



# Sixty K

## Privacy Notice

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SIXTY K EAD is registered as personal data controller under identification number 53124 in the Register of the Personal Data Protection Commission (PDPC). The data that you provide on your own will, is personal data and it falls under special protection regime pursuant to the Personal Data Protection Act (PDPA) and Regulation (EU) 2016/679 of the European Parliament and the Council (GDPR).

This declaration is intended to inform you on what information we collect about you, how it will be used, stored, how you can update it or request its deletion.

This confidentiality declaration applies only to the information we collect in SIXTY K EAD.

### 1. Definitions

The term "**Personal Data**" means any information relating to an identified or identifiable natural person directly or indirectly by an identification number or by one or more specific features. An example of personal data is gender, age, PIN, email address, photo, bank details, IP address, etc.

**"Sensitive Personal Data"** is the data whose disclosure could lead to inconvenience or conflict to the data subject (the individual who owns it). This includes data such as: racial or ethnic origin, political opinions, religious or philosophical beliefs, membership of trade unions, genetic or biometric data, health data, data about sexual life and orientation of the natural person the data relates to.

**"Personal Data Controller"** is a natural or legal person, a state or local self-government body which, individually or jointly with another person, determines the purposes and the means of personal data processing.

**"Personal Data Processor"** is a natural or legal person, a state or a local self-government body which processes personal data on behalf of the data controller. The relations between the controller and the data processor are governed by a statutory instrument, written agreement or other act of the controller, which defines the scope of obligations assigned by the controller to the data processor.

**"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.

## 2. What kind of information do we collect about you?

During the recruitment process we collect the following information:

- information on previous positions and education;
- language skills and other related to the position skills;
- PIN or other national identification number;
- date of birth;
- gender (if provided in your CV);
- nationality
- results of language tests conducted on the territory of SIXTY K EAD ;
- information provided by references from a previous employer (if you have provided such), as well as information obtained during the interview with representatives of Human Resources department of SIXTY K EAD;
- any other information included in your CV, information you provide about your career development preferences, and other information about your qualifications for employment, remuneration, etc.

For security reasons, on the territory of SIXTY K EAD there are technical means and devices of video surveillance. The records from the video surveillance contain information that can reveal the physical identity of the recorded person recorded and therefore they are defined as containing personal data. This data is processed on the basis of the employer's legitimate interest in providing security on the company premises against encroachment upon the employees' property, visitors and the company and the personal security of employees and visitors by undertaking the necessary measures for protection against unauthorized access, alteration or dissemination, as well as from other illegal forms of processing.

## 3. Purposes of Data Collection

The data submitted within your job application for a particular position will only be processed for the specific position based on your consent demonstrated through the job application submission. Where

you have given your explicit consent, your application may be retained and reviewed for future positions announced by SIXTY K EAD.

#### **4. Grounds for your personal data collection**

SIXTY K EAD collects the provided by you data based on your consent, expressed through your voluntary participation in the selection process by sending your job application for the position announced by SIXTY K EAD. Based on your consent, your data will be processed for the purposes of subsequent selection for future positions announced by SIXTY K EAD.

#### **5. Disclosure of your personal data to third parties**

SIXTY K EAD as an employer is obliged not to disclose the employees' personal data to third parties. Your data can be revealed to the following groups of people:

- **employer's officers** - access to the data in your work file within the organisation you work for shall be provided only to officers who need it to carry out their obligations and who are authorised to do so by the employer (for example, employees in the Human Resources units, supervisors)
- **external third parties** :
  - recruitment agency;
  - external entities where there are legal grounds, and the data is to be provided to government authorities on legitimate request for disclosure;

#### **6. Storage of your personal data**

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.

The documents/information that SIXTY K EAD shall store for you are as follows:

- Curriculum Vitae and the information contained therein
- Results of language tests

This information is stored for a period of 1 (one) year, for the purposes of subsequent selection, only upon your explicit consent, certified by "Declaration of Consent".

You may withdraw your consent to process your personal data for the purposes of the recruitment process at any time following the steps set out in paragraph 8.

Upon expiry of the storage period, documents containing your personal data, on electronic or paper media, shall be destroyed.

#### **7. Your personal data security**

SIXTY K EAD applies 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.

## 8. Your rights

Pursuant to the European Parliament and Council Regulation (EU) 2016/679 (GDPR), you have the following rights in terms of your personal data:

- you are entitled to access to your personal data processed/stored by SIXTY K EAD, including a copy of this data
- you are entitled to request your personal data to be corrected in case of inaccuracy
- you are entitled to request the data stored for you to be removed from the list of contacts for periodic communication
- you have the right to request restriction of your personal data processing
- to object to the processing of your data
- you are entitled to receive your personal data processed by SIXTY K EAD in a structured, widely used and machine-readable format, and upon your express request, this data may be transferred to another specified by you controller where this is technically feasible (right of data portability) You have the right to withdraw your consent when your personal data processing is based on consent

Detailed information on the terms and conditions under which you can exercise your rights can be found in the Policy of Exercising Data Subject Rights of SIXTY K EAD on our [website](#).

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](mailto: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

Moreover, if you believe that we have not complied with the requirements of the Personal Data Protection Act and the European Parliament Regulation (EU) 2016/679 regarding your personal data, you may contact the Personal Data Protection Commission.

## **9. Amendments**

SIXTY K EAD reserves the right to periodically update the Confidentiality Declaration. In the event of any material changes regarding the purpose of your personal data processing or additional collection of such, we will notify you before the changes come into force by sending you a notification.