

PRIVACY NOTICE

Considering the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016, regarding the protection of natural persons with regard to the processing of personal data and the free movement of such data (hereinafter referred to as "GDPR"), through this Privacy Notice, we, **Masterange Romania SRL**, based in Bucharest, District 1, Șos. Nordului no. 24-26, Floor 2, room 25, **who owns and administers British Education & Sports Tiriac Preschool**, as a Controller, (hereinafter referred to as "**BEST Preschool**"), and in consideration of the conclusion of the Educational Agreement with British Education & Sport Tiriac Preschool (hereinafter referred to as the "**Contract**"), we bring to your attention details both regarding the processing of personal data belonging to the child whose parent/guardian you are, as well as regarding your data, on the occasion of the negotiation, conclusion and execution of the Contract.

The protection of personal data is one of our major concerns. Please read this notice carefully as it contains important information about how and why we collect, use and disclose personal data. It also explains your rights in relation to personal data and how you can contact us or the supervisory authority.

For any information or requests regarding the processing of personal data or for the exercise of rights as a data subject or parent/legal guardian of the child in his capacity as a data subject, you can use the following coordinates:

Data Protection Officer

ITH Management Office SRL

Address: Sosea Nordului, no. 24-26, Sector 1, Bucharest

Email address:

dataprotection@tiriacimobiliare.ro

Tel. 0040214312140

I. SOURCE OF PERSONAL DATA

Personal data is collected directly from you, following verbal and/or written interactions between you and BEST Preschool representatives or during the educational activities carried out by BEST Preschool.

II. PERSONAL DATA PROCESSED, PURPOSES AND BASIS OF PROCESSING

➤ **Personal data belonging to the child** whose parent/guardian you are, is processed by us for the following purposes:

1. Transmission and negotiation of the offer

Personal data processed: identification data (surname, surname, child's age, unique enrolment application registration number).

Legal basis: taking the necessary steps in order to conclude the Contract (art. 6 para. (1) letter b) of the GDPR).

2. Drafting and signing of the contract

Personal data processed: identification data (surname, surname and age of the child).

Legal basis: taking steps to conclude the Contract (art. 6 para. (1) letter b) of the GDPR).

3. Providing educational services (e.g. conducting activities, managing classes, conducting annual assessments). Ensuring safety and health during the stay at the kindergarten.

Personal data processed: identification data (child's first and last name, series and number of the birth certificate, copy of the birth certificate, unique national identification number, citizenship, nationality, date of birth, middle name/nickname), **residence data** (domicile address, residential address), **communication data** (language spoken at home, other languages known), **health data** (child's difficulties – psychological/physical/other, allergies, intolerances, previous medical conditions, surgeries, any associated risks, child's health status, epidemiological risk, any other physical risk, including risks associated with sports activities, vaccines, data from the child's medical record, known disorders, the result of the coproparasitological examination and of the pharyngeal and nasal exudate, other medical problems, prescribed therapies and their status - performed or in progress, diet, chronic diseases), **education data** (other previous studies, other institutions where the child is enrolled), **favourite hobbies, games and toys, attendance data, data on incidents/accidents, data on the child's behaviour, data on the study year (school year, class/group and program), data on food preferences, data on the child's behaviour and its results.**

The legal basis: the conclusion and execution of the Contract (art. 6 para. (1), letter b) of the GDPR), respectively the fulfilment of the legal obligations we have from an educational perspective (art. 6 para. (1), letter c) of the GDPR), as well as the fulfilment of the legal obligations we have in relation to maintaining, preventing or evaluating the health of the community, according to the legal regulations in force, including reporting to the Ministry of Health/Directorate of Public Health or to other entities subordinate to them (art. 9 paragraph 1 letter h) of the GDPR).

4. Correspondence

Personal data processed: the identification data of the child (surname and first name), details from correspondence which, by association, could represent personal data.

Legal basis: the execution of the Contract (art. 6 para. (1), letter b) of the GDPR), the fulfilment of some legal obligations that we have considering your capacity as a parent/legal guardian (art. 6 para. (1), letter c) of the GDPR), respectively our legitimate interest to respond to the requests addressed (art. 6 para. (1) letter f) of the GDPR).

5. Promotion of BEST Preschool on social media channels (e.g. Facebook, LinkedIn etc), on our own website or of our partners, by printing flyers for advertising distribution or as part of marketing activities undertaken by other means of electronic communication (e.g. by email, SMS or other similar means), including for the inclusion in the newsletter sent to potential customers.

