

## NOTIFICATION OF CONFIDENTIALITY

1. "HRANSERVICEENGINEERING" AD, UIC 121650746, of registered office and seat at: Stara Zagora, 65 Rayna Kandeve Str., is a personal data controller.

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2. For the purposes of this notification, "personal data" means: any information relating to an identified natural person or natural person that can be identified directly or indirectly by identifiers such as: name, identification number, location, online identifier or one or more features specific to that person's physical, physiological, health, genetic, mental, mental, economic, cultural or social identity.

3. The Company collects, processes and stores personal data that are necessary for the conclusion and / or in connection with the employment, civil, commercial or other relationships related to and / or accompanying the implementation of the main activity of the company, as well as for collection of claims under such contracts and relationships. Legal basis: LC, ZSch, VAT, CITA, LMTTC, CA.

4. Data obtained on a legal basis shall be collected and stored without the consent of the data subject. All other personal data - with his explicit consent.

5. The collected personal data shall be in writing and in electronic form in line with the security measures taken.

6. The collected personal data shall be stored as follows:

- Personal data collected in connection with a contract that has not been signed shall be kept for one (1) year from the date of their provision;
- Personal data collected in connection with the conclusion of a contract, provided that there are no court claims, shall be kept for 5 (five) years after the expiry of the calendar year in which the contract expired. In the case of legal proceedings under such a contract, the term of storage is 1 (one) years after their conclusion.
- Personal data collected in connection with the issuance of tax invoices are kept for 5 (five) years after the end of the accounting year in which the invoices were issued;
- Personal data collected in connection with payroll salaries shall be kept for 50 (fifty) years after the end of the accounting year in which they were issued

7. Personal data may be provided to state authorities in connection with their activities and within their powers. In addition to state authorities, collected personal data may also be provided to other companies and individuals - in the legally provided circumstances or subject to explicit consent of data subjects, including individuals in the European Union and non-European Economic Area countries, for which the European Commission has decided that an adequate level of protection is ensured and to persons other than those mentioned above, where adequate data protection measures have been taken.

8. Each data subject shall have the right to:

- receive a confirmation of the processing of the personal data relating to him / her;
- request access to personal data relating to him / her, and receive a copy thereof;
- request that personal data relating to him / her be provided to another controller;
- request correction or deletion of personal data relating to him / her (except for personal data collected and stored under a statutory obligation);
- request restriction of the processing of personal data relating to him / her (except for personal data processed under a statutory obligation);
- withdraw its consent for the processing of personal data relating to him / her at any time, and this shall not affect the legality of data processing to date (only for personal data processed with the consent of the individual).
- lodge an objection in connection with a breach of the right to protection of personal data concerning him or her;
- lodge an objection to the supervisory authority (Commission for Personal Data Protection) in connection with a breach of the right to protection of personal data concerning him or her.

9. Requests, inquiries and objections shall be submitted in written and / or electronic form at the address of the company's management / e-mail address. These are considered within a 14-day period, which can be extended to 30 days for objective reasons, and at the end a motivated response is sent to the applicant.

10. For all outstanding issues, the company applies Regulation (EC) 2016/679 and the Personal Data Protection Act.

These privacy policies are effective from May 25, 2018.

More information can be found on the company's website: <http://www.hranservice.com>