



4210 Stamboliyski, Bulgaria, 5 Klokotnitsa str.
Domestic market sales: phone: +359 339 63502, fax: +359 339 62507
Export and import: phone: +359 32 278 900, fax: +359 32 278 903

Compulsory Information on rights of individuals
under the General Data Protection Regulation (GDPR)

Information about the company processing your personal data:

MAXTER S.O.P LTD UIC/BULSTAT: 203006722

Address: 4210 Stamboliyski, 5 Klokotnitsa St.

E-mail: office@maxtersop.com

Website: www.maxtersop.com

Contact details of data protection officer:

Diana Dimitrova Bicheva

Tel: +359 32 278 900

E-mail: office@maxtersop.com

Address: 4210 Stamboliyski, 5 Klokotnitsa St.

Information on the competent supervisory body responsible for data protection:

Personal Data Protection Commission

Domicile and registered office: Sofia 1592, 2 Prof. Tsvetan Lazarov Blvd.

Mailing address: Sofia 1592, 2 Prof. Tsvetan Lazarov Blvd.

Tel: 02 915 3 518

Website: www.cpdp.bg

MAXTER S.O.P. LTD, hereinafter referred to as “Controller” or “Company” operates in compliance with the Personal Data Protection Act and Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data. The purpose of this information is to present all aspects of your personal data which are processed by the Company and your rights related to such processing.

Grounds for the collection, processing and storage of your personal data

Art. 1 The Controller collects and processes your personal data for the purpose of performing its activities on the grounds of Art. 6, Para 1, Regulation (EU) 2016/679 (GDPR) and, more specifically, on the following grounds:

- Your consent explicitly given on the Company website;
- Observation of legal requirements applicable to the Controller;
- For the legitimate interests of the Controller or third parties;
- For undertaking steps on your request to enter into a contract, if you are applying for a job at our company;
- To execute a contract or undertake steps to sign such with our commercial partner.

Purposes and principles of collection, processing and storage of your personal data

Art. 2 (1) We collect and process the personal data given by you for the purposes of performance of our activities, including for the following purposes:

- Commercial activities

(2) We collect and process the personal data given by you when applying for a job at the company, including for the following purposes:

- Identifying the applicant;
- Establishing contact with you and communication;
- Selection of applicants.

(3) We collect and process personal data of the legal representative names of the legal entity – commercial partner with whom contract is entered into, for the purposes of identification of the counterparty and contract execution.

(4) While processing your personal data, we observe the following principles:

- Lawfulness, good will and transparency;
- Limit of the purposes of processing;
- Compliance with the purposes of processing and minimization of the quantity of data

collected;

- Correctness and accuracy of data;
- Limit of storage in compliance with completion of purposes set;
- Complete and confidential processing and guarantee of personal data security.

(5) On processing and storage of personal data, the Controller may process and store personal data for the purpose of protection of the following legitimate interests:

- Performance of its obligations to the National Revenue Agency, Ministry of Interior and other state or municipal bodies.

Types of personal data, collected, processed and stored by our company

Art. 3 (1) The Company shall perform operations with the personal data provided by you for the following purposes:

- Identification of individuals as employees – Identification of the individual as employee under a contract and presentation of the necessary information to state bodies for the purposes of labour and social security law.

Conclusion from the impact assessment: Based on the completed impact assessment, the Data Protection Officer declares that the operation “Identification of the individual as employee“ may be performed and gives sufficient guarantee for the protection of the rights and legitimate interests of data subjects in compliance with the requirements of the GDPR.

- Identification of the individual for execution of the contract and protection of the legitimate interests of the parties.

Conclusion from the impact assessment: Based on the completed impact assessment, the Data Protection Officer declares that the operation “Identification of the individual related to contract execution and protection of legitimate interests of the parties” may be performed and gives sufficient guarantee for the protection of the rights and legitimate interests of data subjects in compliance with the requirements of the GDPR.

- Organization and sending shipment on inquiry/order of individuals – For website users, we collect and process the data provided by you for the purpose of sending you the inquiry/order you have made. The inquiry/order may be sent by us via a courier company. On your request, we can save the data given by you for further inquiry/orders. Conclusion from the impact assessment: Based on the completed impact assessment, the Data Protection Officer declares that the operation “Organization and sending shipment on demand/ by order of an individual” may be performed and gives sufficient guarantee for the protection of the rights and legitimate interests of data subjects in compliance with the requirements of the GDPR.