Personal data processed: the image of the child (captured by photographs or video recordings).

Legal basis: consent (art. 6 para. (1), letter b) of the GDPR).

➤ **Your personal data, as a parent/legal guardian, is processed by us for the following purposes:**

1. Submission and negotiation of the offer

Personal data processed: your identification data (surname and surname), **contact details** (e-mail address, telephone number), status of parent/legal guardian, as appropriate.

Legal basis: taking steps to conclude the Contract (art. 6 para. (1) letter b) of the GDPR).

2. Conclusion and execution of the Contract

Personal data processed: identification data (data available in the identity document, name and surname, series and number of the passport/identity card, unique national identification number, citizenship, nationality, signature), **residence data** (domicile address, residential address, mailing address), **data regarding the occupation** (employer, profession), **contact data** (e-mail address, personal telephone number), **data certifying the quality of parent/legal guardian** (copies of the child's birth certificate, court decisions on custody or decisions issued by the guardianship authority **and financial data** (bank account).

Legal basis: taking steps to conclude the Contract, respectively its execution (art. 6 para. (1) letter b) of the GDPR), as well as the fulfilment of legal obligations in relation to the educational activity (art. 6 para. (1) letter c) from the GDPR).

3. Invoicing and payment processing, including debt collection activity

Personal data processed: identification data (name surname), **contact data** (e-mail address, telephone number, mailing address), **financial data** (amounts due, due date, payments made, late penalties, bank account, arrears, other details regarding the financial situation).

Legal basis: execution of the contract with you in terms of invoicing, payment processing (art. 6 para. (1), letter b) of the RGPD), but also compliance with the legal obligations provided for by tax legislation (issuance of invoices), respectively by other related regulations (art. 6 para. (1) letter c) of the RGPD).

4. Carrying mail

Personal data processed: identification data (name and surname), **contact data** (e-mail address, telephone number), **details from correspondence which, by association, could represent personal data.**

Legal basis: the conclusion and execution of the Contract (art. 6 para. (1), letter b) of the RGPD), for the fulfilment of some legal obligations that we have, considering your capacity as a parent/legal guardian (art. 6 para. (1), letter c) of the RGPD), respectively our legitimate interest to respond to the requests addressed (art. 6 para. (1) letter f) of the RGPD).

5. Promotion of BEST Preschool services and products by sending commercial communications such as SMS/MMS/push notification, phone call, e-mail or post

Personal data processed: contact details (phone number, email address, home/residence address).

Legal basis: your consent (art. 6 para. (1), letter b) of the GDPR).

6. Documentation of compliance with the Regulation, technical and organizational measures, respectively compliance with the rights of the persons concerned

Personal data processed: name and surname, e-mail address and telephone number, options regarding commercial communications.

Legal basis: our legitimate interest in demonstrating compliance with the provisions regarding the transparency of personal data processing, according to art. 6 para. 1 letter f) of the GDPR.

7. If you visit the kindergarten, we will process personal data for the purpose of ensuring and maintaining the guarding and protection of the objectives, goods, values and people, for registration in the records of the access of people and vehicles

Personal data processed: name, surname, series and CI number, date and time of entry/exit, respectively registration number, as the case may be, the location visited.

Legal basis: the need to fulfil the legal obligations established in our charge by the applicable legislation in the matter of the protection of objectives, assets, values and the protection of persons, respectively, Law 333/2003, with subsequent amendments, according to art. 6 para. 1 lit. c) from GDPR.

The location is also monitored through the video surveillance system.

Personal data processed, collected by observation, using the video surveillance system: registration number, video image of the person and/or vehicle.

Legal basis: the need to comply with the legal obligations established in our task by the applicable legislation in the matter of the protection of objectives, goods, values and the protection of persons, respectively, Law 333/2003, with subsequent amendments, according to art. 6 para. 1 lit. c) from the GDPR, respectively our legitimate interest to prevent the loss or damage of some goods, respectively to request the finding or to exercise or defend a right, according to art. 6 para. 1 lit. f) from GDPR.

➤ **We process your and your child's personal data when you use the Tapestry App. The purposes of the processing are:**

1. Documenting, analysing and monitoring the child's progress so that we ensure a personalized approach to their intellectual, physical and emotional development, in line with British Standards, in terms of knowledge, skills, logic, problem solving and relationships, in the seven areas of interest, namely: writing and communication, mathematics, knowledge of the world, arts and design, communication and language, personal, social and emotional development, respectively physical development.

