

“BDZ – PASSENGER TRANSPORT” EOOD

CENTRAL ADMINISTRATION

3 “Ivan Vazov” Street, Sofia 1080, Bulgaria · tel.: (+359 2) 9878869
bdz_passengers@bdz.bg · www.bdz.bg

Annex No. 1

REQUEST (APPLICATION)

for the exercise of rights by data subjects

This template has been created in order to assist data subjects whose data “BDZ – Passenger Transport” EOOD controls, in the exercise of their rights.

Method of submission:

In person

The request / application may be made in Sofia, post code 1080, 3 “Ivan Vazov” Street, Registry Office, addressed to the Managing Director of “BDZ – Passenger Transport” EOOD (or to the Data Protection Officer).

You may also use the same address to send a request / application signed in your own hand on paper.

By electronic means

If you decide to make the request / application by electronic means, please use the following address for electronic correspondence:

bdz_passengers@bdz.bg or dpo-kdamyanov@bdz.bg, and we ask you to write in the “Subject” field “Request / application for the provision of access to personal data”.

Sign the template or the e-mail with a qualified electronic signature. If we receive a request / application which is not signed with a qualified electronic signature, we will ask you to verify your identity by another means — by presenting an official identity document.

The request / application may also be made in the ways indicated above **through a representative**. In this case, an authorised representative shall attach to it a written power of attorney with notarised certification of the signature, and a legal representative shall attach documents attesting their power of representation.

Given name, patronymic and family name of the data subject:

EGN / LNCh / other identifier, or other identification data on the respective natural person (data subject) determined by the controller in connection with the activity carried out by it:

.....
.....
.....

Given name, patronymic and family name of the representative, if any

EGN / LNCh / LN or date of birth of the representative

Address for correspondence

☐ Select this box if you wish all further correspondence in connection with your request / application to be sent to this address.

E-mail

Telephone number / e-mail:

☐ Select this box if you wish all further correspondence in connection with your request / application to be sent to this address.

☐ Select this box if you wish all further correspondence in connection with your request / application to be sent to an address other than those indicated above.

State the address:

.....

.....

.....

Description of the request / application:

Dear Managing Director of “BDZ – Passenger Transport”,

In accordance with Art. 37b of the Personal Data Protection Act and with Regulation (EU) 2016/679, by this request / application I would like to exercise the following rights of mine in the field of personal data protection arising from the Regulation:

Select which of your rights you wish to exercise (mark as applicable!):

- ☐ **Right to information** under Art. 13/Art. 14 of Regulation (EU) 2016/679, in particular:
- the purposes of the processing for which the personal data is intended, as well as the legal ground for the processing;
 - in the event that the processing is carried out on the ground of legitimate interest under Art. 6(1)(f) of Regulation (EU) 2016/679, the legitimate interests pursued by you as controller or by a third party;
 - in the event that the data you process was not obtained from me — information regarding the categories of personal data which you process and their source;
 - the recipients or the categories of recipients of the personal data, if any;
 - the possible transfer of my personal data to a third country or to an international organisation, as well as information regarding the appropriate or applicable safeguards and the means of obtaining a copy of them, or information as to where they are available;
 - the period for which the personal data is stored, or, where it is not possible to define the period precisely — information regarding the criteria used to determine that period;
 - whether automated decision-making, including profiling, is applied in respect of my data and, if so, meaningful information regarding the logic used, as well as the significance and the envisaged consequences of such processing for me.

- ☐ **Right of access** under Art. 15 of Regulation (EU) 2016/679 to all personal data / to the following personal data:

.....

.....

as well as a copy of my personal data which is undergoing processing, and the following information:

- the purposes of the processing;
- the relevant categories of personal data which are processed and, in the event that the data was not collected from me — any available information as to its source;
- the recipients or the categories of recipients to whom my personal data has been or will be disclosed and, in cases of transfer of my data to other countries or international organisations — the recipients to whom the data is disclosed in those cases;
- the period for which my personal data will be stored, or, where it is not possible to define the period precisely — information regarding the criteria used to determine that period;
- information as to whether automated decision-making, including profiling, is applied and, at least in those cases, meaningful information regarding the logic used, as well as the significance and the envisaged consequences of such processing for me as a data subject.

- ☐ **Right to rectification** under Art. 16 of Regulation (EU) 2016/679 of the following inaccurate data relating to me, **or completion** under Art. 16 of the Regulation of the following incomplete data relating to me:

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- ☐ **Right to erasure** (“right to be forgotten”) under Art. 17 of Regulation (EU) 2016/679 of the following personal data relating to me:

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.....

.....

on account of the applicability of the hypothesis of
(depending on the case, the relevant hypothesis under Art. 17(1)(a) – (f) of the GDPR is to be stated)

- ☐ **Right to restriction of processing** under Art. 18 of Regulation (EU) 2016/679 of the following personal data relating to me:

.....

