators and other state authorities, if required by legal or statutory requirements.</p> <p><i>We will disclose your personal data only to the extent that this is strictly necessary for the attainment of the purpose pursued. We have taken all necessary steps to ensure that external service providers who have access to your data are also available, have implemented physical, electronic and managerial security measures to protect data.</i></p>
How long we will store the data	We will not keep the data of candidates more than 3 years
Where the data is stored	<p>The data recorded via the Team Montage Websites will be stored on the servers of the hosting provider, located in Europe (West Germany).</p> <p>The data that we download locally will be stored on our secure servers, local servers and cloud storage.</p>

4. Conclusion of contracts and execution of customer requests

In particular, we process the personal data contained in the documents we submit to each other and the information necessary for the conclusion and fulfilment of contracts.

Personal data	Name, surname, phone number, email address, signature, role in the company
Lawfulness of processing	We process your data for the conclusion and performance of a contract (Art. 6/1/b of Regulation (EU) 2016/679)
Who we may share your data with?	<ul style="list-style-type: none">● IT service providers for our company (hosting and data storage) or providers to whom we outsource certain technical support services for our website or providers of customer relationship management systems● Members of our group of companies (this includes our subsidiaries, parent company and all of its subsidiaries) as reasonably necessary for the purposes set out in this policy Regulators and other state authorities, if required by legal or statutory requirements. <i>We will disclose your personal data only to the extent that this is strictly necessary for the attainment of the purpose pursued. We have taken all necessary steps to ensure that external service providers who have access to your data are also available, have implemented physical, electronic and managerial security measures to protect data.</i>
How long we will store the data	We will not keep personal data more than 5 years, starting from the moment of termination of the contract, except for documents that are subject to the retention conditions imposed by national law (e.g. accounting data)
Where the data is stored	The data that we download locally will be stored on our secure servers, local servers and cloud storage.

5. Participation in various events organized by Team Montage

Team Montage wants to increase the loyalty of its customers and partners and to offer as many opportunities as possible to raise customer awareness and promote the services offered, by organizing inauguration events, presentations, visionaries or various campaigns, contests or other events dedicated to interested people.

Important: It is very likely that during these events we will want to photograph or film the participants, in order to promote the community and Team Montage services. Each time we will offer you the opportunity to oppose this processing and we will respect your wish not to be filmed/photographed by offering you a distinctive element (e.g. a badge of a certain color).

Personal data	Name, surname, phone number, e-mail address, city Optional: Image (photos, videos)
Lawfulness of processing	<ul style="list-style-type: none">● We process your personal data to take steps at the request of the data subject before the conclusion of a contract (Art. 6/1/b of Regulation (EU) 2016/679) in order to register participants.● We process data based on your consent (Art. 6/1/a GDPR), for marketing communications

	<ul style="list-style-type: none"> • We will process the photos and videos of the participants, taken during campaigns/competitions/events, for the purpose of pursuing our legitimate interest in promoting the image of Team Montage (Art. 6/1/f GDPR)
Who we may share your data with?	<ul style="list-style-type: none"> • IT service providers for our company (hosting and data storage) or providers to whom we outsource certain technical support services for our website or providers of customer relationship management systems • Members of our group of companies (this includes our subsidiaries, parent company and all of its subsidiaries) as reasonably necessary for the purposes set out in this policy • Third-party companies to whom we may outsource certain roles in the organization of events (e.g. photographers, cameramen, event organizers, video telephony and online chat service providers) • Social media platforms: Facebook, LinkedIn • Regulators and other state authorities, if required by legal or statutory requirements. <p><i>We will disclose your personal data only to the extent that this is strictly necessary for the attainment of the purpose pursued. We have taken all necessary steps to ensure that external service providers who have access to your data are also available, have implemented physical, electronic and managerial security measures to protect data.</i></p>
How long we will store the data	<ul style="list-style-type: none"> • Participants' data will be stored for 24 months after the end of the event.
Where the data is stored	<p>The data recorded through the Team Montage Websites will be stored on the servers of the hosting provider, Microsoft Azure, located in Europe (West Germany).</p> <p>Data published on social media (photos/videos) will be stored by them according to their own policies.</p> <p>The data that we will download locally will be stored on our secure servers, local servers and cloud storage.</p>

6. When you react to content on social media or when you share information on the site

We are present on Facebook and LinkedIn. Whenever you interact with us through our accounts opened on these platforms (e.g. comments, likes, shares, reviews, etc.) we will have access to the publicly available data on your profiles.

