



Sixty K EAD

PRIVACY POLICY

SIXTY K EAD with seat and address of management in Sofia, 1839, Kremikovtzi region, 264 Botevgradsko shose Blvd., registered in the Commercial Register at the Registry Agency under UIC 200118762 ("the Company" or "the Controller") shall collect, process and store your personal data under the terms of this Privacy Policy.

1. Legal Basis and Scope

This Privacy Policy ("the Policy") has been prepared in compliance with the Bulgarian legislation in force in the field of personal data protection - the Personal Data Protection Act and its secondary legislation, as amended, as well as the General Data Protection Regulation (Regulation (EC) 2016/679 of the European Parliament and of the Council ("GDPR")).

All amendments and supplements to the Privacy Policy shall be applied only after its content has been published on our [website](#).

This Policy shall be applied to personal data of individuals (data subjects within the meaning of the Regulation), processed by SIXTY K EAD in its capacity as personal data controller.

The data processing is carried out on the basis of:

- data subject consent
- implementation of a contract relating to the conclusion, existence, amendment and termination of employment and contractual relations
- legal obligation in the application and implementation of Labour Code normative requirements, Regulation No. 4 on the Documents Required for Concluding a Labour Contract, the Social Insurance Code, Tax Insurance Procedure Code, Personal Income Tax Act, Accountancy Act, Law on Obligations and Contracts, Commercial Act, Health and Safety at Work Act, etc.
- legitimate interest of the Company

2. Definitions

The terms listed herein below shall have the following meaning:

“Personal Data” means any information relating to an identified or identifiable natural person directly or indirectly by an identification number, in particular by an identifier such as name, identification number, location data, online identifier, or by one or more features, specific to the physical, physiological, genetic, psychic, mental, economic, cultural or social identity of that natural person;

“Applicable Law” means the legislation of the European Union and the Republic of Bulgaria, relevant to the personal data protection;

“Profiling” means any form of automated processing of personal data consisting of the use of personal data to evaluate certain personal aspects relating to a natural person, in particular to analyse or predict aspects concerning that natural person's performance at work, economic situation, health, personal preferences, interests, reliability, behaviour, location or movements;

"Data Subject" means a natural person who can be identified directly or indirectly, in particular by an identifier such as name, identification number, location data, online identifier, or by one or more features, specific to the physical, physiological, genetic, psychic, mental, economic, cultural or social identity of that natural person.

“Regulation (EU) 2016/679” means Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), published in the Official Journal of the European Union on 4 May 2016.

3. Purposes of This Policy

This Policy is intended to ensure that the Controller shall:

- respect the applicable legislation on personal data and follow the established good practices;
- provide information to the data subject(s) on the purposes of personal data processing, the recipients or categories of recipients to whom the data may be disclosed, the mandatory or voluntary nature of the data provided, and the consequences of refusal to provide data;
- provide information about the data subjects' rights as required by the applicable law;
- guarantee that the data is processed lawfully and in good faith;
- protect the rights of individuals (personnel, job applicants, representatives of legal entities, etc.), customers and partners, and stores the personal data provided by them;
- guarantee that the personal data is collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with these purposes;
- guarantee that the data is accurate and where necessary, kept up to date;
- guarantee that the data is erased or rectified if it is found to be inaccurate or disproportionate to the purposes it is being processed for;

- establish the necessary technical and organisational measures to protect the personal data against unauthorised processing, unauthorised access, modification, dissemination and any other forms of unlawful personal data processing.

4. Personal Data Collection

SIXTY K EAD in its capacity as Controller shall collect personal data with respect to the following categories of individuals:

- individuals - job applicants
- current and former employees of the Company and the members of their families upon their explicit consent
- individuals representing companies which are currently, or, potentially will be, in business relations with the Controller
- data on the clients of the Company

4.1. Purposes of Data Collection

The Controller shall collect personal data in connection with the following purposes:

- for fulfilment of statutory obligations of the data controller, arising from the specific legal requirements, financial and accounting activity, pension, health and social security activities, human resources management, security activities, information exchange in the field of taxation, etc.
- for the execution of activities, selection of personnel related to the conclusion, existence, modification and termination of employment and contractual relations
- to maintain accounting in relation to performances under contracts where the Controller is a party;
- to send substantial information to the data subjects in connection with changes in the Controller's rules, terms and policies and/or other administrative information;
- to ensure the security of the company premises and employees against encroachments

