

Confidentiality policy

This policy will be continuously assessed according to regulation changes, trade practices and our clients' needs, therefore we kindly ask you to consult this page from time to time in order to make sure you are informed on any change.

Who we are

Mitra Film is an independent media production and post-production company headquartered in Romania, Bucharest, 27 Emanoil Porumbaru Str., district 1, owner of the website www.mitrafilm.ro

General information

MITRA FILM undertook, in case of collecting personal data, to keep such data safe and secure and use the respective data according to the legal obligations and rules set by the legislation on personal data protection currently in force in Romania, in full compliance with the EU Regulation 2016/679 (GDPR) on the protection of natural persons with regard to the processing of personal data and on the free movement of such data.

This confidentiality policy sets the purposes for which we process personal data, the way we use such data and the rights granted with regard to such data.

By browsing and viewing pages of our website or by contacting us by email, phone or any other means, you declare that you have been accurately informed about any personal data we may collect from you and process according to this document and the applicable legislation in force.

Categories of personal data processed and the purpose for processing

If you are a visitor to our Website, we will process your personal data you provide directly by using our Website or by direct contact and/or other means, such as the data you provide in the Contact / Get in touch / Jobs sections, to the extent you contact us using such means. If you are an applicant to any of the jobs published in the Jobs section, we use personal data included in the CVs we receive in order to assess your qualifications for an open position within our company. Such data which can be processed strictly considering our relationship with you are: your name, email address, phone number, fax, domicile, personal data included in your CVs, details about your education, professional qualifications as well as any other personal data you may supply directly to us. In addition, we may collect your browsing history data such as your IP address, location, any information about the website pages you visited, your browsing time on the website, your time spent on each page, information strictly related to clickstream analyses. Therefore, please check our Cookies Policy.

If you are a client of our Website, we will process your personal data such as your name and surname, phone number, email address, invoicing address, delivery address, data regarding the way you use the Website, as well as any other categories of data you provide directly during our collaboration, through the Website or in any other way resulting from the Website use.

We use your relevant personal data for planning, collaborating and providing services. For instance, when supplying services to you, we may use your personal data that are relevant for your purpose in order to fulfill our contractual duties. In this respect, the ground for processing your data is based on fulfilling our agreement.

We may use your personal data to communicate with you about your requests and any other relevant matters related to our contractual relationship. Therefore, in this case we base on our legitimate interest to provide services according to our business line.

Moreover, we may use some of your personal data in the context of providing services based on our legal obligations, if needed. In this case, the ground for data processing is our legal obligation.

Data can be processed on paper or using automated or electronic means, including regular or electronic mail, by phone (for instance, by automated phone calls, SMS, MMS), by fax and any other means (for instance, websites, mobile applications).

Social Media:

We collect information available from profiles on Vimeo, Twitter, Youtube, Facebook, Instagram, Snapchat and LinkedIn, when users mention our Vimeo/Twitter / Facebook, Youtube, Instagram and LinkedIn address, comment or reply to our posts. We process such information on the legal basis granted by pursuing the legitimate interest. We will use such information in order to manage profiles on Vimeo/Twitter, Youtube, Facebook, Instagram, Snapchat and LinkedIn, assess impact and identify potential partners and clients.

Emails:

We collect information from the emails sent to the members of our team. We collect names, draft projects, jobs and contact details of the contact persons that can qualify as potential clients and /or can support our activity.

Duration of your data processing

As a general rule, we will process your personal data as long as it is necessary to achieve our purposes for processing as mentioned above. If you are client, we will process your data throughout the entire period of our contractual relationship and afterwards according to our incumbent legal obligations, e.g. in the case of fiscal-accounting supporting documents there is a legal obligation to keep such records for 10 years as of the date of closing the financial year when such documents were issued, or based on various contractual provisions on certain acquired/transferred rights. If you wish that we no longer process your personal data or erase such data, you can exert your rights as detailed below under the paragraph "Your rights".

