

ICPE-CA POLICY ON PROCESSING PERSONAL DATA

The National Institute for R&D in Electrical Engineering ICPE-CA **assumes responsibility** for complying with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 concerning the protection of natural persons regarding the processing of personal data and the free movement of such data (GDPR), and repealing the Directive 95 /46/CE, by the provisions of national legislation within the field of competence.

Without limiting the provisions of the GDPR and legislation within the field of competence, the following definitions were used in the development of the ICPE-CA Policy regarding the processing of personal data:

- personal data = any information related to an identified or identifiable natural person (name, surname, address, ID number, series and number of identity card, telephone, e-mail, IP address, location, etc.);
- operator = the entity that establishes the purpose and means of data processing (respectively ICPE-CA);
- data subject = any natural person (or physical person);
- processing = any operation on personal data (such as collection, registration, organisation, structuring, storage, consultation, etc.);
- third party = a natural or legal person, public authority, agency or entity other than the data subject, the operator and the persons who under the direct authority of the operator are authorised to process personal data.

To conduct fundamental and applied research in the field of electrical engineering according to the object of activity established by Government Decision No. 1282/2004, ICPE-CA:

✓ develop analysis and decision models for structural, technological, and management changes in the electrical engineering sector, with a view to sustainable economic and social development;

✓ carries out applied research and/or technological development activities to address concrete problems in the field of electrical engineering, respectively:

- technical assistance, consultancy, testing and standardization, provision of scientific and technological services to commercial companies or other interested beneficiaries;
- tests and measurements for electrical equipment;
- tests of electrotechnical materials;
- diagnosis, measurements, tests, trials, monitoring;
- specific technologies for electrical equipment;
- specific technologies for materials used in electrical engineering;
- impact studies, environmental assessments;
- expertise and commissioning;
- audits, certifications;
- damage analyses.

✓ **Activities related to the research and development activity carried out in the own field of activity, focusing on:**

- the training and specialisation of scientific researchers in their field of activity, through the network of doctorates, courses, seminars of a national and international nature;
- reception, administration, and valorification of research results in the field;
- specialised consultancy;
- participation in the fulfillment of Romania's obligations, which derive from the treaties and conventions signed in the field of electrical engineering;
- participation as a member in international scientific organisations of particular interest to Romania;

- organising technical-scientific events and participating in fairs and exhibitions of national interest in the field of electrical engineering, as well as meetings with high-level representatives of public institutions, to discuss issues of common interest in the fields of energy, economy and ecology;
- technical assistance, provision of scientific and technological services to economic agents or any interested beneficiaries;
 - ✓ The development of technical and economic regulations of national interest concerning the fulfillment of fundamental requirements in the field of electrical engineering, including specialised publications such as studies, reports, and summaries;
 - ✓ Training and specialisation of researchers, as well as specialized technical personnel from industry and services, in the field of organic and inorganic materials, technologies, and processed materials;
 - ✓ Conducting technological transfer activities for research results in the field of electrical engineering, along with information-documentation activities and the editing of specialized publications;
 - ✓ Valorificarea rezultatelor cercetărilor din domeniul ingineriei electrice prin implementarea în industrie și alte unități interesate. Exploiting the research results of electrical engineering research by implementing them in industry and other interested entities.

To ensure the achievement of the aforementioned goals, ICPE-CA collects and processes personal data related to:

- generating statistical situations regarding the results of impact measurements and the popularity of information published on the <https://www.icpe-ca.ro/> website;
- determining the effectiveness of the information campaigns carried out including through the mass media, regarding the applied research and technological development activities carried out by INCDIE ICPE-CA;
- safeguarding transparency towards ICPE-CA partners and sponsors involved in the organisation of conferences, symposia and debates on research and development topics carried out in their field of activity;
- creating informational products (brochures, interviews, reports, documentaries, photographs, etc.) through which the positive experience regarding the exploitation of research results obtained at the level of INCDIE ICPE-CA is enhanced.

In this context, on the basis of national and EU legislation in force, ICPE-CA ensures:

1. Respecting the principles related to the processing of personal data, namely:

- ✓ legality, fairness, and transparency - data is processed legally, fairly, and transparently about the targeted person, respectively the users of the website www.icpe-ca.ro;
- ✓ purpose limitation - data is collected for specific, explicit and legitimate purposes and is not further processed in a way incompatible with these purposes;
- ✓ data minimisation - data is adequate, relevant, and limited to what is necessary about the purposes for which it is processed;
- ✓ accuracy - data is accurate and, where necessary, updated;
- ✓ storage limitations - data is not kept longer than necessary;
- ✓ security and confidentiality - data is processed in a manner that ensures adequate security.