4.2. Types of Data Collected by the Controller

Depending on the specific objectives and grounds, SIXTY K EAD shall process the following data individually or in combination:

- full name, PIN or personal number of a non-national person;
- address, telephone number and/or e-mail address to contact you or a contact person specified by you;
- bank details for payment purposes;
- health status data - when such is necessary in connection with the fulfilment of statutory requirements on labour and social security relations during the employment relationship;
- full name, PIN, and telephone number of a family member when this is related to the social benefits provided by SIXTY K EAD ;
- video surveillance data for security reasons

- logs from the access control systems
- logs from the time control and reporting systems

4.3. Time Limits for Personal Data Storage

SIXTY K EAD shall keep your personal information as necessary for the needs it was collected for and in accordance with the requirements of the applicable law.

- payroll sheets - 50 years;
- accounting records and financial reports - 10 years;
- Documents that are part of the employment record, such as attestations, diplomas, references from previous employers, declarations of agreement with internal policies, etc. - shall be kept for 3 years after the employment relationship termination;
- video surveillance data - 2 months

After the expiry of the time limit for storage, the information media (paper or electronic) that are not subject to delivery to the National Archives Fund may be destroyed.

Destruction of paper media is done by shredding and the electronically stored information - by deleting the relevant files from the Company's computers.

4.4. Third-party categories Which Shall Have Access to and Process Your Personal Data

- **Controller's employees** – access to your personal data shall be provided only to officers who need it to carry out their obligations and who are authorised to do so by the employer
- **External third parties:**
 - when this is required to meet legal requirements under labour and insurance relations during the employment relations – the National Revenue Agency, Bank Institutions, Occupational Health Service
 - Competent authorities which, by virtue of a statutory instrument, have the powers to require from SIXTY K EAD to provide them with information including personal data, such as a Bulgarian court or a court of another state, different supervisory/ regulatory bodies
 - Controller's partners when this is related to social benefits provided by the Company

5. Your Personal Data Security. Technical and Organisational Measures for Data Protection

SIXTY K EAD shall apply physical, administrative and technical measures, policies and other procedures to protect your personal data from unauthorised access, inappropriate use, disclosure, loss or destruction.

- access control via an electronic access system - contactless access card
- 24/365 video surveillance
- appropriate control of the equipment to restrict access to storage and processing systems, including physical security
- the employees' access to information is provided based on the level required to perform their obligations

- personal data is processed only in, the specified for the purpose, premises under controlled access provided only to authorised persons
- with regard to personal data stored on electronic media, access to data storage computer devices is only available to authorised persons who log into their account with user ID and password identification
- no personal data may be copied to external media such as disc, flash drive or other devices unless this action is in accordance with instructions from a competent authority
- the computer devices are protected with an up-to-date anti-virus programme
- When necessary prior to disclosure of personal data to a third party/providers, SIXTY K EAD shall require, based on a contract all necessary measures to be undertaken to protect this data from unauthorised access, use and disclosure as required by the applicable law.

6. Rights of Individuals Whose Data is Processed by the Controller

The data subjects have the following rights regarding their personal data:

- right of access;
- right of rectification;
- right of data portability;
- right of deletion;
- right of deletion (right “to be forgotten”);
- right to request restriction of processing;
- right to object to the processing of personal data;
- right of data subject not to be subject to a decision based solely on automated processing, whether the processing includes profiling.

6.1 Right of access

Upon request, SIXTY K EAD shall provide the following information to the data subject:

- information as to whether or not SIXTY K EAD processes the personal data of data subject;
- a copy of the individual’s personal data, processed by SIXTY K, and
- explanation in terms of the data processed

The explanation under includes the following information concerning the processed personal data by SIXTY K EAD:

- i) purposes of the processing;
- ii) the relevant categories of personal data concerned;
- iii) the recipients or categories of recipients to whom the personal data has been or will be disclosed, in particular recipients in other countries or international organisations;
- iv) where possible, the envisaged period when the personal data will be stored and, if that is not possible, the criteria used to determine that period;
- v) the availability of the right to request from the controller rectification or erasure of personal data or restriction of processing of personal data, related to the data subject or make objection to such processing;
- vi) the right of lodging a complaint with a supervisory authority;

- vii) where the personal data is not collected from the data subject, any available information related to their source;
- viii) the availability of automated decision-making, whether such processing includes profiling, and information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.
- ix) where the personal data is transferred to a other country or to an international organisation, the data subject shall have the right to be informed of the appropriate safeguards relating to the transfer.