(2) The Controller processes the following categories of personal data and information for the following purposes and on the following grounds:

- Data: Your identifying data (full name, delivery address, phone number, e-mail)
- Purpose of data collection: 1) identification of the individual as a company client, 2) contacting the individual for official correspondence concerning the performance of company activities and protection of legitimate interests of the parties and 3) establishing contact with the Individual and sending information to it.
- Grounds for the processing of your personal data - you have given explicit consent for the processing of your personal data for one or more specific purposes - 6, Para 1 (a) of GDPR.

- (3) The Collector does not collect or process personal data related to:
 - disclosure of racial or ethnic origin;
 - disclosure of political, religious or philosophic beliefs or membership in trade unions;
 - Genetic or biometric data, data of health status or data of sexual life or sexual orientation.
- (4) Personal data shall be collected by the Controller from the persons they refer to.
- (5) The Company does not perform automated decision-making with data.

Art. 4 (1) The Company shall perform the following operations with the personal data provided by you as job applicants for the following purposes:

- Entering into and execution of employment contracts: For the purposes of selection of job applicants, we process the personal data you have sent us in your CV.

Conclusion from the impact assessment: Considering the relatively small number of individuals whose data are processed and the limited volume of collected personal data, the Data Protection Officer believes that impact assessment is not necessary for this operation.

- (2) Personal data shall be collected from the Controller from the persons they refer to.
- (3) The Company does not perform automated decision-making with data.

Art. 5 (1) The Company shall perform the following operations with the personal data provided by you as legal representatives or authorized persons of legal entities - commercial partners, for the following purposes:

- Entering into and execution of commercial transactions: For the purpose of entering into and execution of commercial transactions with commercial companies, we process only full name, delivery address, phone number and e-mail.

Conclusion from the impact assessment: Based on the completed impact assessment, the Data Protection Officer declares that the operation “Organization of and sending shipments on demand/by order of individuals” may be performed and gives sufficient guarantee for the protection of the rights and legitimate interests of data subjects in compliance with the requirements of the GDPR.

- (2) Personal data shall be collected by the Controller from the persons they refer to and from the Companies Register of the Registry Agency.
- (3) The Company does not perform automated decision-making regarding data.

Video Surveillance

Art. 6 (1) Our sites are monitored by video surveillance.

- (2) Video surveillance is based on our legitimate interest, for the purpose of security of company sites and assets.
- (3) Video surveillance is performed in consideration of the rights and freedoms of individuals and its perimeter is limited only to the degree necessary for security.
- (4) The necessary technical and organization measures are taken to protect your safety and the records shall be stored for a period no longer than 30 days after which they are destroyed.

Period of Storage of Your Personal Data

Art. 7 (1) The Controller shall store your personal data until you withdraw your consent, after completion of the delivery of requested/ordered services/products offered by the Company, from the website of the Company, by e-mail or fax.

- (2) The Controller shall inform you in case it is necessary to extend the period of data storage for the performance of statutory obligations, for the legitimate interests of the Controller or for other reason.

Transfer of Your Personal Data for Processing

Art. 8 (1) At its sole discretion, the Controller may transfer some or all of our personal data to data processors for performance of the purposes of processing you have given consent for, in observation of the requirements of Regulation (EU) 2016/679 (GDPR).

(2) The Controller shall inform you in case that it plans to transfer some or all of your personal data to third countries or international organizations.

Your Rights on the Collection, Processing and Storage of Your Personal Data

Withdrawal of Consent to Process Your Personal Data

Art. 9 (1) If you do not wish some or all of your personal data to be processed by the Company for a specific purpose or all purposes of processing, you may withdraw your consent for processing any time by completing the form on the Company website or submit a free-format request.

(2) The Controller may request confirmation of your identity to prove that you are the person the data refer to and request you to present an identity document for verification on the spot in a Company office in the presence of our employee.

(3) Your data shall not be further processed.

Right of Access

Art. 10 (1) You have the right to request and receive from the Controller confirmation whether your personal data are being processed.

(2) You have the right to get access to your data and to the information on the collection, processing and storage of your personal data.

(3) On request, the Controller shall present a copy of the processed data concerning you, in electronic or other suitable form.

(4) Provision of access to data is free but the Controller preserves the right to charge an administrative fee in case of repetition or excessiveness of requests.

