

## PRIVACY POLICY DECLARATION

**Administrator Information:** “PLANT FOR OPTICS” JSC

**Company Business Activity:** Manufacturing and sale of precision optical components, laser optics, test lenses, optical coatings, reticles, optical and opto-mechanical assemblies and products. The company offers its clients opportunities for design and engineering of optical products and systems, as well as delivery of optical elements by specification of the client.

**Contact Information:** Bulgaria, Panagyurishte, Industrial Area Opticoelectron, Tel 0359/0357 62835, email: [pfo@opticoel.com](mailto:pfo@opticoel.com), web page: pfo-bg.com

**Personal data “PLANT FOR OPTICS” JSC collect and process:** Personal contact data – address, telephone number and email; ID data – full name; letters, appeals, applications/requests, complaints or other types of feedback “PLANT FOR OPTICS” JSC receives from you; any other type of information, necessary for you to receive your particularly requested goods or services, and information needed for the successful delivery of these goods or services; other personal data, received or acquired during the signing or during the effects of the contract.

**Source:** The data is given directly by the person to whom it refers – the Subject of the data.

**“PLANT FOR OPTICS” JSC declares that the collected personal data shall only be used for the following purposes:**

- To answer the regulatory requirements of the Accountancy Act and other relevant regulatory acts;
- For all activities, connected to the effective functioning, amending and termination of the contractual relations – and for the preparation of documents regarding those circumstances;
- In order to make a telephone connection, address and/or email, in order to exchange correspondence related to the performance of contractual obligations;
- For Accounting reports

**The reason that gives “PLANT FOR OPTICS” JSC the right to process your data:**

- The processing is required so that the Administrator can protect their legal interests.
- The processing is required to meet legal obligations.

**“PLANT FOR OPTICS” JSC declares that your personal data will be treated as strictly confidential and shall not be shared, except with the following persons:** Persons who

function directly under the management of the Administrator, who were tasked with processing your personal data.

### **Sharing of personal data with countries outside of the EU or international organizations**

“PLANT FOR OPTICS” JSC has no intentions to provide your personal data to third parties without your prior consent.

### **Data Preservation Period**

“PLANT FOR OPTICS” JSC shall not keep your personal data any longer than the periods envisioned by the law. The personal data, which is not contained in the information carriers, as according to the previous sentence, shall be kept for 30 days, starting from the date the reason for their processing becomes invalid (from the termination of the contract (prematurely or for another reason), noted in the same contract, including after the expiration of all obligations related to the contract like possible legal claims, warranty liability, etc.). The data will be kept on a paper and/or electronic carrier, where all of the necessary technical and organizational precautions, to ensure its protection, will be taken.

### **Your rights as a Subject of personal data are:**

At any moment, while “PLANT FOR OPTICS” JSC are keeping or processing your personal data, you (named, according to the terminology of the law, as the Subject of the Data) have the following rights:

- The right to request a copy of your personal data from “PLANT FOR OPTICS” JSC and the right to access your personal data at all times;
- The right to request your personal data from “PLANT FOR OPTICS” JSC in a fashion that is easy to transfer to another personal data administrator or to request that “PLANT FOR OPTICS” JSC do it for you, when that is technically achievable.
- The right to request from “PLANT FOR OPTICS” JSC to correct, without any unreasonable delays, your incorrect personal data as well as the data that is no longer relevant;
- The right to request from “PLANT FOR OPTICS” JSC to delete your personal data, without any unreasonable delays when:
  1. The personal data is no longer necessary for the reasons it was initially collected or it was processed in way, different than the agreed upon process;
  2. When you have withdrawn your consent, upon which the processing of your personal data was based, and there is no other legal reason for processing of the data;
  3. When you have objected to the processing and there are no other legal reasons for the processing of the data, which outweigh the objection;
  4. When the processing does not abide the law.

5. When the personal data has to be deleted due to legal obligations, according to EU law or the laws of a member state, which applies to “PLANT FOR OPTICS” as an Administrator of personal data;
6. When the personal data has been collected in relation to offering services to the Information society.

“PLANT FOR OPTICS” JSC may decline to delete your personal data when:

1. Exercising the right of freedom of expression and the right to information;
2. “PLANT FOR OPTICS” JSC needs to adhere to a legal obligation on their part or to perform a task of public interest;
3. This is a matter of public interest regarding the field of public health;
4. The needs of archiving are of public interest, for scientific or historical research, or statistical purposes, whereas the termination of such data could seriously hinder or even make such research impossible; or are for the settlement, exercise or protection of legal claims.

- You have the right to request for “PLANT FOR OPTICS” JSC to limit the processing of your personal data which means that your data will only be preserved but not processed. “PLANT FOR OPTICS” JSC’s denial of such a limitation of processing will be exclusively only in written form, and where “PLANT FOR OPTICS” JSC is obliged to provide adequate legal reasoning for the denial of such a limitation.
- You have the right to object to certain types of processing like direct marketing (unwanted advertising messages);
- You have the right to object to automatic processing, including profiling;
- You have the right not to be the subject of a decision based solely on automatic processing that includes profiling;
- When “PLANT FOR OPTICS” JSC needs to use your personal data for a new purpose that is not covered in this Privacy Policy, “PLANT FOR OPTICS” JSC shall present you with a new notice for protection of your personal data, and “PLANT FOR OPTICS” JSC shall request your prior consent for this new processing, whenever and wherever it is necessary.

All of the aforementioned requests shall be forwarded if there is a third party (recipients, including countries outside of the EU and international organizations) involved in the processing of your personal data.

**You have the right to issue a complaint to the supervising body:**

You have the right to issue a complaint directly to the supervising body, with the supervising body for Bulgaria being: The Commission for Personal Data Protection, address: Sofia 1592, bul. "Prof. Tsvetan Lazarov" No 2 ([www.cdpd.bg](http://www.cdpd.bg)).

In case you wish to issue a complaint regarding the processing of your personal data via "PLANT FOR OPTICS" JSC you can do so by using the Administrator's contact data written herein.