The explanation related to the processed personal data contains the information which SIXTY K EAD provides to the data subjects through confidentiality notices.

Upon request by the data subject, SIXTY K EAD may provide a copy of the personal data in the course of its processing.

When providing a copy of the personal data, SIXTY K EAD shall not reveal the following categories of data:

- personal data of third parties unless they have given their explicit consent to it;
- data that represents trade secret, intellectual property or confidential information;
- other information protected under the applicable law

The provision of access of the personal data subject(s) cannot adversely affect the rights and freedom of third parties or result in breach of regulatory obligation of SIXTY K EAD.

Where the requests for access are manifestly unfounded or excessive in particular because of their repetitive character, SIXTY K EAD may charge a reasonable fee for the information provided based on administrative costs or refuse to act on the access request.

SIXTY K EAD shall assess on a case-by-case basis whether a request is manifestly unfounded or excessive.

In case of refusal to provide access to personal data, SIXTY K EAD shall justify its refusal and inform the data subjects of their right to lodge a complaint to the Commission for Personal Data Protection (CPDP).

6.2 Right of Rectification

Data subjects may request their personal data processed by SIXTY K EAD to be rectified if the latter is inaccurate or incomplete.

Upon approved request for rectification of personal data, SIXTY K EAD shall inform the other recipients to whom the data has been disclosed (such as government bodies, service providers) so that they can make the necessary changes.

6.3 Right of Deletion (Right “to be forgotten”)

Upon request, SIXTY K EAD is obliged to delete personal data when any of the following conditions are met:

- the personal data is no longer necessary for the purposes it was collected or otherwise processed;

- the data subject withdraws his/her consent on which the data processing is based and where there is no other legal ground for the processing;
- the data subject objects to the processing and there are no overriding legitimate grounds for the processing;
- the data subject objects to the processing of personal data for the purposes of direct marketing;
- the personal data has been unlawfully processed;
- the personal data has to be deleted for compliance with a legal obligation of SIXTY K EAD EAD;
- the personal data has been collected in relation to the offer of services of the information society of children within the meaning of Art. 8 para.1 of the Regulation (EU) 2016/679

SIXTY K EAD is not obliged to delete personal data as far as the processing is necessary:

- for the exercise of the right of freedom of expression and the right of information;
- for compliance with a legal obligation of SIXTY K EAD EAD;
- for reasons of public interest in the field of public health pursuant to Art. 9, para. 2, letters g) and h), and Art. 9, para. 3 of the Regulation (EU) 2016/679;
- for the purposes of archiving in public interest, for scientific or historical research or for statistical purposes, insofar it is likely that the right of deletion can make it impossible or seriously hindering the purposes of such processing to be achieved; or
- for the establishment, exercise or protection of legal claims.

6.4 Right to Request Restriction of Processing

The data subject shall have the right to request restriction of processing when one of the following applies:

- the accuracy of personal data is contested by the data subject; the restriction of processing is applied for a period that allows the controller to verify the personal data accuracy;
- although the processing is unlawful, the data subject does not wish the personal data to be deleted and requires restriction of its use instead;
- SIXTY K EAD does not need any longer the personal data for processing purposes, but the data subject requests it for establishment, exercise or defence of legal claims;
- the data subject has objected to the processing on the basis of the legitimate interest of SIXTY K EAD and there is an ongoing verification whether the legal grounds of the controller prevail over the interests of the data subject.

SIXTY K EAD may process personal data whose processing is restricted only for the following purposes:

- for data storage
- with the consent of the data subject;
- for the establishment, exercise or defence of legal claims;
- to protect the rights of another individual; or

- for important reasons of public interest

Where the data subject has requested restriction of processing and any of the above grounds under is present, SIXTY K EAD shall inform the data subject before revoking the restriction of processing.

6.5 Right of Data Portability

The data subject shall have the right to receive personal data concerning him or her which he or she has provided to SIXTY K EAD in a structured, widely used and machine-readable format.

Upon request, this data can be transferred to another controller, specified by the data subject, where this is practically feasible

The data subject may exercise the right of portability in the following cases:

- the processing is based on the consent of the data subject;
- the processing is based on a contractual obligation;
- the processing is carried out by automated means.

The right of data portability shall not adversely affect the rights and freedoms of others.

