



**TRANSPARENCY NOTICE
ON PROCESSING PERSONAL DATA OF JOB APPLICANTS
AT BULGARIAN ENERGY HOLDING EAD**

1. On this transparency notice

- 1.1 **BULGARIAN ENERGY HOLDING EAD**, UIC 831373560, having its seat and registered address in the city of Sofia, 1000 16 Veslets Street, (hereinafter referred to as **BEH** or the **Company**) is a data controller and as such it complies with the rules and requirements of Bulgarian and European personal data protection legislation.
- 1.2 The transparency notice on processing personal data of job applicants at Bulgarian Energy Holding EAD (hereinafter referred to as **Transparency notice** or **Notice**) aims at providing transparent, complete and clear information on processing personal data of natural persons (or also data subjects) who voluntarily and on their own initiative have sent their job application to BEH by using the e-mail on the website of the company (<http://www.bgenh.com>) in the section Careers on the website of BEH (hq@bgenh.com or another e-mail that may be used by BEH for this purpose).
- 1.2. This Transparency notice on processing personal data of job applicants at BEH shall be respectively applied also with respect to personal data that have been provided by job applicants to BEH by sending their application to the actual registered address of the Company- Sofia 1000 16 Veslets Street.
- 1.3. In your capacity of natural persons- job applicants, regardless whether you are applying for a specific vacancy advertised by BEH or you are sending your job application without the Company having advertised a current vacancy, you are entitled to be informed how and why BEH in its capacity of data controller collects, processes, stores and protects your personal data which you have provided to the Company in connection with your job application.
- 1.4. The transparency notice is applicable to natural persons- job applicants at BEH. This Notice shall not be applied to current or former employees of the Company or companies within the holding group of BEH as well as to contractual parties and partners of the company that are natural/legal persons. Transparency notices of BEH shall be applied to these persons which reflect the specific relationships arising on the occasion of processing personal data between BEH and the respective person depending on its capacity and the conditions for processing their personal data.
- 1.5. This Notice is published and available in the specially dedicated part of the website of BEH: <http://www.bgenh.com>. The Notice may be amended and/or supplemented at any time by BEH if this is required. By sending your job application you declare and state that you are familiar with the provisions of the Transparency notice. Should you need further information or you have any questions, you may contact the Company using the contact details below.

1.6. This Notice in no way restricts or affects your rights related to processing of your personal data by BEH. The Notice aims at providing you information which guarantees that your data are processed in a transparent and fair manner by BEH.

2. Main terms used in the Transparency notice

2.1 Some main terms used in this Transparency notice are explained below:

- **Personal Data Protection Act** shall mean Bulgarian and European personal data protection legislation which BEH is obliged to comply with when processing personal data of natural persons (data subjects), including your Personal data in you capacity of natural persons- job applicants at BEH, such as the Bulgarian Personal Data Protection Act and the by-laws on its application (ordinances, rulebooks, mandatory instructions and guidelines of the competent supervisory authority), including the General Data Protection Regulation (**GDPR**).
- **Data controller** shall mean any person that individually sets the purposes and means for personal data processing. In the relations between BEH and job applicants the company is a data controller.
- **Personal data** shall be any information related to a natural person who has been identified or can be identified via one or more specific features. This information can be of various kinds and to be related to different aspects concerning the natural person, for example personal data related to physical, physiological, psychic, intellectual, economic, cultural and/or social identity of this natural person. There are Personal data, but not only, for example in your CV, cover letter, certificates, certifications and/or other documents which you provide to BEH in the process of your job application.
- **Personal data processing** is a very general term and in practice it may include different operations that may be performed with personal data. For example collecting (receiving), recording or storing personal data; including organizing them per some criterion or for the needs of the company; change in personal data; availability and use of personal data; disclosure through transmission, dissemination or in any other way whereby the personal data become available; erasure or destruction of personal data.

3. What personal data does BEH EAD process

3.1 BEH processes the personal data provided by you in its capacity of a data controller. The Company collects and processes only such categories of personal data which you have provided to it voluntarily and directly to BEH via the e-mail referred to above (or at the registered address of the Company) or such personal data that have been or may be additionally requested by the Company in the course of the procedure of evaluation of your job application and the decision-making process whether you are to be employed by BEH in its capacity of your potential employer.

3.2 BEH processes the following main categories of personal data related to your identity:

- ✓ **Identification data** (names, address, contact details- telephone, e-mail), date of birth, photo (when you have provided such voluntarily);
- ✓ **Information on education and qualifications**- education, additionally obtained professional qualifications, academic degree, certificates, membership in professional unions or associations (if applicable), additional trainings and other

information related to the education and qualification obtained, fluency in foreign languages, professional experience and practice;

- ✓ **Information on current and/or previous labor activity**- data on labor activity; titles/positions held; functions and responsibilities; current and previous employers; work experience/expertise; references and recommendations by employer/s;
- ✓ Information on a driving license or **other certificates for qualification obtained** (when and to the extent required to perform the obligations included in the scope of the position you are applying for or when you have voluntarily submitted such information);
- ✓ **Information on remunerations**, including current and expected basic salary, compensations, bonuses, social benefits and/or other data of financial and economic nature related to the position you are applying for;
- ✓ **Information on criminal record** (only and to the extent a law or another regulation require that certifying criminal record is required to hold a particular position/title);
- ✓ Information you have voluntarily provided on your own initiative in the process of your job application (for example information which has been provided in a CV, cover letter or any other document you have provided or has been additionally requested by BEH and not listed above);
- ✓ Other information related to your application which you have provided during the oral interviews and talks with employees of the Company that may be held in the course of the job application process.

BEH does not process your special (sensitive) personal data unless they have been voluntarily provided by you in connection with your job application. In view of there being specific regulatory requirements to hold a particular position/title, in some cases in the course of the procedure and when taking a decision to employ you at a particular position, BEH may request that you also provide special categories of personal data such as personal data related to your health status and/or data on membership in trade unions and/or professional organizations, other type of special categories of personal data.

Special (sensitive) personal data are processed only and to the extent they are required to evaluate your application, take a decision to employ you at the said position/title, perform obligations established by a regulation which BEH has to comply with in its capacity of a potential employer and there being your explicit agreement to processes them.

4. For what purposes does BEH process your personal data

- 4.1 In its capacity of a potential employer BEH processes your personal data only and to the extent that the Company needs them to hold the procedure of recruiting potential employees, evaluation of applications and employment. In particular, BEH processes the personal data provided by you for the following purposes:
- Administrating, processing and managing your job application at the Company;
 - Identification and evaluation of your job application and taking a decision whether you are to be employed at the position you are applying for;

- When applicable, to make a verification and ensure compliance with statutory requirements when for example for a certain position specific education, qualification or experience are required.
- Management and administration of the human resources of the Company, including administration and management of potential applications for prospective vacancies;
- Analysis and control of expenses/budget which includes processing identification data, information on the position you are applying for, including the salary and additional social benefits for this position;
- In the event that your job application has been approved for a formal job proposal, preparing a draft labour agreement and other documents required to complete the job application process;
- Communication with applicants during the procedure and after that in the event of prospective vacancies which BEH deems that may be appropriate.

4.2 BEH can process your personal data if at least one of the following legal grounds stipulated in the General Data Protection Regulation applies:

- ✓ Processing your personal data is required to comply with regulatory obligations of BEH as well as to ensure your labour and social security rights when concluding a labour agreement;
- ✓ For the legal interests of the Company in its capacity of employer- providing and managing human resources required for normal and efficient operation of BEH.
- ✓ If you have agreed personal data related to you to be processed (when no other legal basis to process your personal data by BEH is applicable);
- ✓ To take actions required to conclude an agreement (labour agreement);
- ✓ Processing is required to establish, make or defend legal claims, regardless whether in court, administrative or other out-of-court procedure;

5. Period for storing your personal data

- 5.1 BEH will store and process your personal data only for the period required to achieve the purposes of processing personal data referred to above. Your personal data will be stored for the period from the moment they are received to the moment a final decision is taken whether to employ you at the position you are applying for.
- 5.2 The period for storing your personal data provided in the process of your job application is longer than the validity period of the vacancy notice advertised by BEH. This is so since after receiving job applications by the interested persons time is needed for additional actions such as internal evaluation of the job applications received, holding interviews and discussions with applicants, BEH taking a decision to select the most appropriate applicant and concluding an agreement with this applicant.
- 5.3 In view of optimum and competitive management and administration of human resources of the Company, in particular for the purposes of occupying prospective vacancies, BEH may store your personal data also after the application procedure for the job you are applying for has been completed. In these cases BEH may store your

personal data for a period not longer than 6 (six) months if you have agreed for them to be processed.

