

## **Introduction**

BDS is committed to protect and respect your personal data. We want to ensure that you receive the information, content and experience that is most important to you. BDS is committed to protecting the confidentiality of its members, customers, stakeholders, technical committees' members, suppliers, contractors, job applicants and other contact persons to meet their needs, to conduct our business and to comply with our legal obligations.

Our rules and procedures for processing of personal data have been developed in accordance with the requirements of Regulation 2016/679 (General Data Protection Regulation), the Law for Protection of Personal Data (LPPD) and the secondary legislation on its application.

## **Who are we?**

BDS is a data controller.

Bulgarian Institute for Standardization

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## **1. What kind of personal data do we collect?**

### **A. BDS USERS AND CUSTOMERS**

We collect and process your personal data when interacting with us and our products, for example when you buy products (standards, standardization documents and other BDS publications) and services from us, when you sign a contract with us, when filling out a form or sending an email, when participating in BDS Technical Committees work or applying for a job in BDS.

The information you provide may include:

- Information you provide by filling in forms on our site. This includes information provided when applying for BDS membership, registering to use our site for purchasing, subscribing to our services or requesting additional services. We may also ask you for information when you sign up for an event organized by us;
- Records and copies of your correspondence (including email addresses) if you contact us;
- Your answers to surveys that we might ask you to run for research purposes.

Depending on the specific products and/or services you use, BDS processes some or all of the following data:

- your name and surname;

- personal identification number
- your username and password;
- your home or work address, email address and/or phone number;
- your payment and delivery details, including billing and delivery address;
- registration data for participation in events organized by BDS;
- IP address (which is taken automatically);
- any other information you provide.

## **B. BDS AND BDS/TC MEMBERS**

We collect and process personal data about you when you and/or your nominating organization contact us to add you as a member of BDS.

The personal data we process includes:

- your name and surname;
- the organization you represent; your home or work address; email address and/or phone number; IP address /which is taken automatically/;
- technical committee(s) in which you participate (actively or as an observer).

## **C. JOB APPLICANTS AT BDS**

We collect and process personal data when you apply for a job at BDS. We receive this information directly from you as well as from third parties such as recruitment agencies or ex-employers. We may also receive information from your public profiles that are available online.

The personal data we process includes:

1. data on the physical identity of the persons:
  - name, personal identification number, ID card number, date and place of issue, address, place of birth, contact phone numbers, email address, etc.
2. data on education:
  - type of education, additional qualification, etc.;
3. data on labour activity:
  - professional biography, data from your labour book, etc.;
4. data on the health status of the persons:
  - decisions of Territorial Expert Medical Commission;
5. criminal record data.

### **2. For what purposes do we use your personal data?**

BDS may use and disclose your personal data for the principal purpose for which it was collected or for the reasonably expected purposes relating to the primary purpose or for the purposes for which you agree and in other circumstances permitted by the Regulation (EU) 2016/679 of the European Parliament and of the Council, the LPPD and its implementing regulations.

If we wish to use your personal data for a new purpose not covered by this privacy notice, we will provide you with a new notice explaining this new use before we begin the processing and indicate the relevant processing objectives and conditions. Wherever and whenever necessary, we will request your prior consent for the new processing.

#### **A. BDS USRES AND CLIENTS**

Your personal data is required when:

- We provide you with the products or services you want to purchase, in this connection we also use third parties (e.g. payment and courier service providers);
- contact us in order to provide you with information about your inquiries;
- we can provide you with information about products and services you have purchased from us or related products or services. Electronic direct marketing will only be sent if you have agreed to receive it or you have been given the opportunity to opt out. You will be able to opt out of electronic direct marketing at any time.
- to conclude and execute a contract with you, for example, processing can include checking your identity, making payments, communicating with you, providing services to you as a customer, and organizing the delivery or other provision of products or services. We require this information to make a contract with you and we are unable to do so without it;
- with your explicit consent to respond to any comments or complaints we may receive from you and/or in accordance with our legitimate interests, including investigating all complaints received from you or from third parties about our website or the products or services we offer;
- we may use the information you provide to personalize our communications with you; products or services for you, in accordance with our legitimate interests;
- to monitor the use of our online services. We may use your information to help us verify, improve and protect our products, content, services and website, both online and offline, in accordance with our legitimate interests;
- if you provide a credit or debit card, we may also use third parties (such as payment service providers) to check the validity of the sort code, account number and card number you submit to prevent fraud in accordance with our legitimate interests and those of third parties;
- in circumstances where you can contact us by phone, the calls can be processed to improve quality, training, and security in accordance with our legitimate interests;
- we can monitor each client account to prevent, investigate and / or report fraud, terrorism, misrepresentation, security incidents or crimes in accordance with applicable law and legitimate interests;
- we may use your information to invite you to take part in trainings, seminars, market researches or surveys.