6.6 Right to Object to the Personal Data Processing

The data subject shall have the right to object to the processing of his/her personal data by SIXTY K EAD EAD, if the data is processed based on one of the following grounds:

- the processing is necessary for the performance of a task of public interest or in the exercise of the official powers granted to the controller;
- the processing is necessary for purposes related to the legitimate interests of SIXTY K EAD or a third party;
- the data processing involves profiling

SIXTY K EAD shall terminate the personal data processing, unless it proves that there are compelling legal grounds for its continuation, which prevail over the interests, rights and freedoms of the data subject, or for the establishment, exercise or protection of legal claims.

6.7 Right of Objection to Personal Data Processing for the Purposes of Direct Marketing

When personal data is processed for the purpose of direct marketing, the data subject is entitled at any time to object to the processing of personal data for that purpose, including in terms of profiling related to direct marketing.

When the data subject objects to processing for direct marketing purposes, the processing of personal data for these purposes shall be terminated.

6.8 Right of Human Intervention in Automated Decision Making

Where SIXTY K EAD takes automated individual decisions, whether those decisions are taken with the help of profiling that give rise to legal consequences for individuals or affect them substantially in a

similar way, these individuals may request reconsideration of the decision by human intervention, as well as to express their point of view.

SIXTY K EAD shall provide the natural persons-subject to automated decision making with substantial information about the logic used, as well as on the significance and foreseeable consequences of such processing for the relevant individual.

7. Procedure for Exercising the Data Subject Rights

The data subjects may exercise the rights under these Rules by submitting a request to exercise the relevant right.

Your request to exercise your rights can be submitted in one of the following manners:

- by email to the Data Protection Officer at the following email address: dataprotection@60k.bg
- at the office of SIXTY K EAD
- by mail - at the address of the head office of SIXTY K EAD: Sofia 1839, Kremikovtzi region, 264 Botevgradsko shose Blvd.

The request for the exercise of rights relating to the personal data protection shall contain the following information:

- identification of the individual - name and PIN (where applicable)
- contacts for feedback - address, telephone, e-mail address
- request - description of the request

SIXTY K EAD shall provide information on the actions undertaken in relation to the request of the data subjects for exercising their rights within one month of the request receipt.

If necessary this term can be extended further by two months considering the complexity and the number of requests from a particular person. SIXTY EAD K shall inform the person of any such extension within one month of the request receipt indicating the reasons for this delay.

SIXTY K EAD is not obliged to respond to a request, if it is not able to identify the data subject.

SIXTY K EAD may request provision of additional information, necessary to validate the data subject identity where there are reasonable concerns about the identity of the individual submitting the request.

Where the request is made by electronic means, the information shall, if possible, be provided by electronic means unless the data subject has requested otherwise.

8. Breach of Security

Breach of data security occurs when the personal data SIXTY K EAD is responsible for (in the capacity as a Controller or Processor) is affected by a security incident resulting in breach of privacy, availability or integrity of personal data:

- accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed;
- disclosure of data as a result of an internal user's error or action;
- disclosure of data in result of hacker attack;
- in the event of unauthorised access to personal data by an unauthorised employee of the Company or an external person;
- in the event of improper processing /storage/ disclosure of personal data by a supplier/ partner of the Company or others.

When the personal data breach is likely to result in a risk to the rights and freedoms of natural persons, SIXTY K EAD as a Controller (when it comes to data of company employees, job applicants, data of company customers) through the relevant employee, without undue delay and where feasible - not later than 72 hours after having become aware of it, shall notify the Commission for Personal Data Protection and the data subject of this breach when there is a risk to the rights and freedom thereof.

SIXTY K EAD in the capacity as personal data controller reserves the right, provided that the controller has implemented appropriate technical and organisational protection measures, in particular those that render the personal data unintelligible to any person who is not authorised to access it (e.g. encryption), **not to notify** the data subjects of the data security breach.

In the event that there is a good reason to believe that there has been an intentional or unlawful destruction, loss, alteration, unauthorised disclosure of or access to personal data processed under the agreements with the Personal Data Controllers (clients of SIXTY K EAD) the Company (in its capacity as Processor, in the case of data processed under a contractual relations with Clients/Partners of the organisation) shall immediately notify the Data Controller (client) of the breach of data security. The Data Controller, in turn, is required to notify the relevant control authority and the affected persons.

SIXTY K EAD shall document any breach of personal data security, including the facts related to the violation, its consequences and the actions undertaken to deal with it.

9. Amendments

SIXTY K EAD reserves the right to periodically update the Privacy Policy, which takes effect after its publication on the website of the organisation.