Personal data	Name, picture, and any other publicly accessible information on your profile from social networks or communicated voluntarily by you.
Lawfulness of processing	We process your data in order to take steps at the request of the data subject before the conclusion of a contract (Art. 6/1/b GDPR) or in our legitimate

	<p>interest (Art. 6/1/f GDPR) to respond to any questions, complaints or recommendations you send us and to improve our services and the experience we offer to our customers and the legitimate interest of keeping you up to date with the news that Team Montage publishes and that might be of interest to you.</p>
<p>Who we may share your data with?</p>	<ul style="list-style-type: none"> • Marketing Service Providers (PR Specialist, Ads Agency) • Members of our group of companies (this includes our subsidiaries, parent company and all of its subsidiaries) as reasonably necessary for the purposes set out in this policy • Social Media Platforms: Facebook, LinkedIn, Instagram, Twitter, Pinterest • Regulators and other state authorities, if required by legal or statutory requirements. <p><i>We will disclose your personal data only to the extent that this is strictly necessary for the attainment of the purpose pursued. We have taken all necessary steps to ensure that external service providers who have access to your data are also available, have implemented physical, electronic and managerial security measures to protect data.</i></p>
<p>How long we will store the data</p>	<p>The data transmitted through social media networks will be stored according to their own policies.</p>
<p>Where the data is stored</p>	<p>The data is stored on the servers of social networks, located in the European Union or in the USA.</p> <p>Marketing service providers (PR Specialist, Ads Agency) will store the data on their own servers located in the EU.</p> <p>The data that we download locally will be stored on our secure servers, local servers and cloud storage.</p>

7. Using Social Plugins

It is the responsibility of Team Montage and the social media platforms (as joint controllers), in accordance with community policies, to process active display data (e.g. cookie ID) when a user of our website interacts with social networks via embedded buttons and widgets.

On our website, we have integrated the social plugins of Facebook, Twitter, LinkedIn. More information about the plugins we use can be found in the Cookie Policy: <https://www.teammontage.ro/politica-cookies/>

<p>Personal data</p>	<p>Name, picture, any publicly accessible information in your profile from social networks, Cookie ID</p>
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Lawfulness of processing	We will process your personal data in pursuit of our legitimate interest in facilitating a smooth sharing of the content of our platform (Art. 6/1/f of Regulation (EU) 2016/679)
Who we may share your data with?	<ul style="list-style-type: none"> ● Marketing Service Providers (PR Specialist, Ads Agency) ● Online platforms: Facebook, LinkedIn ● Regulators and other state authorities, if required by legal or statutory requirements. <p><i>We will disclose your personal data only to the extent that this is strictly necessary for the attainment of the purpose pursued. We have taken all necessary steps to ensure that external service providers who have access to your data are also available. have implemented physical, electronic and managerial security measures to protect data.</i></p>
How long we will store the data	Data shared with social media networks will be stored according to their own policies.
Where the data is stored	<p>The data is stored on the servers of social networks, located in the European Union or in the USA.</p> <p>Marketing service providers (PR Specialist, Ads Agency) will store the data on their own servers located in the EU.</p> <p>The data that we download locally will be stored on our secure servers, local servers and cloud storage.</p>

8. Facilitating easy and enjoyable navigation on our website

When you access our website, we collect data about you through online identifiers (cookies and IP), which are stored in log files.

