

PRIVACY POLICY

In accordance with the requirements of art. 13 and art. 14 of GDPR, with this Privacy policy, BOLSA EOOD informs you of the personal data it collects and processes, the aims for which the personal data is being processed, the measures for its protection and your rights under the General data protection regulation and the other applicable laws of the European union and the Bulgarian legislation.

1. Controllers' information and contact details:

BOLSA EOOD UIC: 131568518, with seat and management address in Sofia, 18 Tsar Osvoboditel blvd., represented by the manager Stanislava Georgieva;

Requests, questions and claims you may fail on the following email address: info@theresidence-club.com

2. Personal data that the controller collects

The Controller collects personal data directly from the subjects through the applications for membership, through the CV's that candidates for a job opening give to the data the hired applicants provide for the proposes of the labour agreements.

3. Purposes of processing. Principles of processing

BOLSA EOOD processes the personal data for the following purpose:

- **Recruitment and hiring.**
- **Providing personalized services to the members of the Residence Club**
- **Providing maintenance and security services of the Residence club**

In the course of its main activity and under art. 6, p. 1c and art.9, p. 2b, BOLSA EOOD processes personal data of candidates for job position, employees and natural persons (assignees and managers of companies) for the purposes of human resources administration, financial administration and accountancy. The scope of the processed personal data includes the physical, social and economical identity of the subjects, as well as information for the criminal past and health status of the subjects.

In the cases where the processing is on the grounds of a consent from the subject of personal data, BOLSA EOOD will process that data only upon a willingly given explicit consent until this consent is withdrawn.

Data processing is permitted only for explicit and lawful purposes and cannot be processed additionally in a way not compatible with those purposes.

Personal data shall be processed according to the following principles:

- **Lawfulness**- BOLSA EOOD will collect and process your personal data only on the grounds stipulated in art. 6 of GDPR.
- **Transparency** – BOLSA EOOD will keep you inform as of the nature of the personal data it collects and the purposes for the processing and will inform you what kind of personal data it has stored.
- **Limitation of purposes** - personal data shall be collected for specific, explicit and legitimate purposes for which the subjects have been informed;
- **Data minimization** - personal data will be limited to what is necessary in connection with the purposes. The data will be collected in a lawful and objective manner;
- **Usage and reveal limitation** –personal data may not be used for purposes different than those for which it was collected, unless the subject has given its consent, or it is necessary under an applicable law. ;
- **Storage limitation** - personal data may be stored for preliminary defined periods or if it is not possible to be defined in advance, at least for a periods that may be defined later;
- **Integrity and Completion** –personal data has to be correct, up to date and complete as much as the purposes for which it has been processed require that.
- **Protection** –personal data must be protected with adequate measures corresponding with the sensitivity to the processed data.
- **Reporting** – the Controller must be able at all times to prove the measures he has taken in order to protect the personal data.

4. Data recipients outside of BOLSA EOOD

BOLSA EOOD does not reveal personal data to third parties and recipients, unless there are lawful grounds for that, the data is public, or the data subject has given his/hers explicit consent for the data transfer in regards to a specific service.

In some cases, recipients of personal data may be some of the following:

- Government bodies (such as NAR, NSI, MIA and ect.);
- Bank institutions for payment purposes;
- Couriers and post companies for the purposes of communication with the subject of personal data.
- Processors for the purposes of providing a service or for execution of a obligation that the Controller has under the applicable law (such as an outsourcing accountancy company).

5. Terms for storage.

As a controller, BOLSA EOOD processes personal data with consideration of the principle of storage limitation for the minimum period necessary under the applicable legislation.

The term for storage of labour documentation is 50 years, and all other personal data is being stored for a period between 2 months and 5 years, as per the requirements of the applicable laws.

II. Rights of the data subjects

As a subject of personal data you have the following rights:

- **Right of information and access** to your personal data: you have the right to receive from us confirmation as to whether or not your personal data is being processed, and, where that is the case, access to the personal data;
- **Right to rectification**: in cases where you have found the personal data we have for you is incomplete or inaccurate you have the right to request its completion or rectification.
- **Right to erase** (to the extent that processing is necessary for the Controller to execute legal obligation, for reasons of public interests for legal claims);
- **Right to restriction of processing** (to the extent that processing is necessary for the Controller to execute legal obligation, for reasons of public interests for legal claims): in the cases when you have concluded that the personal data is not correct or when you have doubts about the lawfulness of the data processing you may request the Controller to pause the processing of your data until the issues have been resolved;
- **Right to object**: you have the right to object against the processing when you have doubts about the legitimate interest of the Controller for that specific processing;
- **Right to data portability**: you have the right to receive the personal data concerning you in a structured, commonly used and machine-readable format and you have the right to transmit that data to another controller, if the processing is based on consent or on a contract and the processing is carried out by automated means.
- **Right to a claim** before the Commission for personal data protection;

You can exercise your rights by filling a request to BOLSA EOOD. For your convenience, you can find a [template](#) of the access request on the website of the Controller.

6. Lack of automated individual decisions, including profiling

The Controller does not use automated individual decisions, including profiling.

7. Third countries.

The controller does not provide your personal data to third parties in third countries or international organizations.

8. Cookies

Our website uses cookies in order to be able to distinguish you from other users. This allows us to personalize your experience when browsing our website and improve the website itself.

Some of the cookies content personal data. Most cookies don't collect information which identify you, but rather general information regarding the exploitation of the systems or user's location.

Some of the services we provide are accessible only through cookies. The cookies we use are four types:

7.1 Necessary Cookies.

These cookies are essential for the website and its operations. These cookies do not identify you as an individual. If you block these cookies you may not be able to use the whole content of the website.

7.2 Performance Cookies

These cookies collect information about how you use our websites, for instance: which pages you go to most often, the time spent on our websites, and any issues encountered, such as error messages. These cookies are also used to let affiliates know if you came to our website from an affiliate and if your visit resulted in the use or purchase of a product or service from us, including details of the product or service purchased. This helps us improve the performance of our websites.

7.3 Functionality Cookies

These cookies allow our websites to remember the choices you make to provide a more personalized online experience.

7.4 Targeting or Advertising Cookies.

These cookies are used to deliver content that is more relevant to you and your interests. They are also used to deliver targeted advertising or limit the number of times you see an advertisement. They remember that you have visited our website and this information is shared with other parties, including advertisers. These cookies may also be linked to site functionality provided by third parties.

Users can block the cookies. Blocking some of the cookies may interfere with the website performance.

You can find information on cookies preferences and how to change them [here](#).

9. Protection measures.

BOLSA EOOD has adopted effective data protection measures, fully described in its Internal rules for data protection measures. Please contact us if you wish to read the full text of the Internal rules.

10. Additional information.

For additional information in regard with the purposes of processing, the type of personal data, storage terms and others, please follow the links below:

- For personal data collected by the Controller from club members please click [here](#).
- For personal data collected by the Controller via surveillance please click [here](#).

This Privacy policy may be amended at any time by the Collector. When there are amendments the Collector will announce that on its website in a visible and understandable manner.

For BOLSA EOOD

Stanislava Georgieva

Manager