Personal data processed: identification data (name, surname and date of birth of the child, language spoken, gender), **content of the learning diary** (assessment of the child's progress, grades awarded - developing/achieving the level set for his age according to the curriculum, photos and video recordings, observations of the educator), **child care register** (details on nutrition, sleep and possible injuries), **child attendance register** (presences and absences, respectively reasons for absence), **planned activities** (work materials needed for the activity, questions and answers regarding the activity), **memo -s or notices attached in the Application and reports regarding the child in relation to certain particular situations/activities,**

developed by Best Preschool staff.

Legal basis: our legitimate interest, consisting in the good administration of educational activities (art. 6 para. 1 letter f) of the GDPR).

2. Account Creation and Account Use by You

Personal data processed: your and the child's first and last name, as well as the email address of the parent/legal representative, the assigned password and the logs recorded by the Application.

Legal basis: execution of a contract (art. 6 para. 1 letter b) of the GDPR).

3. Sending notifications in the Application about the child's activity, when you enable the receipt of such notifications.

Personal data processed: your first and last name.

Legal grounds: These data are processed only if you express your agreement regarding the activation of notifications (art. 6 para. 1 letter a) of the GDPR). Consent can be withdrawn at any time by disabling notifications.

We also mention the fact that, in certain cases, the personal data mentioned in the points above will also be processed for the following purposes:

a. reporting to the authorities according to the legal obligations we have, based on art. 6 para. 1 lit. c) from GDPR;

b. management of IT systems, such as ensuring maintenance and performing security audits on our networks, systems and IT equipment, pursuant to art. 6 para. 1 lit. f) from the GDPR, in order to achieve our interest in ensuring the proper functioning of the infrastructure;

c. settlement of disputes, pursuant to art. 6 para. 1 lit. f) from GDPR, in order to achieve our legitimate interest in seeking discovery, exercising or defending our rights.

d. managing medical emergencies in order to protect your or your child's vital interests, pursuant to art. 6 para. 1 lit. f) from the GDPR and pursuant to art. 9 para. 1 lit. c) from the GDPR for the protection of vital interests.

e. conducting internal audits, drawing up statistics and reports aimed at developing and improving our services, streamlining the way we operate, optimizing processes, centralizing operations and maintaining an internal database, analyzing and minimizing financial and reputational risks to which the company is exposed in connection with the provision of services. The processing is carried out on the basis of our legitimate interest to ensure business continuity, according to art. 6 para. 1 lit. f) from GDPR.

III. CATEGORIES OF RECIPIENTS OF PERSONAL DATA

Personal data may be disclosed, strictly to the extent necessary for the purposes detailed previously or in cases where this is required by law, to the following categories of recipients:

1. our service providers
 - collaborating teachers,
 - medical services,
 - IT systems maintenance services,
 - business administration and consulting services,
 - services regarding the protection of personal data,
 - security auditing and IT infrastructure security services,
 - communication services,
 - cloud services,
 - marketing services,
 - guarding and security services, respectively maintenance of access systems and video surveillance,
 - services for anonymization or blurring of images captured by CCTV systems,
 - other services necessary for carrying out educational activities, such as transport services,
 - lawyers, tax consultants, experts, accounting;
2. judicial or arbitration courts;
3. authorities, institutions and other bodies, to the extent that the transmission of data to them is required by law and/or is necessary in case of litigation or settlement of a dispute, as well as in the case of controls where we are obliged to put them to provision (for example, tax authorities, ANSPDCP);
4. persons expressly indicated by you;
5. third party acquirers, to the extent that our business would be transferred (in whole or in part) and data subjects would be inherently linked to the assets that are the subject of such a transaction.

IV. TRANSFERS TO THIRD COUNTRIES OR INTERNATIONAL ORGANIZATIONS

In the event that there will be transfers of your personal data outside the European Economic Area, they will only be carried out with the application of appropriate protection measures according to the specific legal provisions on the protection of personal data and with your appropriate information.

The provider of the Tapestry Application (The Foundation Stage Forum Ltd.) is a company based in England, so in the context of using the Application there will be a transfer of data to a third country. This transfer meets the requirements of art. 44 et seq. of the GDPR in view of the Decision of the

European Commission dated 28.06.2021 regarding the Adequacy of the Level of Protection offered by the United Kingdom. This decision can be consulted by accessing the website of the European Commission.

