

TRANSLATOR'S NOTE

This is a translation from Bulgarian into English of “УВЕДОМЛЕНИЕ по чл. 13 от Общия регламент за защита на личните данни за служители и изпълнители по гражданско правоотношение при „БДЖ – Пътнически превози“ ЕООД” (4 pages). The translation is complete and follows the source closely; original section numbering, article references and contact details are preserved. This translation is not a certified (sworn) translation.

ЕООД	EOOD — single-member limited liability company
ЕИК	UIC — Unified Identification Code (company registration number)
изпълнител по гражданско правоотношение	contractor under a civil-law relationship (a person engaged under a civil contract rather than an employment contract)
ЕГН / ЛНЧ	EGN (Bulgarian Personal Identification Number) / LNCh (Personal Number of a Foreigner)
чл. 6, ал. 1, т. „Б“ / „В“ / „Е“	Art. 6(1)(b) / (c) / (f) — the Bulgarian letters Б, В, Е correspond to the Latin letters b, c, f of the Regulation
НОИ / НАП / КЗЛД / МВР	National Social Security Institute / National Revenue Agency / Commission for Personal Data Protection / Ministry of the Interior
ТЕЛК	TELK — Territorial Expert Medical Commission (assesses permanent incapacity for work)

NOTICE

under Art. 13 of the General Data Protection Regulation for employees and contractors under a civil-law relationship at “BDZ – Passenger Transport” EOOD

The purpose of this Notice is to explain how, for what period and for what purposes the personal data provided by you will be used.

Please read carefully what is set out below.

1. By whom your personal data will be used

Your personal data will be used exclusively by “BDZ – Passenger Transport” EOOD, entered in the Commercial Register under UIC 175405647, with its registered seat and address of management in Sofia, 3 “Ivan Vazov” Street, tel./fax +359 2 987 88 69, e-mail: bdz_passengers@bdz.bg, website: www.bdz.bg, as a Controller of personal data within the meaning of Regulation (EU) 2016/679.

Should you have questions regarding the use of your personal data, or should you wish to exercise your rights as a data subject, you may contact the Data Protection Officer of the Company at:

- E-mail address: dpo_pp@bdzcargo.bg
- Address: Sofia, 3 “Ivan Vazov” Street,
for the attention of the Data Protection Officer

2. For what purposes your personal data will be used

Your personal data will be used for:

- 2.1. ongoing identification of the employee or contractor;
- 2.2. ongoing assessment of the qualification and reliability of the employee or contractor;
- 2.3. administrative servicing of the contract with the employee or contractor;
- 2.4. exercise of the rights and performance of the obligations under the contract with the employee or contractor;
- 2.5. processing of applications, requests, etc. submitted by the employee or contractor;
- 2.6. implementation of social programmes, including those for which it is necessary to obtain feedback from the employee;
- 2.7. internal statistics, reports and enquiries relating to the specific employment or civil-law relationship with the employee or contractor;
- 2.8. settlement of receivables and disputes between the Company and the employee or contractor;
- 2.9. prevention with a view to lawful conduct of the employee or contractor;
- 2.10. access control, together with compliance with the agreed working hours by the employee or contractor;
- 2.11. training, professional development and career advancement of the employee.

The Company does not use automated decision-making processes, including profiling within the meaning of the Regulation.

Should it be necessary to use your personal data for a new purpose which is not covered by this Information Notice, we will provide you with a new one and, where necessary, will request your prior consent for the new processing.

3. Grounds for the use of your personal data

3.1. For purposes 1 to 5:

- Art. 6(1)(b) of the Regulation — the processing is necessary for the conclusion and/or performance of a contract;
- Art. 6(1)(c) of the Regulation — the processing is necessary for compliance with a legal obligation of the Company.

3.2. For purposes 6 to 10:

- Art. 6(1)(f) of the Regulation — the processing is necessary for the purposes of the legitimate interests of the Company — more specifically, for the satisfaction and protection of those interests.

3.3. For purpose 11:

- Art. 6(1)(f) of the Regulation — the processing is necessary for the purposes of the legal interests of the Company and, more specifically, for improving the qualification of the employee and the results of their work for the Company;

4. *Necessity*

In the field of employment relations and civil-law contractual relations generally, the provision and use of personal data of employees and contractors is necessary both for the performance of the statutory obligations of the parties to the contractual relationship and for the correct and complete performance of the subject matter of the contracts themselves. Without this personal data, the Company would not be able to ensure the full and lawful performance of its obligations as an employer or principal, nor to protect its own employment and other civil-law interests and those of its employees.

