

Mandatory information on the rights of natural persons with regard to personal data protection for trade partners and job applicants (Privacy notice)

Information about the Controller

1. Name SuperHosting.BG Ltd.
2. UIC/BULSTAT :131449987
3. Seat and registered address: Iztok Residential area, 36 G. M. Dimitrov Blvd., Izgrev area, 1797 Sofia
4. Correspondence address: Iztok Residential area, 36 Dr G. M. Dimitrov Blvd., Izgrev area, 1797 Sofia
5. Telephone: +359 2 8108 999.
6. Email: dpo@superhosting.bg
7. Controller's registration number with the Commission for Personal Data Protection № 0021684

Information about the Data Protection Officer

1. Name: 'Vladimirov Kiskinov' Attorneys-at-Law
2. UIC/BULSTAT : 176645870
3. Seat and registered address: 6 Nayden Gerov St., Floor 4, Office 7, Sofia
4. Correspondence address: 6 Nayden Gerov St., Floor 4, Office 7, Sofia
5. Telephone: 02 988 18 28
6. Email: dpo@superhosting.bg

Information about the Supervisory Authority

1. Name: Commission for Personal Data Protection
2. Seat and registered address: 2 Prof. Tsvetan Lazarov Blvd., 1592 Sofia
3. Correspondence address: 2 Prof. Tsvetan Lazarov Blvd., 1592 Sofia
4. Telephone: 02 915 3 518
5. Email: kzld@government.bg, kzld@cpdp.bg
6. Website: www.cpdp.bg

SuperHosting.BG Ltd. operates in accordance with the Law on Personal Data Protection and 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.

Grounds for collecting, processing and storing your personal data.

Art. 1. SuperHosting.BG shall collect and process your personal data in relation to the conclusion and implementation of contracts with the Company on the grounds of Art. 6, Para. 1, Regulation (EU) 2016/679 (GDPR), and in particular on the following grounds:

- To take steps, upon your request, to sign a contract if you are applying to work for us.

- To implement a contract or take steps to conclude a contract with a business partner.
- To comply with a legal obligation applicable to the Controller.
- For the purposes of the legitimate interests of the Controller or of a third party.

Purposes and principles for collecting, processing and storing your personal data

Art. 2. (1) Upon entering into a contract with a business partner, we shall collect and process personal data as follows: the names of the legal representative of the legal entity that is a party to the contract for the purposes of individualization of the party to the contract and its implementation.

(2) The contact details of the legal representative or the contact person shall be regarded official information and as such shall not be considered personal data.

(3) Upon conclusion of a contract with a natural person, we shall collect and process personal data as follows: their full name, personal ID number and ID card data (number, date of issue, issuing authority), for the purposes of individualization of the party to the contract and its implementation

Art. 3. (1) We shall collect and process the personal data provided by you with your job application with SuperHosting.BG, for the following purposes:

- individualization of the candidate;
- contacting you and conducting communication;
- selection of job applicants.

(2) We shall keep your personal data, which you have provided to us, for the entire duration of the job announcement but not for a longer period than 6 months, and in the event that we would like to continue storing your data after this period for the purpose of further communication with you, by sending your application you should state your explicit consent that we can continue storing your data.

Art. 4. We shall comply with the following principles when processing your personal data:

- lawfulness, fairness and transparency;
- limitation of the purposes for processing;
- relevance with processing purposes and minimization of data collection;
- accuracy and age of the data;
- limitation of storage for the achievement of the purposes;
- integrity and confidentiality of processing, and ensuring an adequate level of security for the personal data.

Art. 5. When processing and storing personal data, the Controller may process and store the personal data to protect the following legitimate interests of theirs:

- fulfilling their obligations to the National Revenue Agency, the Ministry of Interior and other governmental or municipal authorities.

What kind of personal data shall our company collect, process and store?

Art. 6. (1) SuperHosting.BG shall perform the following operations with the personal data provided by you, being job applicants, and for the following purposes:

- **Conclusion and implementation of an employment or civil contract:** For the selection of job applicants, we process the personal data you have sent us in your CV.

Conclusion of the Impact assessment: Given the limited number of natural persons whose data is processed, and given the limited amount of personal data collected, the Data Protection Officer considers that an impact assessment shall not be necessary for the current operation.

(2) SuperHosting.BG shall not collect or process personal data that relates to the following:

- reveal racial or ethnic origin;
- reveal political, religious or philosophical beliefs, or trade union membership;
- genetic and biometric data, health data, or data on sexual life or sexual orientation.

(3) Personal data shall be collected by SuperHosting.BG from the persons to whom it relates.

(4) SuperHosting.BG shall not perform automated decision-making with data.