Right to Rectification or Completion

Art. 11 You have the right to request the Controller to:

- Rectify incorrect data concerning you;
- Complete incomplete personal data concerning you.

Right to Deletion (“Right to be Forgotten”)

Art. 12 (1) You have the right to request the Controller to delete some or all of your personal data and the Controller has the obligation to delete them without undue delay, when any of the following grounds are present:

- The personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed;
- You withdraw your consent on which the processing is based, and where there is no other legal ground for the processing;
- You object to the processing of the personal data concerning you, including for the purposes of direct marketing, and there are no overriding legitimate grounds for the processing;

- The personal data have been unlawfully processed;
- The personal data have to be deleted for compliance with a legal obligation in Union or Member State law to which the Controller is subject;
- the personal data have been collected in relation to the offer of information society services.

(2) The Controller is not obliged to delete personal data if it stores and processes them:

- For compliance with a legal obligation which requires processing as provided by the European Union or Member State law to which the controller is subject or for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Controller;
- 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 defence of legal claims.

(3) In case of exercise of your right to be forgotten, the Company shall delete all your data.

(4) To exercise your right to be forgotten, you need to undertake to following steps:

- To submit a request via the online form on the Company website;
- To submit on the spot in a Company office an identity document for verification and then complete a form that will be given to you;

(5) After we confirm the identity of the person submitting request and the person to which data refer in compliance with the above steps, we will delete all your data processed by you, pursuant to Para 3.

Right to restriction

Art. 13 You have the right to request the Controller to limit the processing of your data where one of the following applies:

- The accuracy of the personal data is contested by you, for a period enabling the Controller to verify the accuracy of the personal data;
- The processing is unlawful and you oppose the deletion of the personal data and request the restriction of their use instead;
- The Controller no longer needs the personal data for the purposes of the processing, but they are required by the data subject for the establishment, exercise or defence of legal claims;
- You have objected to processing pending the verification whether the legitimate grounds of the Controller override yours.

(2) In case of exercise of your right to restriction, the Company shall no longer process your personal data.

Right to portability

Art. 14 If you have given consent for the processing of your personal data or processing is necessary for implementation of the contract with the Controller, or if your data are processed in automated way, after identifying yourself before the Controller you may:

- Request the Controller to present your data in a readable format and to transfer them to another Controller;
- Request the Controller to directly transfer your personal data to a controller specified by you, if technically possible.

Right to be informed

Art. 15 You may request the Controller to inform you of all recipients to which the personal data for which rectification, deletion or restriction of processing is requested, are disclosed. The Controller may refuse to present such information, if impossible or taking disproportionate effort.

Right to object

Art. 16 You shall have the right to object at any time to processing the personal data concerning you by the Controller.

Your rights in case of data breach

Art. 17 (1) If the Controller finds breach of the security of your personal data leading to a high risk for your rights and freedoms, it shall inform you without undue delay of the breach and of the measures undertaken or planned to be undertaken.

(2) The Controller shall not inform you if:

- It has undertaken suitable technical and organization measures for the data affected by security breach;
- It has undertaken further measures guaranteeing that the breach will not lead to a higher risk for your rights;
- Notification would require disproportional effort.

Persons to whom your personal data are provided

Art. 18 For the purposes of processing your personal data, provision of the service in its full functionality and in the protection of your interests, the Controller may present the data to the following persons who are data processors – **see Register of Data Processors**. The specified data processors observe all requirements for lawfulness and security in the processing and storage of your personal data.

Art. 19 The Controller shall not transfer your data to third parties.

Art. 20 In case of violation of your rights pursuant to the above or pursuant to applicable data protection legislation, you have the right to submit a claim to the Personal Data Protection Commission as follows:

Personal Data Protection Commission

Domicile and registered office: Sofia 1592, 2 Prof. Tsvetan Lazarov Blvd.

Mailing address: Sofia 1592, 2 Tsvetan Lazarov Blvd.

Tel: 02 915 3 518

Website: www.cpdp.bg

Art. 20 You may exercise all the rights to protection of your personal data with the forms annexed to this information. Of course, these forms are not compulsory and you may submit your requests in any form containing the relevant statement and identifying you as data holder.

Annex No.1

Form for Consent Withdrawal of for the Purposes of Data Processing

Your name:

For the Attention of:

MAXTER S.O.P. LTD

UIC/BUSTAT: 203006722

Domicile and registered office: 4210 Stamboliyski, 5 Klokotnitsa St.

