



**Euro
Finance**
Member of Eurohold



Privacy policy for suppliers

PRIVACY POLICY

for natural persons - contractors and suppliers of EURO-FINANCE AD and for representatives of commercial companies - contractors and suppliers of EURO-FINANCE AD

WHO ARE WE AND HOW CAN YOU CONTACT US?

EURO-FINANCE AD ("We", "Us", "the Company",) is a company incorporated under the laws of the Republic of Bulgaria, with UIC 831136740, having its registered office and address of management at: Sofia, 1592, Iskar res. area, 43 Hristofor Kolumb Blvd., fl. 5, tel: (+359 2) 980 56 57, fax: (+359 2) 981 14 96, email address: office@eurofinance.bg, for the purposes of protection of personal data: dpo@eurofinance.bg, website:www.eurofinance.bg. The Personal Data Protection Officer of EURO-FINANCE AD is Natalia Ivanova Popova - Tsepenisheva with contact details as follows: Sofia, 1592, Iskar res. area, 43 Hristofor Kolumb Blvd., fl. 5, email address: dpo@eurofinance.bg, tel: (+359 2) 980 56 57

FOR WHAT PURPOSES DO WE PROCESS YOUR DATA?

EURO-FINANCE AD is the controller of your personal data. We will collect and use your personal data which you provide to us or which we have obtained from other sources (Trade Register and Register of non-profit legal entities with the Registry Agency) for the purposes set out below:

- To identify You when you enter into a contract with Us, respectively to identify the company You represent when entering into a contract between Us and the company You represent;
- For the performance of the contract concluded between Us and the company You represent and for maintenance of the partnership relationship;
- For inclusion in Our database of contractors and suppliers - either in your personal capacity or as a representative of a company - contractor or supplier of EURO-FINANCE AD;
- To provide you with up-to-date information about the products of EURO-FINANCE AD and related news, subject to your consent.

WHAT PERSONAL DATA DO WE PROCESS ABOUT YOU?

In order to fulfil the purposes, we will require and process the following data from you: full name; email address; contact telephone numbers. If You choose to provide Us with additional information such as your civil ID number; address; ID card number, date of issue and expiry date, we will process and use it as far as it is relevant to fulfil the purposes of the processing. In the event that You as an individual are a contractor or supplier of EURO-FINANCE AD, among the data we will require from you is your Civil ID number and permanent address.

Personal data is also collected through the use of cookies, as discussed in the Cookie Policy, which is available on the website of EURO-FINANCE AD and can be consulted at any time.

ON WHAT GROUNDS DO WE PROCESS YOUR PERSONAL DATA?

The legal basis for processing the above personal data is taking steps to enter into a contract with you, respectively with the company you represent, and the performance of that contract, as well as Our legitimate interest in indisputably identifying Our counterparties and establishing relationships only with trustworthy third parties. The provision of your personal data is voluntary and is necessary for the

conclusion of the relevant contract and its subsequent performance. In the event that You refuse to provide the personal data required by Us, it will not be possible for Us to conclude such contract.

PROFILING

Your data will be processed by manual and automated means and EURO-FINANCE AD will not apply automated decision-making and profiling to your personal data.

WHO CAN WE SHARE YOUR PERSONAL DATA WITH

We may share your personal data with certain Bulgarian and foreign third parties (from a member state of the European Union or the European Economic Area or from third countries), such as: companies acting as our subcontractors for the purposes of the performance of the contract concluded between Us and the company you represent; IT suppliers for the purposes of development and technical support of Our systems; auditors and consultants to verify Our compliance with external and internal standards and requirements. In connection with the exercise of our supervisory functions, we may also share Your personal data with competent government authorities, including judicial authorities, the Financial Supervision Commission, the Personal Data Protection Commission, the National Revenue Agency, enforcement agencies and parties to disputes under a legal reporting obligation or in the event of a claim; a successor or business partner of EURO-FINANCE AD if We sell or establish a joint venture for all or part of Our business.

PERIOD FOR WHICH THE PERSONAL DATA WILL BE STORED

We will retain your personal data for a specified period in accordance with the applicable Bulgarian and European legislation and the internal policies and procedures of EURO-FINANCE AD for as long as is necessary to satisfy our legitimate business interests, or to establish, exercise or defend our rights. When it is no longer necessary to process your personal data for these purposes, your personal data will be securely erased.

HOW DO WE PROTECT YOUR PERSONAL DATA?