Art. 7. (1) SuperHosting.BG shall carry out the following transactions with the personal data you provide, in your capacity of legal representatives or proxies of legal entities, business partners, including business partners who are natural persons, and for the following purposes:

- **Conclusion and implementation of a commercial transaction:** For the conclusion and implementation of a commercial transaction with a trading company, we shall only process the full names of the legal representative or the person authorized by the company, or the full names of the natural person-partner under a contract.

Conclusion of the Impact assessment: Given the limited number of natural persons whose data is processed, and given the limited amount of personal data collected, the Data Protection Officer considers that an impact assessment shall not be necessary for the current operation.

(2) Personal data shall be collected by SuperHosting.BG from the persons, to whom they relate, and from the Commercial Register at the Registry Agency.

(3) SuperHosting.BG shall not perform automated decision-making with data.

Personal data storage period

Art. 8. (1) SuperHosting.BG shall store your personal data as a job applicant for a period no longer than 6 months after sending your job application. Upon expiration of this term, SuperHosting.BG shall take the necessary care to erase and destroy all your data without undue delay or to anonymize it (i.e. to bring it in a form that does not reveal your personality), unless you give your explicit consent that your data could continue to be stored and processed in future.

(2) SuperHosting.BG shall store the personal data of the legal representatives of the legal entities, parties to a contract, or the natural persons, partners under a contract with the Company, indefinitely, in order to protect the legitimate interests of SuperHosting.BG and fulfill their legal obligations towards the government authorities or institutions.

(3) SuperHosting.BG shall notify you in case the storage period needs to be extended in order to comply with a statutory obligation, or in view of the legitimate interests of SuperHosting.BG or otherwise.

Transfer of your personal data for processing

Art. 9. (1) SuperHosting.BG may, at their sole discretion, transmit all or part of your personal data to personal data processors for the fulfillment of the processing purposes you have agreed to, subject to the requirements of Regulation (EU) 2016/679 (GDPR) .

(2) SuperHosting.BG shall notify you in case of intent to transmit all or part of your personal data to third countries or international organizations.

Your rights on collecting, processing or storing your personal data Withdrawal of consent for processing your personal data

Art. 10. (1) If you do not wish all or any of your personal data to continue to be processed by SuperHosting.BG, for any particular or for any processing purpose, you may, at any time, withdraw your consent for processing by submitting a request in free text or fill in the form in Appendix No. 1.

(2) SuperHosting.BG may ask you to prove your identity and your identity with the data subject by requesting you to present an ID document on the spot.

(3) The withdrawal of your consent shall not affect the grounds of processing the personal data you provided before the withdrawal of your consent.

(4) SuperHosting.BG may continue to process some or all of your data if there is a legal obligation to do so, or for the purpose of protecting their legitimate interests.

(5) Regarding legal representatives and natural persons, partners under contracts with the Company, Para. 4 shall be applied.

Right of access

Art. 11. (1) You shall have the right to request and obtain from SuperHosting.BG confirmation as to whether or not personal data about you is being processed.

(2) You shall have the right to access the data about you, as well as the information relating to the collection, processing and storage of your personal data.

(3) SuperHosting.BG shall provide you, upon request, with a copy of the processed personal data about you, in electronic or other appropriate form.

(4) Providing access to the data shall be free of charge, but SuperHosting.BG shall reserve the right to impose an administrative fee in the event of recurrence or disproportionate claims.

Right to rectification or filling in

Art. 12. You shall have the right to request from SuperHosting.BG to:

- rectify inaccurate personal data about you.
- fill in incomplete personal data about you.

Right to erasure ('right to be forgotten')

Art. 13. (1) You shall have the right to request from SuperHosting.BG the erasure of any or all personal data about you, and SuperHosting.BG shall have the obligation to erase it, without undue delay, where one of the following grounds applies:

- the personal data is no longer necessary in relation to the purposes for which they were collected or otherwise processed;
- you withdraw your consent on which the data processing is based and where there is no other legal ground for the processing;
- you object to the processing of the data about you, including for the purposes of the direct marketing, and there are no overriding legitimate grounds;
- the personal data has been unlawfully processed;
- the personal data has to be erased for compliance with a legal obligation in the EU or Member State law to which SuperHosting.BG is subject;
- the personal data has been collected in relation to the offer of information society services.

(2) SuperHosting.BG shall not be obliged to erase the personal data, if they store and process the data:

- for exercising the right of freedom of expression and information;
- for compliance with a legal obligation which requires processing by the EU or Member State law to which SuperHosting.BG is subject or for the performance of a task carried out in the public interest or in the exercise of official authority vested in SuperHosting.BG;
- for reasons of public interest in the area of public health;
- for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes;
- for the establishment, exercise or defense of legal claims.