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.....

on account of the applicability of the hypothesis of
(depending on the case, the relevant hypothesis under Art. 18(1)(a) – (d) of the GDPR is to be stated)

☐ **Right to portability** under Art. 20 of Regulation (EU) 2016/679 of personal data relating to me, which I wish to exercise by:

- receiving the personal data which you process concerning me;
- transmitting my personal data directly to the following controller:

.....
(the details of the other controller are to be stated), if this is technically feasible.

☐ **Right to object to the processing** under Art. 21 of Regulation (EU) 2016/679 against the processing of the following personal data relating to me:

.....
(all personal data concerning the individual, or particular categories), which is based on:

- Art. 6(1)(e) / (f) of the Regulation, including profiling based on those provisions, for the following reasons relating to my particular situation

.....
(the grounds on which the data subject relies on their right to object are to be stated, indicating the particular features of their situation).

- Art. 21(2) of the Regulation, in view of its processing for the purposes of direct marketing;
- Art. 21(6) of the Regulation, in view of its processing for the purposes of scientific or historical research or for statistical purposes, for the following reasons relating to my particular situation:

.....
(the grounds on which the data subject relies on their right to object are to be stated, indicating the particular features of their situation).

I wish the communication between us, and respectively the information requested by me, to be effected in the following form: (the preferred form is to be marked)

- ☐ orally;
- ☐ in writing;
- ☐ by electronic means.

Specification of the request / application

In order to assist us in the consideration of your request / application, we ask you to give us as much additional information as possible in connection with the processing of the data. Please also specify the information in respect of which you wish to exercise your right.

Manner of receiving a copy / extract of the personal data

(to be completed only in the case of a request / application for the exercise of the right of access to personal data)

I wish to receive the information requested by me in the following form:

- ☐ a statement on paper;
- ☐ a copy on a technical medium provided by me;

Please select the manner in which the information is to be provided to you.

- ☐ In person or through an authorised person at the building of “BDZ – Passenger Transport” EOOD — Central Administration, at the address Sofia, post code 1080, 3 “Ivan Vazov” Street, “General Administration” Department, “Registry Office”.
- ☐ By electronic means, to the electronic address for correspondence indicated.

☐ Through a licensed postal operator, whereby I declare that the postal costs are for my account, payable upon receipt for domestic postal items.

The reply is to be sent:

as a domestic registered postal item;

as a domestic courier item;

as an international registered postal item;

Signature: _____

Given name, patronymic and family name:

Date: _____

The administration of "BDZ – Passenger Transport" EOOD will take all necessary actions in order to respond to your request / application within 1 calendar month of its receipt.

If you have any questions relating to your request / application while we are processing it, please contact us or the Data Protection Officer at the following e-mail addresses:

bdz_passengers@bdz.bg or dpo-kdamyarov@bdz.bg

TRANSLATOR'S NOTE

This is a translation from Bulgarian into English of “ИСКАНЕ (ЗАЯВЛЕНИЕ) за упражняване на права от субектите на данни” — Annex No. 1 to an internal document of “BDZ – Passenger Transport” EOOD. In the source, the form occupies pages numbered 12 to 16 of the parent document; the form itself is undated. The layout of the boxes, checkboxes and dotted fill-in lines has been reproduced as closely as the source permits, so that the translated form can be completed in the same way as the original. All fields in the source are blank (this is an unfilled blank form). This translation is not a certified (sworn) translation.

Искане (заявление)	Request (application)
Приложение № 1	Annex No. 1
чл. 37б от ЗЗЛД	Art. 37b of the Personal Data Protection Act (the Bulgarian national data protection law)
ЕГН / ЛНЧ / ЛН	EGN (Bulgarian Personal Identification Number) / LNCh (Personal Number of a Foreigner) / LN (Personal Number)
Име, презиме и фамилия	Given name, patronymic (father's name) and family name — the standard three-part Bulgarian name
хипотеза	hypothesis — in Bulgarian legal usage, the specific statutory case or limb of a provision that applies
Деловодство	Registry Office (the office receiving incoming documents)
б. „а“ – „е“ / б. „а“ – „г“	points (a) – (f) / (a) – (d) — Bulgarian letters а, б, в, г, д, е correspond to Latin a, b, c, d, e, f

Note on two details in the source: the e-mail address for the Data Protection Officer given on this form is *dpo-kdamyanov@bdz.bg*, which differs from the address *dpo_pp@bdz.bg* used in the more recent notices in this set; and the header of this form carries older certification marks (SOCOTEC / UKAS, ISO 9001) rather than the RINA / IQNET marks on the 2025–2026 documents. Both have been reproduced as they appear rather than harmonised, and may indicate that this form is an earlier version.