

## **DATA PRIVACY STATEMENT**

### **DEAR CLIENTS, PARTNERS, SHARE HOLDERS,**

Mechatronica SC is a company, registered in the Commercial register of the Registry Agency under UIC 107032279 with registered office and address of management: 7, Raiko Daskalov Str., Gabrovo, BULGARIA, tel: 00359 / 66 817 514, fax: 00359 66 817 501.

Mechatronics SC is a data controller within the meaning of the General Data Protection Regulation (Regulation (EU) 2016/679).

We, Mechatronica SC, protect the right to the integrity of the person and all personal data and strive to respond and comply with all European and national laws. In this regard we would like to inform you in clearly and understandable way about the types of personal information, which we process, as well as to inform you about the purposes of the processing, the retention period and the possibility to exercise of your rights.

#### **1. WHAT TYPES OF PERSONAL INFORMATION DO WE COLLECT**

We collect a minimum quantity of information, which is required to accomplish an aim, information required within a law regulation, information to perform a contract and to manage or to protect property. We collect your data as a natural person or as a representative of your company.

- For creation and fulfillment of orders and deliveries we collect your name, company address, position in the company, telephone number, email;
- To perform a contract we collect information about you as a representative of your company- names, company address, position in the company, telephone number, email and signature;
- If you contact us by email we safe the correspondence;
- For property management we store and safe your data as share holders in the company including name, personal identification number, address, number of shares;
- We have continuously 24-hours video monitoring of our external buildings and your video footage will be stored if you visit our factory in person. We do this to protect our property.

#### **2. HOW WE COLLECT YOUR DATA**

The information is given by you or by your representative- natural person, or it is collected from Internet. Sometimes we could receive personal data for you from third parties- for example: clients, other business partners, public registers. The information regarding your ownership in the company as shareholder is collected from the Central Depository.

#### **3. WHO HAS ACCESS TO YOUR DATA**

Access has only authorized persons, which process your information only for definite and specific purpose. Personal is aware of the law requirements regarding the personal data protection, as well as with the Company Policy for processing, retaining and protection of personal data in Mechatronica SC.

#### **4. WHO DO WE SHARE PERSONAL INFORMATION WITH**

Your data can be shared with the following third parties:

- Persons in their capacity of "processors";
- Third parties or government institutions (National Revenue Agency, Commercial register ect.) under a contract or regulatory arrangement;
- Forwarding companies (couriers) to send/receive goods and/or materials, as well as to make claims.

#### **5. HOW WE PROTECT YOUR DATA**

We take all necessary actions to protect your information and apply physical, personal, documentary protection and protection of automated information systems and / or networks according to our Company Policy for processing, retaining and protection of personal data. All documents are processed in full confidence and in a way so that they will be protected from different risks such as unauthorized access, accidental or unlawful destruction or accidental loss, distribution and use of the data, outside the statutory cases and beyond the purposes for which they were collected.

#### **6. HOW LONG WE KEEP YOU DATA**

The information is held for the time, needed to fulfill the purpose for which it was collected and within the legal timeframe. Documents, containing information for which the legal timeframe has expired and

if they are not needed anymore for references will be destructed, according to the company procedure for destruction of documents, containing personal information.

Accounting documents under the Accountancy Act are kept for 10 years;

Management documents under the Commerce Act are kept for 10 years;

The information from the video monitoring is kept until the memory of the device is full and after this it deletes the data from the video recorders automatically.

## **7. WHAT ARE YOUR RIGHTS**

You have the right to access to your personal information or to request information about whether we hold personal information about you, and, if so, what type of information it is, why we are using it and who we share it with. Your data could be amended anytime if not correct or to be deleted if this is not in contradiction with the normal operation of the company.

If you have any questions or concerns regarding how we process your data or if you wish to exercise any of your rights, you can contact us on the below e-mail: [irina.bliznakova@stsbg.com](mailto:irina.bliznakova@stsbg.com) or by phone 00359 817 506, as well as in person on the following address: 7, Raiko Daskalov Str., Gabrovo, Mechatronica S.C.

If you consider that we have violated with your rights, regarding your personal data you have the right to lodge a complaint to a supervisory authority in EU, which for Bulgaria is: Commission for personal data protection, 2 Prof. Tsvetan Lazarov Blvd, Sofia 1592, fax: 00359/2 9153525, e-mail: [kzld@cpdp.bg](mailto:kzld@cpdp.bg)