



MURGOVA & PARTNERS

ATTORNEYS AT LAW

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PRIVACY NOTICES OF MURGOVA & PARTNERS LAW FIRM

In relation to the new **General Data Protection Regulation (EU) 2016/679** and considering **Murgova & Partners** law firm's aim to follow strictly its legal obligations especially considering the personal data protection rules, we would like to inform you about the following:

Murgova & Partners law firm is a partnership registered under the Bulgarian Advocacy Act, firm case № 354/2010 г. at the firm department of Sofia City Court, with UIC 175892112, having its registered address located at the City of Sofia, 8 Tzar Osvoboditel Blvd., fl. 3 (hereinafter referred to as **Murgova & Partners**). **Murgova & Partners** is a personal data administrator which can be contacted at: phone: **02/ 98 98 298**; e-mail: office@murgova.com.

When performing its business activities, in relation to providing services, **Murgova & Partners**' requires processing of personal data for the following subjects:

1. Employees (current and former);
2. Job applicants;
3. Clients and suppliers – individuals and/ or employees and representatives of companies.

With these Privacy Notices we would like to inform you about the personal data processed by us, for what purposes we process it, and about your rights in this respect.

1.1. Privacy Notice for Employees

Murgova & Partners processes its employees' (current and former) personal data in its capacity of employer and as described herein below.

Employees' personal data which we process include: names, ID number, ID document data, photo, address, marital status and family relations, health status, education and professional qualifications, job position, professional experience, wage, contact details and bank account.

The personal data considering your health status are sensitive data which we process only when it is legally required, in order to protect the vital interests of the data subject or of another individual or when the data subject has given his/ her consent.

In your capacity of **Murgova & Partners**' employee we could process your data for one or more of the following purposes:

- ✓ For the formation or performance of a labour agreement;
- ✓ To fulfill or comply with our legal obligations;
- ✓ For the purposes of the legitimate interest of **Murgova & Partners**;
- ✓ When the data subject has given his/ her consent.

Murgova & Partners shall not store your data for a period longer than the required for the fulfilment of the processing purpose. We store your data following the legally defined prohibited periods as well as considering the volume, specifics and sensitivity of the data, the processing purposes and whether we could complete them with different means.

Once we have no legal obligation and/ or legitimate interest, we shall erase or delete your data in a secure way.

Murgova & Partners has the right to share your personal data only with:

- ✓ Its employees, whose professional obligations require processing of personal data on our behalf;
- ✓ Public bodies when it is legally required or for the purposes of our legitimate interests;
- ✓ Authorized third party agents, service providers of accountant, IT, bank, insurance services, etc. and/or subcontractors when needed for fulfillment of contractual obligations or for protecting our legitimate interests.

You shall be informed that we shall not share your data with other external organizations, companies and/ or individuals except for the ones described herein above or only when it is legally required or you have given your specific consent in advance.

Murgova & Partners has implemented all appropriate technical and organizational measures with the objective of protecting your privacy and will update these measures as appropriate.

In case your data has been shared with third parties, we require that the adequate levels of protection have been implemented by them as well in order to safeguard the personal data as prescribed by the law.

You shall be informed that you have the right to require from **Murgova & Partners** access to your data, as well as rectification and erasure of your personal data, restriction of processing, to object the processing, right to data portability, as well as not to be a subject of an automated individual decision-making. You can exercise any of these rights through a written notification sent to the following e-mail: office@murgova.com; or to the following address: Republic of Bulgaria, City of Sofia, 8 Tzar Osvoboditel Blvd, fl. 3.

In cases where processing is based on a consent, you have the right to withdraw your consent at any time. The withdrawal can be performed in a written notification sent to the following e-mail: office@murgova.com or to the following address: Republic of Bulgaria, City of Sofia, 8 Tzar Osvoboditel Blvd, fl. 3. It shall be noted that this will not affect the validity of the processing prior to the withdrawal of the consent.

In the event of assumption that **Murgova & Partners**, in the capacity of a controller of your personal data, does not protect your rights, you can contact the Commission for Personal Data Protection and the competent courts in Bulgaria as you have a right to file a complaint in which you can submit your concerns.

1.2. Privacy Notice for Job Applicants

Murgova & Partners processes job applicants' personal data within recruitment procedures and as described herein below.

Job applicants' personal data which we process include: names, education and professional qualifications, photo, contact details and other data shared by the applicant.

We could process your data for one or more of the following purposes:

- ✓ For the completion of the recruitment procedure under which you are applying;
- ✓ To fulfill our legal obligations;
- ✓ For the purposes of **Murgova & Partners'** or a third party's legitimate interests;
- ✓ When the data subject has given his/ her consent.