5. *Which of your data we collect and use*

Only the personal data which is necessary for the fulfilment of the purposes set out in item 2 will be used by the Company, and this is essentially:

5.1. Category “General personal data”, namely:

- Given name, patronymic and family name;
- EGN, LNCh or another official and universal identifier;
- Permanent and current address;
- E-mail;
- Telephone number;
- Professional experience and qualification;
- Marital status;
- Data on children;
- Bank account.

5.2. Category “Special personal data”, namely:

- Data on state of health — data from the medical certificate for commencing work, sick-leave notes for temporary incapacity for work, disability — pursuant to a decision of the TELK, etc.;
- Passport photograph;
- Data on membership of a trade union organisation;
- Data from video surveillance.

6. *To whom we will provide your personal data*

6.1. In certain cases, in order to achieve the purposes set out in item 2 of this document, it may be necessary for us to provide your personal data to State regulatory and other authorities — the National Social Security Institute, the National Revenue Agency, the Commission for Personal Data Protection, the Ministry of the Interior, the General Labour Inspectorate, the court, the prosecution service, etc., in accordance with the legal framework of the Republic of Bulgaria.

6.2. For all other third parties, other than those indicated in item 6.1, which may in certain cases receive your data in connection with the fulfilment of the purposes in item 2 of this document, your consent will be requested in advance. Those parties will be expressly obliged to keep and process the same in accordance with the requirements of the Regulation and of the Personal Data Protection Act, under a personal data protection agreement between the Company and the respective third party.

6.3. The Company does not intend to provide your personal data to third parties outside the European Union. Should a need for such provision be identified, it will be carried out after obtaining your consent, in accordance with the requirements of the Regulation and in compliance with all security measures and the procedures established within the Company.

7. *Your rights as a data subject*

In connection with the processing of your personal data, you have the following rights:

7.1. to find out what personal data of yours we process and to request a copy of the same;

7.2. to request your personal data in a form suitable for transfer to another personal data controller, or to request that we do so where this is technically feasible;

7.3. to request that we rectify your personal data where the data is inaccurate or out of date;

7.4. to request that your personal data be erased where any of the following grounds is present:

- the personal data is no longer necessary for the purposes for which it was collected and there is no legal obligation or legal interest of our Company on the basis of which it may lawfully continue to keep it;
- where you have withdrawn your consent and there is no other legal ground for its processing;
- where you have objected to automated decision-making or to processing for the purposes of direct marketing;
- where the personal data was collected in connection with the offering of information society services;
- where the processing is unlawful;
- where the personal data must be erased for compliance with a legal obligation under EU law or the law of a Member State which applies to us as a personal data controller;

7.5. to request that we restrict the processing of your personal data where:

- you contest the accuracy of the personal data, for a period enabling us to verify the correctness of the personal data;
- the processing is unlawful but you do not wish your personal data to be erased and instead require the restriction of its use;
- our Company no longer needs your personal data for the purposes for which it was collected, but you require it to be retained for the establishment, exercise or defence of your legal claims;
- you have objected to the processing of the data based on the existence of a legal interest of our Company, for as long as the verification is pending as to whether the legal interests of the Company override yours.

7.6. to withdraw your consent to the processing of your personal data at any time by a specific request to that effect addressed to the Company (only in cases where the processing of the personal data is based on consent given);

7.7. to object to certain types of processing, as well as where the processing is based solely on a legal interest of our Company;

7.8. to object to automated processing of your personal data, including profiling, as well as not to be subject to a decision based solely on automated processing, including profiling;

7.9. the right to lodge a complaint with the supervisory authority, which for the Republic of Bulgaria is the Commission for Personal Data Protection, with address for correspondence: Sofia 1592, 2 “Prof. Tsvetan Lazarov” Blvd., website — www.cdpd.bg;

8. For how long we will process and retain your personal data

Your personal data will be processed and retained for as long as a statutory ground exists for this.

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You can read more about how we will use and store your personal data on our website — <https://www.bdz.bg/>, where you will find the Company's Privacy and Personal Data Protection Policy, which describes the processes and conditions for the use and storage of personal data.