Mailing address: 4210 Stamboliyski, 5 Klokotnitsa St.

Tel: +359 32 278 900

E-mail: office@maxtersop.com

Website: www.maxtersop.com

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

- All personal data given by me
- Only the following data

for the following purposes:

- The following purpose:
-
- All purposes

I hereby declare that I was informed of the Company conditions for provision of services after withdrawal of consent.

In case of violation of your rights pursuant to the above or applicable data protection legislation, you have the right to submit a claim to the Personal Data Protection Commission as follows:

Personal Data Protection Commission

Domicile and registered office: Sofia 1592, 2 Prof. Tsvetan Lazarov Blvd.

Mailing address: Sofia 1592, 2 Tsvetan Lazarov Blvd.

Tel: 02 915 3 518

Website: www.cpdp.bg

Signature of person:

Annex No.2

Request “to be forgotten” – deletion of my personal data

Your name:

Contact details (e-mail):

For the Attention of:

MAXTER S.O.P. LTD

UIC/BUSTAT: 203006722

Domicile and registered office: 4210 Stamboliyski, 5 Klokotnitsa St.

Mailing address: 4210 Stamboliyski, 5 Klokotnitsa St.

Tel: +359 32 278 900

E-mail: office@maxtersop.com

Website: www.maxtersop.com

Please, delete all personal data collected from your database, processed or stored by you, which data are provided by me or third parties and concern me, according to the presented identification.

I hereby declare that I was informed that some or all of my personal data may be further processed and stored by the controller for the purpose of performing its legal obligations.

In case of violation of your rights pursuant to the above or applicable data protection legislation, you have the right to submit a claim to the Personal Data Protection Commission as follows:

Personal Data Protection Commission

Domicile and registered office: Sofia 1592, 2 Prof. Tsvetan Lazarov Blvd.

Mailing address: Sofia 1592, 2 Tsvetan Lazarov Blvd.

Tel: 02 915 3 518

Website: www.cdpd.bg

Signature of person:

Annex No.3

Request for Personal Data Portability

Your name:

For the Attention of:

MAXTER S.O.P. LTD

UIC/BUSTAT: 203006722

Domicile and registered office: 4210 Stamboliyski, 5 Klokotnitsa St.

Mailing address: 4210 Stamboliyski, 5 Klokotnitsa St.

Tel: +359 32 278 900

E-mail: office@maxtersop.com

Website: www.maxtersop.com

Please, send all personal data collected, processed and stored in your databases to:

e-mail: _____

Controller – receiver of data:

Name:

Identification number (UIC, BULSTAT, Reg. No. in the Personal Data Protection Commission):

E-mail:

API interface:

Please, transfer my personal data in the following format:

XML

JSON

CSV

Other: :

I would like to have the personal data in the selected format to be delivered to me/ the controller specified by me:

To the following e-mail or by API.....

On physical optical or electronic media (CD, DVD, USB) at your address

In case of violation of your rights pursuant to the above or applicable data protection legislation, you have the right to submit a claim to the Personal Data Protection Commission as follows:

Personal Data Protection Commission

Domicile and registered office: Sofia 1592, 2 Prof. Tsvetan Lazarov Blvd.

Mailing address: Sofia 1592, 2 Tsvetan Lazarov Blvd.

Tel: 02 915 3 518

Website: www.cpdp.bg

Signature of person:

Annex No.4
Request for personal data rectification

Your name:

Contacts (e-mail):

For the Attention of:

MAXTER S.O.P. LTD

UIC/BUSTAT: 203006722

Domicile and registered office: 4210 Stamboliyski, 5 Klokotnitsa St.

Mailing address: 4210 Stamboliyski, 5 Klokotnitsa St.

Tel: +359 32 278 900

E-mail: office@maxtersop.com

Website: www.maxtersop.com

Please rectify the following personal data collected, processed and stored by you, which data are provided by me or third parties and concern me, as follows:

Data to be rectified:

.....

Please, perform rectification in the following manner:

.....

In case of violation of your rights pursuant to the above or applicable data protection legislation, you have the right to submit a claim to the Personal Data Protection Commission as follows:

Personal Data Protection Commission

Domicile and registered office: Sofia 1592, 2 Prof. Tsvetan Lazarov Blvd.

Mailing address: Sofia 1592, 2 Tsvetan Lazarov Blvd.

Tel: 02 915 3 518

Website: www.cpdp.bg

Signature of person: