

## GDRP Declaration of consent and information regarding the processing of personal data

- Please, after carefully reading the information provided below, decide whether to provide your voluntary, informed and explicit consent to Hub for Processes and Apparatus Ltd. to process your personal data.
- To fill in the contact form from pihub.bg of Process Instrumentation Hub EOOD it is necessary to provide your personal data.

### Section I Definitions

- “Personal data” means any information relating to an identified or identifiable natural person (“data subject”); an identifiable natural person is an identifiable person, directly or indirectly, in particular by means of an identifier such as name, identification number, location data, online identifier or one or more features specific to the natural person, the physiological, genetic, mental, intellectual, economic, cultural or social identity of that individual.
- “Processing of personal data”: any action or set of actions that the Company performs in relation to personal data by automatic or non-automatic means (eg collection, recording, organization, grouping, storage, adaptation, updating or correction, modification, recovery, use advice, disclosure by transmission or provision, distribution, combination, blocking, deletion, destruction, etc.).

### Section II Personal data controller

Processes Instrumentation Hub EOOD (hereinafter referred to as “PIHUB” or “the Company”), entered in the Commercial Register at the Registry Agency, with registered office and address of management in the city of Sofia, p.k. 1000, 165 K. VELICHKOV Blvd., e-mail address: pihub@pihub.bg, website: www.pihub.bg, is a personal data administrator.

### Section III Grounds and purposes for the collection, processing and storage of your personal data

- PIHUB collects and processes the following personal data when filling in the contact form on the website pihub.bg and concluding a contract:
  - Name and surname;
  - E-mail;
  - Address;
  - Phone number;

- Cookie data, preferences, online behavior, location: Mandatory cookies, Efficiency and functionality cookies, Advertising cookies;
- PIHUB collects and processes the following personal data when concluding a contract:
  - Name and surname;
  - E-mail;
  - Bank account;
  - Address;
  - Phone number;
- PIHUB collects this personal data of yours in order to:
  - Identification of the author of the message;
  - Conducting full correspondence and addressing a response to the author of the message;
  - Acceptance and processing of orders for purchase or delivery of goods and services, conclusion of contracts for sales and deliveries of goods and / or services;
  - Issuance of invoices and management of payments, accounting purposes;
  - Informing users and clients about upcoming promotions, advertising and marketing campaigns, raffles, games, etc. The Company collects, processes and stores personal data of individuals who wish to contact the Company through the contact form on the website of the Administrator pursuant to Art. 6, para. 1, letter "a" of the Regulation, namely: "the data subject has consented to the processing of his personal data for one or more specific purposes";
  - The personal data collected in the register are collected by the person upon receipt of an electronic message from the same and only after the provision of voluntary and informed consent by the person.

#### Section IV Principles for the collection and processing of your personal data

- When processing your personal data, the Company observes the following principles:
  - Legality, good faith and transparency;
  - Limiting the purposes of processing;
  - Correlation with the purposes of processing and minimizing the collected data;
  - Accuracy and timeliness of data;

- o Restriction of storage in order to achieve the goals;
- o Integrity and confidentiality of the processing and ensuring an appropriate level of security of personal data;

#### Section V Transfer of personal data to third parties

- The collected personal data may be transferred to third parties only with the express consent of the personal data subjects and in compliance with the other conditions provided for in the current Bulgarian legislation.

#### Section VI Shelf life

- The personal data of individuals collected and processed in connection with the electronic messages received by them through the Company's website are stored until the purposes for which they are collected or until the withdrawal of consent to provide personal data - whichever of the two circumstances occurred under -early.

#### Section VII Your rights in the collection, processing and storage of your personal data

**At any time while processing your personal data, you as a data subject have the following rights:**

- Right of access - You have the right to know what your personal data is processed by the Company. The administrator provides you, upon request, a free copy of the processed personal data related to you. When submitting a request by electronic means, the Administrator provides the information in a widely used electronic form.
- Right of correction - You have the right to request correction of your data stored by the Administrator, if they are inaccurate or incomplete.
- Right to object - With regard to data that is processed on the basis of a "legitimate interest", you have the right at any time and on grounds related to your specific situation to object to the processing. In the event of such an objection, the Administrator is obliged to terminate the processing of your personal data, unless he proves that there are compelling legitimate grounds for processing that take precedence over your interests, rights and freedoms, or in the event that the data are processed. for the establishment, exercise or defense of legal claims.
- Right to delete ("right to be forgotten") - You have the option to request the deletion of your personal data in the following cases:

- if personal data are no longer needed for the purposes for which they were collected;
- if the data subject exercises his right to object and there are no legal grounds for processing to take precedence;
- if the processing was illegal;
- if there is a legal obligation of the controller to delete the data;

However, the right of erasure shall not apply in cases where the data are processed:

- to exercise the right to freedom of expression and the right to information;
  - to comply with a legal obligation requiring processing provided for in Union or Member State law applicable to the controller or for the performance of a task in the public interest or in the exercise of official powers conferred on the controller;
  - for reasons of public interest in the field of public health;
  - for the purposes of archiving in the public interest, for scientific or historical research or for statistical purposes in accordance with Article 89 (1) of Regulation (EU) 2016/679, in so far as the right of erasure is likely to make it impossible or seriously impede of this processing;
  - for the establishment, exercise or defense of legal claims.
- Right to restrict processing - In certain circumstances, you may request the Administrator to restrict (stop) the processing of your data. Such cases are the need to verify the accuracy of the data, the grounds for the processing or the lawfulness of their processing.
  - You can exercise the rights under items 1 - 5 by sending a request / objection to the Company at the following e-mail: [pihub@pihub.bg](mailto:pihub@pihub.bg). The request / objection should contain a statement as to which of your rights you wish to exercise and should identify you as the data subject.

• Right of appeal - If you believe that your data is being processed illegally by the controller, you have the right to appeal to the Commission for Personal Data Protection, which is the supervisory authority responsible for the implementation of EU Regulation 2016/679 and the Protection Act of personal data:

- Name: Commission for Personal Data Protection;
- Headquarters and address of management: Sofia 1592, Blvd. "Prof. Tsvetan Lazarov "2;
- Address for correspondence: Sofia 1592, Prof. Tsvetan Lazarov "2;
- Phone: 02/915 3 518;
- Website: [cpdp.bg](http://cpdp.bg)Електронна поща: [kzld@cpdp.bg](mailto:kzld@cpdp.bg)

## Section VIII Information security and personal data protection measures

- The company has taken appropriate technical and organizational measures to protect personal data, such as - protection against viruses, copies of recovery for the period, determining the registers that will be maintained electronically, regulating access to registers, setting deadlines for storage and procedures for destruction of personal data.

## Section IX Notification of changes in this policy

- The Administrator reserves the right to make changes and additions to this Policy. When making changes to the Privacy Policy, they will be timely reflected in it and made available to all interested parties on the official website: [www.pihub.bg](http://www.pihub.bg)