Disclosure of personal data

To ensure compliance with the processing purposes, we may disclose your personal data to partners, third-parties or entities supporting our activity, in order to carry out our activity and to reach the objective set by agreement, or to central/local public authorities, in the following cases given as examples:

- for the Website administration;
- in case such data disclosure would be necessary to award prizes or other benefits to the subjects concerned, obtained as a result of their participation to various promotional campaigns we organize through our Website;
- for maintenance, customization and improvement of the Website and related services;
- to perform the analysis, testing and research of data, monitoring the use and activity trends, development of safety features, as well as users' authentication;
- to send marketing and commercial messages, according to the provisions and restrictions of the law;
- when personal data disclosure is provided by the law etc.

Transfer of personal data

The personal data we provide may be transferred outside Romania only to European Union states. For other states, the competent authorities will be notified according to the legal procedures in force.

Your rights

According to the legislation on personal data processing, as persons concerned you benefit from the following rights:

- the right to be informed, namely the right to receive details on the processing activities we perform, according to the content of this document;
- the right to access the data, namely the right to receive our confirmation on the personal data processing, as well as details about the processing activities, such as the way the data are processed, purpose of the processing, data recipients or categories of data recipients etc;
- the right to rectification, namely the right to obtain from us without undue delays the correction of your inaccurate / unjustified personal data as well as to have incomplete personal data completed; rectification/ completion will be notified to each recipient to which the data were sent, except when this proves to be impossible or requires disproportionate efforts.
- the right to erasure of personal data, without undue delays, ("right to be forgotten"), in which case one of the following grounds applies:
 - the personal data are no longer necessary in relation to the purposes for which those data were collected or processed;
 - the subject's consent is withdrawn and there is no other legal ground for the processing;
 - in case the subject concerned objects and there are no overriding legitimate grounds for the processing;
 - in case personal data have been unlawfully processed;

- personal data have to be erased to ensure compliance with a legal obligation;
- personal data have been collected in relation to the provision of information society services, according to the EU law or the Member State law to which the controller is subject to.

Following your request for personal data erasure, we may anonymize such data (thus such data are no longer personal) and continue data processing under the circumstances, for statistical purposes:

- the right to limit the data processing, to the extent that:
- the subject objects to the data accuracy, on a period that enables us to verify data accuracy;
- the processing is unlawful, and the subject concerned objects to personal data erasure, in exchange requesting restricted use of such data;
- the controller no longer needs the personal data for processing purposes, however the subject concerned requests such data to challenge, exert or defend a certain right before the Court; or
- the subject concerned objected to processing (other than direct marketing), for the time period when it is verified if the controller's legitimate rights override the rights of the subject concerned.
- the right to data portability, namely (i) the right to receive personal data in a structured, commonly used and easy to read format, as well as (ii) the right that such data should be sent by us to another data controller, to the extent that operation is in compliance with the legal provisions in force;
- the right to object to data processing activities can be exerted by sending a request according to the recommendations below:
- object at any moment, for reasons related to the particular situation of the subject concerned, to processing of personal data concerning him/her, based on our legitimate interest or based on the public interest, except the cases where we can prove that we have legitimate and compelling grounds for the processing that override the interests, rights and freedoms of the subjects concerned or that our purpose is the establishment, exercise or defense of a right before the Court;
- object at any moment, free of charge and without providing any ground, to processing of personal data concerning him/her for direct marketing purposes.
- the right to not to be subject to an automated individual decision, namely not to be subject to a decision made solely based on automated processing activities, including profiling, which produces legal effects regarding the subject concerned or similarly affecting the subject to a significant extent;
- the right to address the National Supervisory Authority for Personal Data Processing or to competent courts, to the extent you consider that necessary.

Final provisions

This policy applies only if your information is solely used by Mitra Film, therefore the policy does not apply to third-party websites where Mitra Film is added or which make reference to our company. In addition, it is important to take into account that when you reach us by a social media website such as Facebook or any other similar, such websites may collect and use your personal information. Therefore, we advise you to check the confidentiality policies of the social media websites or applications to see how your personal data are used.

Once we receive your information, we will use strict procedures and security functions to prevent unauthorized access.

If you have any questions or concerns about confidentiality issues, you can use the form on our "Contact Us" page or send us a message to the email address alex.dima@abisstudio.ro

Our confidentiality policy may change from time to time. Any amendments we can make to our confidentiality policy in the future will be displayed on this page and, if necessary, will be notified to you by email.