(3) In the event that you exercise your right to be forgotten, the Company shall erase all your data, except your three names as a job applicant, for accounting purposes.

(4) The data of the legal representatives and natural persons - partners under contract with the Company shall continue to be preserved and processed despite the request to be forgotten, on the grounds of observance of a legal obligation of the Company, observance of the legitimate interest and the establishment, exercise or protection of legal claims.

(5) In order to exercise your right to be forgotten, it is necessary to send a request, in free text, or to fill in the form in Appendix No. 2 and prove your identity with an ID document on the spot.

Right to restriction

Art. 14. You shall have the right to request from SuperHosting.BG restriction of processing of data about you where one of the following applies:

- you contest the accuracy of the personal data, for a period enabling SuperHosting.BG to verify the accuracy of the personal data;
- the processing is unlawful, but you oppose the erasure of the personal data and only request the restriction of their use instead;
- SuperHosting.BG no longer needs the personal data for the purposes of the processing, but you require them for the establishment, exercise or defense of your legal claims;

- you have objected to processing, pending the verification whether the legitimate grounds of SuperHosting.BG override those of yours.

Right to data portability

Art. 15. (1) Where you have given your consent for the processing of your personal data or if such processing is necessary for the implementation of your contract with SuperHosting.BG, or if your personal data is processed in machine-readable format, you may, having proved your identity before SuperHosting.BG:

- request SuperHosting.BG to provide you with your personal data in a readable format and you may transmit it to another controller;
- request SuperHosting.BG to transmit directly your personal data to another controller, chosen by you, where technically feasible.

(2) You may exercise your right of portability by sending a request in free text or by completing the form in Appendix No. 3.

Right to receive information

Art. 16. You may request from SuperHosting.BG to inform you of all recipients to whom personal data has been disclosed for which rectification, erasure or limitation of the processing has been requested. SuperHosting.BG may refuse to provide this information if this would not be possible or would require disproportionate effort.

Right to object

Art. 17. You shall have the right to object, on grounds relating to your particular situation, at any time, to processing of personal data about you, by SuperHost.BG including profiling or direct marketing.

Your rights in the case of personal data breach

Art. 18. (1) If SuperHosting.BG become aware of a breach in your personal data, that is likely to result in a risk to your rights and freedoms, SuperHosting.BG shall, without undue delay, notify you about this breach and about the measures that have been undertaken or are to be undertaken.

(2) SuperHosting.BG shall not be obliged to notify you if:

- they have implemented appropriate technical and organizational protection measures, and those measures were applied to the personal data affected by the personal data breach;
- they have taken subsequent measures which ensure that the high risk to your rights and freedoms is no longer likely to materialize;
- the notification would involve disproportionate effort.

Persons provided with your personal data

Art. 19. For the purpose of processing your personal data and implementing the contract, SuperHosting.BG may provide your data to third parties processing personal data that complies with all legal and security requirements for the processing and storage of your personal data.

Art. 20. SuperHosting.BG shall not transfer your data to third countries.

Art. 21. In case of violation of your rights under the above or applicable data protection laws, you shall have the right to file a complaint with the Commission for Personal Data Protection as follows:

1. Name: Commission for Personal Data Protection
2. Seat and registered address: 2 Prof. Tsvetan Lazarov Blvd., 1592 Sofia
3. Correspondence address: 2 Prof. Tsvetan Lazarov Blvd., 1592 Sofia
4. Telephone: 02 915 3 518
5. Email: kzld@government.bg, kzld@cpdp.bg
6. Website: www.cpdp.bg

Art. 22. You may exercise all of your rights to protect your personal data through the forms enclosed with this information. Of course, these forms shall not be mandatory and you can make your claims in any form that contains a statement about it and identifies you as the data holder.

SuperHosting.BG guarantees that they shall refer to this Mandatory Information with a link on their website, by indicating or otherwise appropriately ensuring that you have the opportunity to become acquainted with its content.

**Appendix No. 1
Personal data consent withdrawal request form**

Your name*:

Your contact details (e-mail)*:

To

1. Name SuperHosting.BG Ltd.
2. UIC/BULSTAT :131449987
3. Seat and registered address: Iztok Residential area, 36 G. M. Dimitrov Blvd., Izgrev area, 1797 Sofia
4. Correspondence address: Iztok Residential area, 36 Dr G. M. Dimitrov Blvd., Izgrev area, 1797 Sofia
5. Telephone: +359 2 8108 999.
6. Email: dpo@superhosting.bg
7. *Controller's registration number with the Commission for Personal Data Protection N° 0021684*

I withdraw my consent for the collection, processing and storage of the following personal data provided by me:

All personal data provided by me

Only the following data

for the following purposes:

The following purposes:

All the purposes:

I confirm that I am familiar with the Company's terms and conditions for the provision of the service after the withdrawal of my consent.