We use this information so that we can design our website so that we can better adapt to the needs of our users. We may also use your email address IP to help diagnose potential malfunctions of our servers and to manage our website, maintain the security of our website and prevent fraud, authorize the use of the services available on our website, analyze trends, track visitor movements and collect general demographic information, to help identify visitor preferences.

You can find more information about cookies, as well as how you can delete cookies and disable tracking by accessing the **Cookie Policy** available on our website: <https://www.teammontage.ro/politica-cookies/>

Personal data	<p>Internet Protocol (IP), general computer location, device (country level), website viewing history, timestamp, request/action, browser and operating system type and version.</p> <p>Other information that is generated while you use our website, including when, how often and under what circumstances you use it.</p>
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Lawfulness of processing	<ul style="list-style-type: none"> • We use cookies that make your browsing experience more efficient on our website to be an easy and pleasant one, in our legitimate interest (Art. 6/1/f of Regulation (EU) 2016/679) • Non-essential cookies are not used without your consent. (Art. 6/1/a of Regulation (EU) 2016/679)
Who we may share your data with?	<ul style="list-style-type: none"> • IT service providers for our company (hosting and data storage) or providers to whom we outsource certain technical support services for our website or providers of customer relationship management systems • Marketing Service Providers (PR Specialist, Ads Agency) • Third-party cookies: None • Regulatory and other state authorities, if required by legal or statutory requirements <p><i>We will disclose your personal data only to the extent strictly necessary to achieve the purpose pursued. We have taken all necessary steps to ensure that external service providers who have access to your data are also available. have implemented physical, electronic and managerial security measures to protect data.</i></p>
How long we will store the data	<p>There are session cookies and persistent cookies. If session cookies are deleted when you close your browser, persistent cookies may have a different lifespan depending on the purpose they serve.</p> <p>More information about the duration of use of the cookies we use can be found in the Cookie Policy.</p>
Where the data is stored	<p>The data collected by means of our own cookies will be stored on the servers of the hosting provider, located in Europe (West Germany).</p> <p>The data collected through third parties that place cookies will be stored on their servers, located in the European Union or in the USA</p>

Is the data processed by Team Montage secure?

Team Montage pays close attention to the protection of your data and applies appropriate technical and organizational measures to ensure the protection of the personal data processed, appropriate for risks and categories of protected data, in particular, protects the data against their sharing by unauthorized persons, their takeover by an unauthorized person, their processing in violation of applicable laws as well as against change, loss, damage or destruction of data.

However, remember that, unfortunately, no data transmission is guaranteed to be 100% secure.

If you suspect a breach of your privacy, please contact us immediately at: office@teammontage.ro .

Important: After the end of the data retention period, your data will be deleted. If we believe that this data could help us improve the quality of products or services, we will continue to use this data only after the irreversible anonymization of this data.

Links to other websites

Please note that we are not responsible for the privacy practices of other websites or third parties. We encourage you to be aware when you leave our website and to read the privacy policies of each website that may collect personal information.

Data processing of minors

Team Montage is not intended for and does not knowingly collect through the Site information from minors under the age of 18. Access to and use of the site by minors represents the implicit consent of the legal guardian in the navigation of our site by the dependent minor. Also, if we discover that a minor has used our website without the approval of their legal representative, we will delete all personal data about them.

International transfers of personal data

Team Montage shares personal data with partners operating outside the European Economic Area ("EEA").

List of international partners with whom we share data:

- Third parties that place cookies: None,
- Online platforms: Facebook, LinkedIn
- Marketing Automation Tool
- The platform on which our website was developed and which provides hosting of our website.

Personal data may be stored and processed in any country where we employ service providers. We may transfer the personal data we hold about you to recipients in countries other than the country where the personal data was originally collected, including to the United States or Israel. These countries may have data protection rules that are different from those in your country. However, we will take steps to ensure that any such transfers comply with applicable data protection laws and that your data is not subject to any such transfers. Your personal data remains protected according to the standards described in this privacy policy. In certain circumstances, courts, law enforcement agencies, regulatory agencies, or security authorities in those other countries may have the right to access your personal data.