The security of the data you entrust to Us is very important to Us. That is why We protect Your data by implementing all appropriate technical, physical and organizational means at Our disposal to prevent unauthorized access, unauthorized or malicious use, loss or premature deletion of information. We have adopted the necessary internal rules and policies. Our employees are familiar with the requirements regarding the protection of Your personal data. Processing is limited to the minimum data necessary to achieve the relevant purposes. The main data protection measures applied by EURO-FINANCE AD are as follows:

- Physical protection measures: controlled access to EURO-FINANCE AD's office; locked cabinets, equipment on the premises and fire extinguishing equipment; prohibition of unauthorised removal of documents containing personal data; a separate server room in which the elements of the communication and information systems for processing personal data are located, and the room is locked and access controlled.
- Personal protection measures: familiarisation with data protection legislation of all employees; training of employees on the dangers of personal data breaches; undertaking by all employees not to disclose personal data.

- Documentary protection measures: drawing up a register of personal data processing activities and making it known to the staff responsible; introducing rules on the lawful processing of personal data; drawing up personal data processing impact assessments for high-risk processes, if any; setting retention periods for personal data and establishing rules for action once retention periods have expired.
- Technical protection measures: encryption, pseudonymisation and anonymisation of personal data collected; identification and authentication of information systems by means of a unique username and password for each employee; introduction of different levels of access to information systems; use of specialised software to protect the information systems used against viruses; preparation of copies and backups for the recovery of data sets; specific testing and feasibility checking when implementing a new personal data processing software product to ascertain compliance with the requirements of the Regulation and that the software product provides maximum protection of personal data from unauthorised access, loss, corruption or destruction.
- Other measures defined in the internal policies and procedures of EURO-FINANCE AD.

WHAT ARE YOUR RIGHTS IN RELATION TO YOUR PERSONAL DATA?

You can contact EURO-FINANCE AD and our Data Protection Officer Natalia Ivanova Popova-Tsepenisheva at the address of the company's administrative headquarters in the city of Sofia, 1592, Iskar res. area, 43 Hristofor Kolumb Blvd., fl. 5, or via e-mail: dpo@eurofinance.bg, to request to exercise the following rights: the right to access the personal data that EURO-FINANCE AD holds about you, the right to rectification of your personal data in case of inaccuracies and/or incompleteness, the right to erasure of your personal data, the right to restriction of processing, the right to object to the processing of your personal data, the right to withdraw consent when the processing is based on your consent, the right to portability of your data to another personal data controller under certain conditions. If such a request places EURO-FINANCE AD in breach of our obligations under the applicable Bulgarian and European legislation and EURO-FINANCE AD's internal policies and procedures, then we may not comply with your request. If your request is submitted by e-mail to the above e-mail address, it should be signed with a qualified electronic signature. A template of the request for the exercise of rights is available on the website of EURO-FINANCE AD for your convenience.

You are entitled to lodge a complaint about the processing of your personal data by EURO-FINANCE AD with the Personal Data Protection Commission at the following e-mail address: kzld@cpdp.bg.

WILL WE USE YOUR PERSONAL DATA FOR DIRECT MARKETING?

We will use your personal data for direct marketing purposes after obtaining your explicit consent to do so. You have the right to withdraw your consent at any time and to object to the processing of your personal data for direct marketing purposes at the address of the administrative headquarters of EURO-FINANCE AD in the city of Sofia, 1592, Iskar res. area, 43 Hristofor Kolumb Blvd., fl. 5, or via e-mail: dpo@eurofinance.bg, signed with a qualified electronic signature, or in the manner indicated in our advertising material (in every advertisement we will give you the opportunity to object to receiving further messages). Upon receipt of your objection, we will immediately stop sending to you information with advertising content about our products and services.

WHAT CHANGES HAVE WE RECENTLY MADE TO THE PRIVACY POLICY?

We reserve the right to change this Privacy Policy at any time, and we will indicate the date on which the Privacy Policy was last updated. If significant changes have occurred, we will highlight them and try to

alert You directly where possible. We will also keep previous versions of this Privacy Policy on record for you to review.

THE PRINCIPLE THAT PERSONAL DATA BE KEPT ACCURATE AND UP TO DATE AS NEEDED BY THE DATA CONTROLLER

In connection with this fundamental principle of European data protection legislation and in view of the established and existing relationship between EURO-FINANCE AD and you, we request that, in the event that there is a change in the personal data that you have provided to EURO-FINANCE AD, you should contact us for the purpose of updating it, at the address of the company's registered office in: Sofia, 1592, Iskar res. area, 43 Hristofor Kolumb Blvd., fl. 5, tel: (+359 2) 980 56 57, fax: (+359 2) 981 14 96, or email address: office@eurofinance.bg.

IS THERE ANYTHING ELSE YOU SHOULD KNOW?

The website of EURO-FINANCE AD may contain links to third party websites. These third party websites have their own privacy policies. If you visit these websites, you are subject to their policies.

This Privacy Policy was updated on 08.11.2021.



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