Murgova & Partners shall store the personal data of unsuccessful job applicants for no longer than 60 days after the recruitment process has been completed. We shall not store your data for a period longer than the required for the processing purpose. We store your data following the legally defined prohibited periods as well as considering the volume, specifics and sensitivity of the data, the processing purposes and whether we could complete them with different means.

Once we have no legal obligation and/ or legitimate interest, we shall erase or delete your data in a secure way.

Murgova & Partners has the right to share your personal data only with:

- ✓ Its employees, whose professional obligations require processing of personal data on our behalf;
- ✓ Public bodies when it is legally required or for the purposes of our legitimate interests;
- ✓ Authorized third party agents, service providers of accountant, IT services, etc. and/or subcontractors when needed for fulfillment of contractual obligations or for protecting our legitimate interests.

In the event that you do not provide us with the information requested, including your personal data which is limited to that required for these purposes, it shall not be possible for **Murgova & Partners** to include you in the recruitment procedure and your chances of being selected for the applied position will be negatively affected.

You shall be informed that we shall not share your data with other external organizations, companies and/ or individuals except for the ones described herein above or only when it is legally required or you have given your consent in advance.

Murgova & Partners has implemented all appropriate technical and organizational measures with the objective of protecting your privacy and will update these measures as appropriate.

In case your data has been shared with third parties, we require that the adequate levels of protection have been implemented by them as well in order to safeguard the personal data as prescribed by the law.

You shall be informed that you have the right to require from **Murgova & Partners** access to your data, as well as rectification and erasure of your personal data, restriction of processing, to object the processing, right to data portability, as well as not to be a subject of an automated individual decision-making. You can exercise any of these rights through a written notification sent to the following e-mail: office@murgova.com or to the following address: Republic of Bulgaria, City of Sofia, 8 Tzar Osvoboditel Blvd., fl. 3.

In those cases where processing is based on a consent, you have the right to withdraw your consent at any time. The withdrawal can be performed in a written notification sent to the following e-mail: office@murgova.com or to the following address: Republic of Bulgaria, City of Sofia, 8 Tzar Osvoboditel Blvd., fl. 3. It shall be noted that this will not affect the validity of the processing prior to the withdrawal of the consent.

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1.3. Privacy Notice for Clients and Suppliers

Murgova & Partners processes Clients' and Suppliers' personal data for the fulfilment of its contractual obligations and as described herein below.

Clients' and Suppliers' (individuals and/ or employees and representatives of companies) personal data which we process include: names, ID number, ID document data, address, professional qualifications, contact details, financial and/ or property possession status.

In exceptional situations, resulting from the specifics of certain judicial cases, which have been assigned to us by our clients, we shall process additional categories of our clients' personal data (such as marital status, family relations, place of birth, etc.).

We could process your data for one or more of the following purposes:

- ✓ For entering into and/or fulfilment of our contracts/ agreements;
- ✓ To fulfill our legal obligations;
- ✓ For the purposes of the legitimate interests of **Murgova & Partners** and/ or third party;
- ✓ When the data subject has given his/ her consent.

The provision of your personal data is voluntary and at the same time necessary for entering into an agreement between you and **Murgova & Partners**. Considering that, you shall be informed that we can provide you with a service only when we process your personal data. In case you do not wish to provide us with your personal data, **Murgova & Partners** shall not be able to provide you with the respective service.

The provided data shall be stored by **Murgova & Partners** as long as the concluded agreement is in force. After its termination your personal data will be deleted or erased in a secure way unless there is a legitimate interest and/ or legal ground which requires **Murgova & Partners** to proceed with personal data processing or holding.

Murgova & Partners has the right to share your personal data only with:

- ✓ Its employees, whose professional obligations require processing of personal data on our behalf;
- ✓ Public bodies when it's legally required or for the purposes of our legitimate interests;
- ✓ Authorized third party agents, service providers of accountant, IT, bank services, etc. and/or subcontractors when needed for fulfilment of contractual obligations or for protecting our legitimate interests.

You shall be informed that we shall not share your data with other external organizations, companies and/ or individuals except for the ones described herein above or only when it is legally required or you have given your consent in advance.

Murgova & Partners has implemented all appropriate technical and organizational measures with the objective of protecting your privacy and will update these measures as appropriate.

In case your data has been shared with third parties, we require that the adequate levels of protection have been implemented by them as well in order to safeguard the personal data as prescribed by the law.

You shall be informed that you have the right to require from **Murgova & Partners** access to your data, as well as rectification and erasure of your personal data, restriction of processing, to object the processing, right to data portability, as well as not to be a subject of an automated individual decision-making. You can exercise any of these rights through a written notification sent to the

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2. Changes to the Privacy Notices

These Privacy Notices of **Murgova & Partners** are effective as of **25th May 2018** and may be amended over time for which you shall be informed through an e-mail or notifications published on our website (www.murgova.com).