Also, if you choose to enable notifications through the App, your data (surname and surname, respectively information transmission data) will be transferred to servers of Apple, Google, Amazon, as applicable, which may be located outside the EU. If you do not want this data to be transferred outside the EU, please do not activate the "push notification" option.

Application data is stored on Amazon Web Services servers in the European Union.

V. STORAGE PERIOD

The personal data processed for the purposes mentioned in this information note will be kept only as long as necessary, respectively until the withdrawal of your consent in the case of processing based on consent. Afterwards, we will remove/delete the personal data from our systems and records and/or take steps to anonymize it, so that the child and/or you can no longer be identified. We will take all reasonable steps to ensure the deletion of personal data transmitted to third parties or made public for the aforementioned purposes.

- 1. In case of requesting an offer**, if it has not been completed with the conclusion of the Contract, the data is kept for a period of 3 years from the date of their collection.
- 2. In the case of an offer completed with the conclusion of the Contract**, personal data will be kept for a period of 3 (three) years from the date of termination of the Contract, with the exception of the data that is relevant from a fiscal point of view, which will be kept for a period of 5 years, respectively 10 years, according to the applicable legal provisions, or to the extent that the legislation applicable to educational activities requires the retention of documents for a longer period of time.
- 3. The activity of processing your data for the purpose of promoting BEST Preschool services and products** will be carried out based on the consent expressed by you for a period of 2 years, and the proof of the expressed consent will require the storage of it and the data for a period of 3 years from the date of withdrawal/expiration of the validity of the consent.
- 4. Personal data processed in the context of disputes** will be processed for the entire duration of their settlement, as well as subsequently according to the applicable prescription terms of at least 3 years.
- 5. The storage period of the data from the access registers of people and vehicles is 2 years from the date of their collection**, according to the applicable legal provisions, plus three years of the prescription period.
- 6. The duration of storage of the data obtained through the video surveillance system is 30 days**, with the exception of situations expressly regulated by law or thoroughly justified cases (for example, in the case of opening an investigation, requests from the authorities, requests from you or in the case of a dispute), the relevant images will be kept throughout their duration, as well as afterwards, according to the applicable limitation periods; in the event of exercising a right, we will retain proof of the settlement of your claim according to the applicable limitation periods.

When the retention periods expire, the data will be destroyed or deleted by overwriting, as the case may be, depending on the medium on which they were stored.

- 7. Data from the Tapestry Application** will be stored for the duration of the use of the account, but not later than the date of termination of the contractual relationship between you and Best Preschool, to which the general limitation period is added. Regarding the data related to children, they will be kept in accordance with the provisions of the legislation applicable to educational activities.

VI. RIGHTS RELATING TO PERSONAL DATA PROCESSED

Unless Romanian/European law or RGPD provides otherwise, you have the following rights:

- 1. The right to be informed**, as it happens in this Information Note.
- 2. Right to access**, respectively the right to obtain a confirmation from us that we are processing your personal data or the child's data, as well as access to them and the provision of information about the processing method. The answer to the access request will be sent to you within a maximum period of one month from the date of the request, and in special conditions this term can be extended up to two months, in which case we will inform you about the extension.
- 3. The right to rectification.** By exercising this right, you can request the rectification/correction and/or completion without undue delay of inaccurate and/or incomplete personal data. Please keep in mind that any correction can be made within a maximum period of one month from the date of the request, and in special conditions this term can be extended to a maximum of two months, in which case we will inform you about the extension. In this sense, it is possible to request the communication of some documents necessary to carry out the rectification or update.

If you notice that some of your data is incorrect, please inform us as soon as possible, using the contact details mentioned in the introductory part of this Note.

- 4. Right to erasure/right to be forgotten.** You have the right to ask us, and we have the obligation to delete processed personal data without undue delay, in the following cases:

- your personal data are no longer necessary to fulfill the purposes for which they were collected or processed;
- you have withdrawn your consent on the basis of which the processing takes place, in accordance with art. 6, respectively art. 9 of the GDPR and there is no other legal basis for the processing;
- you object to processing pursuant to Article 21(1) of the GDPR and there are no overriding legitimate grounds for the processing or you object to processing pursuant to Article 21(2) of the GDPR;
- your personal data would have been processed by us illegally;
- your personal data must be deleted in order to comply with a legal obligation that falls to us under Union law or the internal law to which we are subject.