2. Respecting lawfulness of data processing, in the sense that:

- ✓ the processing is necessary for the performance of a contract to which the party concerned is signatory or to take steps at the request of the concerned party before entering into a contract;

- ✓ the processing is necessary for carrying out the legal obligations to which the person responsible is subject, respectively ICPE-CA;
- ✓ processing is necessary for the performance of a task that serves a public interest that results from the exercise of the public authority with which the operator is vested.

3. Communication of personal data:

At the level of ICPE-CA, the processing of personal data is carried out only in connection with the purposes for which it was established, as stated earlier, and for ensuring the security of the website. For capitalisation the research results obtained, INCDIE ICPE-CA processes personal data concerning names, surnames, and email addresses. In this regard, ICPE-CA informs the data subject about:

- clarification on the provision regarding aspects related to the processing of personal data at level ICPE-CA is available at the email address rpdc@icpe-ca.ro or the headquarters located at Splaiul Unirii, no. 313, District 3, Postal Code 030138, Bucharest;
- the right to submit a complaint to the National Authority for the Supervision of Personal Data Processing.
- the right to request;
- the appropriate protective measures adopted at the ICPE-CA level to avoid any possible violations of the fundamental rights of the data subject in exceptional situations concerning the transfer of data to non-EU states;
- the data storage period at the ICPE-CA IA level is determined by the provisions of the current legislation regarding National Archives Law no. 16/1996, Law no. 190/2018 - on measures for the implementation of Regulation (EU) 2016/679 of the European Parliament and the Council on the protection of individuals about the processing of personal data and on the free movement of such data, Law no. 135/2007 on archiving documents in electronic form with subsequent amendments and completions, Law no. 455/2001 on electronic signature, Law no. 182/2002 on the protection of classified information, Government Decision no. 585/2002 National Standards for the protection of classified information in Romania, Government Decision no. 353/2002 Rule on the protection of classified information of the North Atlantic Treaty Organisation in Romania.

4. Respecting the rights of data subject:

- right to information - the data subject has the right to be informed about all the aspects listed earlier;
- the right of access - the data subject has the right to obtain from the operator a confirmation of whether or not personal data concerning them is being processed, and if so, has the right to access that data;
- the right to rectification - the data subject has the right to obtain from the operator, without undue delay, the rectification of any inaccurate or incomplete personal data concerning them. Taking into account the purposes for which the data was processed, they have the right to obtain completion of personal data that is incomplete, including by providing an additional statement;
- the right to delete data - in situations where:
 - 1) the data is no longer required to fulfill the purposes;
 - 2) the person objects to the processing and there are no overriding legitimate grounds for his processing
 - 3) the personal data have been processed illegally, the person has the right to obtain the deletion of the data concerning him, without undue delay;
- the right to restrict processing - the data subject has the right to restrict processing in the following situations:
 - a) contest the accuracy of the data, for a period that allows the operator to verify the accuracy of the data;
 - b) the processing is illegal and the person opposes the deletion of personal data, requesting instead the restriction of their use;
 - c) the personal data is no longer necessary for processing, but the individual requests them for the establishment, exercise or defense of a right in court;

- d) the person has objected to the processing under Article 21(1) of the GDPR, pending the verification of whether the legitimate interests of the operator override those of the rights of the person.
- the right to opposition - the data subject has the right to oppose, at any time the processing of personal data. The operator shall comply with the request unless its legitimate interests prevail or the purpose is to establish, enforce or defend a right in court.
- the right not to be subject to an automated decision with significant effect;
- the right to data portability - the data subject has the right to receive the personal data concerning him/her that he/she has provided in a structured, commonly used and machine-readable format and has the right to transmit this data another to operator, without obstacles from the operator, if the following conditions are cumulatively met:
 - a) the processing is based on consent or a contract;
 - b) the processing is carried out by automatic means;
- the right to withdraw the consent given at any time and free of charge. Rights are not absolute and there are exceptions;

In the case of a request from the data subject, ICPE-CA is obligated to respond without undue delay and within a maximum of one month.

In the case of complex requests, the response period can be extended for a maximum of one month.

For the receipt and registration of requests, the provision of the following data of the data subject is mandatory: first name, last name, home address or residence, postal code, and, in the case of electronic submission, the provision of the email address is mandatory. Request applications shall be signed in a manuscript.