- 5.4 In the event that your application has been approved and upon conclusion of a labor agreement between you and the Company, the personal data provided by you will continue to be stored by BEH and they will become part of your employment record. Upon concluding a labor agreement BEH will provide to you a detailed transparency notice on processing your personal data in your capacity of an employee of the Company.
- 5.5 In the event that your job application has not been approved and you have not agreed to BEH storing and processing your personal data for prospective vacancies, your personal data will be destroyed/erased after completion of the procedure with the applicant/s selected.

6. Who your personal data may be disclosed to

6.1 In connection with the purposes referred to above your personal data may be disclosed to a certain category of recipients but in strict compliance with the requirements of the personal data protection legislation and to the extent this is required to achieve these purposes. Recipients of your personal data may be:

- Employees of BEH nominated to participate in the process of managing and administrating your application as well as employees who directly participate in the process of analyzing and evaluating job applicants as well as for BEH to take a final decision. Your personal data are disclosed to employees of BEH in compliance with the 'need to know' principle and to the extent this is required to perform their duties.
- State bodies, institutions, agencies and other administrative bodies, when this has been stipulated in a law or a regulation or when an approval or an authorization is required by such a body/ies in view of the specific operations performed by BEH;
- Suppliers of services, professional advisors and other contractual parties of BEH (if and to the extent it is applicable in the particular case, for example suppliers of IT, hardware maintenance, hosting or the website of BEH);
- To other persons or bodies when this is stipulated in a law or a regulation or when required in view of the specific operations BEH performs in the energy sector.

6.2 BEH will provide (disclose) your personal data to the personal data recipients referred to above only when this is required and to the extent required in view of the process of managing and administrating your job application and taking the decision whether you are the most suitable job applicant for the position.

6.3 BEH shall not provide (disclose) your personal data to persons not established in the European Union or the European Economic Area.

7. Your rights related to protection of your personal data and further information

7.1 With a view to complying with the regulatory obligations of BEH in its capacity of data controller it is important for the Company to process and keep your personal data correct and up-to-date; if required, you can request your personal data to be updated, revised and/or supplemented by sending a request for this to the Company in compliance with the terms and procedure stipulated in the personal data protection act.

7.2 You have certain rights stipulated in the Personal Data Protection Act related to processing of your personal data, including:

- ✓ Right to information and access to your personal data, right to request a copy of your personal data stored or otherwise processed by BEH and
- ✓ Right to request your personal data to be revised in the event that they are not correct, up-to-date or complete and
- ✓ In the event that you suspect that your personal data is not processed lawfully, you are entitled to file a complaint to the competent supervisory personal data protection body referred to in item 9 below in this Notice and
- ✓ Where the provisions and conditions stipulated in the Personal Data Protection Act apply, you shall also have the right to request that your personal data be erased or to request that their processing be restricted as well the right of portability of your personal data, and
- ✓ Right to object as well as rights related to automated decision-making- in the cases stipulated by law you are entitled to object at any time on grounds related to your particular situation against your personal data being processed, including where your data is used for profiling. In the process of accepting, analyzing and evaluating your job application BEH does not use the personal data provided by you for profiling or automated decision-making.

Please note that the terms and procedure to exercise your rights related to personal data protection are regulated in detail in the General Data Protection Regulation and the Bulgarian Personal Data Protection Act. BEH will provide the assistance required to exercise the rights conferred to you by the law.

7.3 If you wish to obtain further information on how BEH processes your personal data or have questions related to the effect and application of this Transparency notice on processing personal data of job applicants, you can contact the Company at the following e-mail: hq@bgenh.com or the registered address of BEH in Sofia city, 1000 16 Veslets Street.

8. **Protection of your personal data**

BEH seeks to guarantee the protection and security of your personal data by providing appropriate technical and organizational means for personal data protection. The Company has adopted and implemented personal data protection policies which aim at protecting your personal data from unauthorized access and unlawful use; securing information systems and information protection, including encrypting.

9. **Competent supervisory body on personal data protection**

Commission for Personal Data Protection (CPDP)

Address: 2 Profesor Tsvetan Lazarov Blvd., Sofia 1592

Phone number: +3592/ 91 -53 -594

e-mail: kzld@cpdp.bg

Website: www.cdpd.bg