Where applicable law requires us to ensure that an international data transfer is governed by a data transfer mechanism, we use one or more of the following mechanisms:

- **EU Standard Contractual Clauses** with a Data Recipient Outside the EEA or the UK
- Verification that the recipient has implemented **mandatory corporate rules**
- We will also ensure that all our international partners have taken **additional steps** in order to provide adequate safeguards, enforceable rights and effective legal remedies. The role of these measures is to provide additional guarantees to data subjects that the transfer of data based on standard contractual

clauses or binding corporate rules provides a level of protection equivalent to that guaranteed within the European Union.

Rights you enjoy

As a data subject, you have specific legal rights with regard to your personal data that we collect and process. Team Montage respects your rights and ensures that it duly takes into account your interests.

- **Withdrawal of consent:** If the processing is carried out on the basis of your consent, you can withdraw your consent to that processing at any time.
- **Rectification of data:** If you notice that we hold incorrect personal data, you can ask us at any time to rectify personal data concerning you. We make reasonable efforts to keep personal data – which is used continuously and which is in our possession or control – accurate, complete, current and relevant, based on the latest information available to us.
- **Restriction of processing:** If you are in one of the following situations, you can ask us to restrict the processing of your data:
 - contest the accuracy of the personal data for the period during which we need to verify accuracy,
 - the processing is unlawful and you request the restriction of processing rather than the erasure of personal data,
 - We no longer need your data but you request them for the establishment, exercise or defence of a right, or
 - you object to the processing during the period in which we verify that our legitimate grounds take precedence over those of your rights.
- **Access to your data:** You may ask us for information about the personal data we hold about you, including information about what categories of data, what it is used for, where we collected it from, whether it is not collected directly from you, and to whom it was disclosed, if any. You can obtain a copy from us, free of charge, containing the personal data we hold about you. We reserve the right to charge a reasonable fee for abusive requests.
- **Right to portability:** Upon request, we will transfer personal data to another controller, where technically possible, provided that the processing is necessary for the performance of a contract. Rather than receiving a copy of your data, you can request that we transfer your data directly to another controller, specified by you.
- **Right to erasure:** You can obtain from us the deletion of personal data, if:
 - Your personal data they are no longer necessary to us in relation to the purposes for which they were processed;
 - object to further processing of personal data (see Right to Object below);
 - personal data have been unlawfully processed;
 - you withdraw your consent on the basis of which the processing takes place

Unless the processing is necessary:

- in order to comply with a legal obligation that requires us to process that data;
- in particular for legal requirements regarding data retention periods;
- for the establishment, exercise or defense of a right in court.

- **Right to object:** You can object to the processing of your personal data at any time due to your special situation. In this case, we will no longer process the personal data, if we cannot demonstrate well-founded, legitimate reasons and an overriding interest in the processing or in establishing, exercising or defending a right. When you object to the processing, please indicate whether you want the deletion of personal data or the restriction of the processing of such data.
- **Right to lodge a complaint:** In the event of an alleged breach of applicable privacy legislation, you may lodge a complaint with the Data Protection Supervisory Authority:
 - The National Supervisory Authority for Personal Data Processing by filling in the online form available on the website www.dataprotection.ro

Remember!

Time Frame: We will try to resolve your request within 30 days. However, the period may be extended for reasons relating to the specific legal right or the complexity of the request.

Restricting access: In certain situations, we may not be able to grant you access to all or part of your personal data due to legal restrictions. If we deny your access request, we will let you know the reason for the refusal.

Impossibility of identification: In some cases, we may not be able to identify personal data, due to the lack of identification elements provided in the request you send us. In such cases, if you do not provide additional information that allows you to be identified, we will not be able to comply with your request to exercise your legal rights as described in this section.

Exercising your rights

To exercise your legal rights, please contact us in writing at the email address office@teammontage.ro

This version was updated on 01.06.2025 .