We can also refuse the data deletion request when:

- the processing is necessary for the exercise of the right to free expression and information;

- the processing is necessary to comply with an applicable legal obligation;
- for reasons of public interest in the field of public health, in accordance with Article 9 paragraph (2) letters (h) and (i) and Article 9 paragraph (3) of the GDPR;
- the processing is necessary for archiving purposes in the public interest, for scientific or historical research purposes or for statistical purposes, under the terms of the GDPR, to the extent that the exercise of the right may make it impossible or seriously affect the achievement of the objectives of the respective processing;
- the processing is necessary for establishing, exercising or defending a right in court.

5. The right to restrict processing, which applies if (i) you dispute the accuracy of your or your child's personal data, (ii) the processing is illegal and you object to the deletion of the personal data, requesting the restriction of processing instead, (iii) we do not we still need your personal data, but you request it for establishing, exercising or defending a right in court, (iv) you objected to the processing for the time interval in which it is verified whether our legitimate interests in processing your data with personal character or that of the child prevails over your rights or that of the child.

6. The right to oppose, is the right of the data subject to oppose the processing of personal data for reasons related to the particular situation in which he is and applies to the processing necessary for the performance of a task that serves a public interest or that results from the exercise of the public authority with which the operator is vested or when when: (i) the processing is necessary for the purposes of the legitimate interests pursued by the operator or a third party; (ii) when the processing of personal data is aimed at direct marketing; (iii) if the data are processed for scientific or historical research purposes or for statistical purposes, unless the processing is necessary for the performance of a task for reasons of public interest.

This right applies, unless we demonstrate that we have legitimate reasons to process your or your child's data, reasons that prevail over your or your child's interests, rights and freedoms, or to establish, exercise or defend a right in court.

Please also keep in mind that you can object at any time, free of charge and without any justification, to your data being processed for direct marketing purposes, including the creation of profiles for this purpose.

7. The right to data portability, means your right to receive the personal data, which you have provided to us for the purposes indicated, in a structured, commonly used and machine-readable format, as well as the right to request that we send this data to a another operator (only if this transmission is technically feasible), if the processing is based on consent or a contract and the processing is carried out by automated means.

8. The right not to be subject to a decision based solely on automated processing. You have the right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects on you or similarly affects you, unless such processing is necessary for the performance of the contract or is permitted by law or is based on your explicit consent.

9. The right to withdraw your consent. This right is applicable if your data is processed as a result of the expressed consent, in which case you have the possibility at any time:

- to send an e-mail to the address: dataprotection@tiriacimobiliare.ro;

- to send the request by mail to the address: Soseaua Nordului no. 24-26, Sector 1, Bucharest.

The withdrawal of consent does not affect the legality of the processing carried out on the basis of the consent before its withdrawal. The withdrawal of consent regarding the processing of your personal data has the effect of stopping the processing, so that you will no longer receive commercial communications, information about Masterange's activities and services in the future.

10. The right to file a complaint. Without affecting your right to contact the Public Authority for the Supervision of the Processing of Personal Data at any time, please contact us in advance, in connection with the exercise of your rights mentioned above.

If you consider that we have not solved all your requests or you are dissatisfied with our answers, you can contact the National Authority for the Supervision of the Processing of Personal Data - ANSPDCP, to file a complaint (headquarters: Bucharest, Bdul Gen. Gheorghe Magheru no. 28-30, sector 1, CP 010336, telephone: +40.318.05.92.11 – fax: +40.318.05.96.02 – e-mail: anspdc@dataprotection.ro, website: www.dataprotection.ro) or you can file a complaint with the competent court.

VII. SECURITY OF PERSONAL DATA

We inform you that we have implemented appropriate technical and organizational measures in order to ensure a level of security corresponding to the personal data processed. When assessing the appropriate level of security, we take into account in particular the risks presented by the processing of personal data, generated in particular, accidentally or illegally, by the destruction, loss, modification, unauthorized disclosure or unauthorized access to the personal data transmitted, stored or processed in any other way. We also ensure that access to personal data is granted to our staff only to the extent necessary for the performance of work duties.

VIII. AUTOMATED DECISIONS AND PROFILING

The personal data referred to in this information note are not the subject of creating profiles or taking decisions automatically.

IX. REFUSAL OF PROCESSING AND ITS CONSEQUENCES

The lack of provision of personal data necessary for the conclusion and execution of the Contract, respectively the fulfilment of the legal obligations we have, leads to the impossibility of perfecting and executing the Contract.