In case of violation of your rights under the above or applicable data protection laws, you shall have the right to file a complaint with the Commission for Personal Data Protection as follows:

1. Name: Commission for Personal Data Protection
2. Seat and registered address: 2 Prof. Tsvetan Lazarov Blvd., 1592 Sofia
3. Correspondence address: 2 Prof. Tsvetan Lazarov Blvd., 1592 Sofia
4. Telephone: 02 915 3 518
5. Email: kzld@government.bg, kzld@cpdp.bg
6. Website: www.cpdp.bg

Signature of the person:.....

Appendix No. 2

'To be forgotten' request form for the erasure of the personal data about me

Your name*:

Your contact details (e-mail)*:

To

1. Name SuperHosting.BG Ltd.
2. UIC/BULSTAT :131449987
3. Seat and registered address: Iztok Residential area, 36 G. M. Dimitrov Blvd., Izgrev area, 1797 Sofia
4. Correspondence address: Iztok Residential area, 36 Dr G. M. Dimitrov Blvd., Izgrev area, 1797 Sofia
5. Telephone: +359 2 8108 999.
6. Email: dpo@superhosting.bg
7. *Controller's registration number with the Commission for Personal Data Protection N° 0021684*

Please erase from your databases all personal data you collect, process and store provided by me or by third parties that are connected with me according to the specified identification.

I confirm I am aware that some or all of my personal data may continue to be processed and stored by the Controller for the purposes of fulfilling their legal obligations.

In case of violation of your rights under the above or applicable data protection laws, you shall have the right to file a complaint with the Commission for Personal Data Protection as follows:

1. Name: Commission for Personal Data Protection
2. Seat and registered address: 2 Prof. Tsvetan Lazarov Blvd., 1592 Sofia
3. Correspondence address: 2 Prof. Tsvetan Lazarov Blvd., 1592 Sofia
4. Telephone: 02 915 3 518
5. Email: kzld@government.bg, kzld@cpdp.bg
6. Website: www.cdpd.bg

Signature of the person:.....

**Appendix No. 3
Data portability request form**

Your name:

Your contact details (e-mail)*:

To

1. Name SuperHosting.BG Ltd.
2. UIC/BULSTAT :131449987
3. Seat and registered address: Iztok Residential area, 36 G. M. Dimitrov Blvd., Izgrev area, 1797 Sofia
4. Correspondence address: Iztok Residential area, 36 Dr G. M. Dimitrov Blvd., Izgrev area, 1797 Sofia
5. Telephone: +359 2 8108 999.
6. Email: dpo@superhosting.bg
7. Controller's registration number with the Commission for Personal Data Protection N^o 0021684

Please send all personal data about me which you collect, process and store in your databases, to

e-mail:

Please transfer my personal data in the following format:

XML

In case of violation of your rights under the above or applicable data protection laws, you shall have the right to file a complaint with the Commission for Personal Data Protection as follows:

1. Name: Commission for Personal Data Protection
2. Seat and registered address: 2 Prof. Tsvetan Lazarov Blvd., 1592 Sofia
3. Correspondence address: 2 Prof. Tsvetan Lazarov Blvd., 1592 Sofia
4. Telephone: 02 915 3 518
5. Email: kzld@government.bg, kzld@cpdp.bg
6. Website: www.cpdp.bg

Signature of the person:.....

**Appendix No. 4
Data modification request form**

Your name:

Your contact details (e-mail)*:

To

1. Name SuperHosting.BG Ltd.
2. UIC/BULSTAT :131449987
3. Seat and registered address: Iztok Residential area, 36 G. M. Dimitrov Blvd., Izgrev area, 1797 Sofia
4. Correspondence address: Iztok Residential area, 36 Dr G. M. Dimitrov Blvd., Izgrev area, 1797 Sofia
5. Telephone: +359 2 8108 999.
6. Email: dpo@superhosting.bg
7. *Controller's registration number with the Commission for Personal Data Protection N° 0021684*

I request all personal data about me which you collect, process and store in your databases or delivered from third parties to be modified as follows:

Data to be modified:

I request to be modified as follows:

.....

In case of violation of your rights under the above or applicable data protection laws, you shall have the right to file a complaint with the Commission for Personal Data Protection as follows:

1. Name: Commission for Personal Data Protection
2. Seat and registered address: 2 Prof. Tsvetan Lazarov Blvd., 1592 Sofia
3. Correspondence address: 2 Prof. Tsvetan Lazarov Blvd., 1592 Sofia
4. Telephone: 02 915 3 518
5. Email: kzld@government.bg, kzld@cpdp.bg
6. Website: www.cpdp.bg

Signature of the person:.....