

Hereby, ZEAD BULSTRAD VIENNA INSURANCE GROUP (Bulstrad, we) provides information regarding your personal data which may be processed during the performance of an employment or fixed-term contract with Bulstrad, including in relation to a contract for insurance brokerage concluded with Bulstrad.

KINDS OF PERSONAL DATA PROCESSED BY US

Bulstrad commonly processes the following personal data:

- Name: given, middle and last name;
- Personal Identification Number (PIN), Personal number of foreigner, date of birth;
- Contact data: email, address, telephone number, etc.;
- Information related to the work with the specific information system, access to which has been provided to that person, incl. geolocation data.

GROUND ON WHICH WE PROCESS YOUR PERSONAL DATA

We need to process your data in relation to the conclusion and performance of an employment (fixed-term) contract to which you are a party and/or in relation to a contract for insurance brokerage.

PURPOSES OF USING YOUR PERSONAL DATA

The personal data provided by you will be used for the purpose of administration of contractual relations, including but not only:

- setting up an user profile in the information systems of Bulstrad;
- evaluation of work performed: appraisals, evaluations of assigned tasks, completed trainings;
- processing of information for achieving compliance with legal regulations, including prevention of conflict of interest and corrupt practices.

PARTIES WITH WHOM WE MAY SHARE YOUR PERSONAL DATA

Bulstrad respects and protects the confidentiality of your personal data. In accordance with the legal requirements, Bulstrad may disclose your personal data to the following entities:

- Service providers: in the utilization of services for human resources management, technical support for the internal information systems and operational support for our business, it is possible that Bulstrad may disclose personal data. Such disclosure of data is done only on the basis of legitimate grounds and under a written agreement that the data recipients will ensure adequate protection level.
- State and municipal authorities: in the fulfillment of its legal obligations, Bulstrad may be obliged to disclose personal data of persons under contractual relations, at the express request of such authorities.
- Other companies within the parent Group of Bulstrad: for specific needs, it is possible that Bulstrad may share your data with other companies within the Group of Bulstrad on the territory of the EU. Such disclosure is done only in compliance with the relevant Bulgarian and EU legislation.

PERIOD OF STORING YOUR PERSONAL DATA WITH US

Bulstrad stores the individual documents it processes for the purpose of the contractual relations, as follows:

- Documents related to employment relations – 3 years after the termination of the employment contract, unless a longer period is stipulated under the relevant legislation;
- Documents related to fixed-term contracts – 5 years after the termination of the fixed-term contract, unless a longer period is stipulated under the relevant legislation.

You may contact Bulstrad for more details about the storage periods of all documents processed by us for the purpose of contractual relations.

YOUR RIGHTS RELATED TO YOUR PERSONAL DATA

In accordance with the Bulgarian legislation, you have the following rights regarding your personal data processed by Bulstrad:

1. To access your personal data and receive a copy of them;
2. In case of incompleteness or inaccuracy of the data, your personal data can be rectified;
3. To request the erasure of your personal data, in case the preconditions for this are met. Such cases are: if the purpose of the data collection has been fulfilled; if you have withdrawn your consent, where the processing of data is based on consent and there is no other legal reason for the processing; in case your data are processed unlawfully, etc.;
4. In the cases stipulated by the law, to request restriction of the processing of your personal data;
5. In the cases stipulated by the law, you have the right to object to the processing of your personal data;
6. To exercise your right to data portability and to request to receive your data in a structured, commonly used and machine-readable format;
7. To withdraw the consent given by you, when the processing of your personal data is based on consent.

You can find detailed information on the conditions and procedure for exercising your rights in Bulstrad's Rules for Exercising the Rights of Data Subjects, on our website (www.bulstrad.bg), as well as in each of our offices in the country.

You also have the right to lodge a complaint before the Commission for Personal Data Protection, if the appropriate preconditions for this are met.

CONTACT INFORMATION

You may contact us at the following addresses: Bulgaria, 1000 Sofia, 5 Positano Sq., email: public@bulstrad.bg.

You may contact our Personal Data Officer by phone at 02/9856624 or via email: dpo-bulstrad@bulstrad.bg.

Further information on the way we process your personal data and your rights in this regard can be found on the Company's website: www.bulstrad.bg.