#### **B. BDS AND BDS/TC MEMBERS**

Your personal data is needed to:

- to participate in the standard development process, to administer the standards development, to regulate your participation in the technical committee(s) and to enable you to stay in touch with other committee(s) members, including online;
- to administer the standardization process,
- in relation to legal claims or compliance with regulatory requirements;

- to participate in market research/surveys in standardization areas or to send you an BDS official bulletin;
- to respond to your comments or complaints, including investigating all complaints received by you or by third parties;
- to generate statistics (which do not identify you) about the composition of the technical committees and their diversity in the relevant sector as part of our role as a national standardization body;
- to monitor the use of our online services and to use your information to help us improve and protect our products and services and website, both online and offline;
- to prevent, assist in investigating and/or to report fraud, terrorism, misrepresentation, security incidents or crimes, and unauthorized downloading of standards documentation in accordance with the applicable law;

### **C. JOB APPLICANTS AT BDS**

We process the personal data listed in paragraph 1 above for the following purposes only in accordance with our legitimate interests:

- to allow us to comply with our legal obligations;
- to take a decision of recruitment;
- to prevent and detect fraud and other unlawful actions;
- to identify, exercise or defend our legitimate rights.

#### **3. What is the legal basis for processing your personal data?**

BDS may lawfully process the information we have about you for the following reasons:

- we have a contract with you;
- you have given us a permission to process the information;
- in accordance with applicable legislation and personal data provisions;
- in accordance with our legitimate interests in protection of BDS legitimate business interests and our legal rights including but not limited to legal claims, compliance, regulatory and investigative purposes (including disclosure of such information in connection with taking legal action or litigation).

#### **4. With whom and where will we share your personal data?**

BDS may share your personal data with third parties or because you have agreed to allow us to do so, or for legal reasons. For example, we may share your personal information:

- if you participate in international standardization activities (including as a delegate to an ISO or IEC Commission), BDS may use and share your personal information (including name, email address, physical address, telephone number and role) with ISO and IEC for the purposes of standards development and related activities;
- your employer or the organization you represent to validate your participation in BDS technical committees;
- the relevant state bodies - a court, a prosecutor's office, a review body, etc., when requesting the data in due order in connection with the exercise of their powers if this is imposed by law or if necessary for the legal protection of our legitimate interests with the applicable laws.

## 5. How long will you keep my personal data?

We will not store your personal information any way longer than necessary and will retain only the personal information that is necessary in connection with the fulfillment of the specific objective under item 2.

BDS will retain certain information as it complies with its legal obligations or as much as it is reasonably necessary to resolve disputes, prevent fraud and abuse, or apply our terms and conditions.

When you are a **client**, we will keep your information for the period of duration of any contractual relationship you have with us and afterwards for a period of 12 months, unless you are a customer who purchases standards, in which case we will keep your information for 10 years.

In case of contact with an employee of the “Information Services, Sales and Library” Department, we will retain this data for as long as necessary to fulfill your request.

We will keep your data until you ask be deleted. In some cases, laws may require BDS to store certain information for specific periods other than those listed above.

When you are **BDS or BDS/TC member**, we will keep your personal data for the duration of the Technical Committee. In addition, we will retain your name (albeit not your other data) indefinitely in order to prove the legitimate constitution of the Committee and the transparency of the standard development process.

When you are a representative of the Ministries, the Agencies, the Committees and the Administrative Structures of the Executive, created by law or decree of the Council of Ministers, scientific organizations, institutes and higher schools, we will keep your data for the period in which you perform this function.

In some cases, laws may require BDS to store certain information for specific periods other than those listed above.

When you are a **BDS job applicant**, we will keep the personal data associated with your job application (including any interview records) for 6 months from the date of their creation/receipt by BDS. If your application is successful and you become a member of the staff, we will inform you about the employer's responsibilities in relation to the protection of personal data.

Where, in a selection procedure, the employer has requested the submission of original or notarized copies of documents certifying the physical and mental fitness of the applicant, the required qualification degree and probationary experience, the data subject who has not been approved for appointment may request within 30 days of the final conclusion of the selection procedure, to receive the documents submitted back. The employer returns the documents in the way they are submitted.

## 6. Where is my data stored?

The personal data that we collect from you are stored within the European Economic Area (“EEA”).

If we transfer your personal data outside of the EEA, it will be because you gave your consent or because we have a legal reason to do so.

Some examples of why your data can be processed outside the EU include:

- Execution of the order

- Processing of payments
- Technical support services.

If your personal data cannot be processed in the EEA, we will:

- We will observe all other data protection principles
- You have to make sure that we have evaluated the adequacy of the protection in all other cases.

When we have provided you (or you have chosen) a password that allows you to access certain parts of our site, you are responsible for keeping this password confidential. You do not have to share this password with anyone.

## **7. What will happen if I choose not to give you my personal information?**

If you do not provide us your personal information necessary to provide you with our products or services, then we may provide the services or products at your visit to BDS premises.

The users' profiles that do not confirm their consent to the basic registration purposes at bds-bg.org will be locked/pseudonymized/encrypted/deactivated. These profiles will only be available after your agreement has been received.

Where personal data are not obtained directly from the data subject, BDS shall provide the data subject with the following additional data within 1 month of the receipt of his or her personal data:

- the categories of personal data that BDS processes; and
- the source from which the personal data originate and whether it comes from publicly available sources.

## **8. What are my rights in relation to my personal data?**

BDS will respect your legitimate rights over your personal data.

The rights you have by law and what BDS does to protect these rights are listed below.

### **8.1. Right to be informed**

BDS publishes this privacy notice to inform you about how we process your personal information. We strive to be transparent about how we use your data.

### **8.2 Access right**

If you would like to have access to the personal data that BDS stores about you, please contact [privacy@bds-bg.org](mailto:privacy@bds-bg.org).

### **8.3 Right to update**

If the information we store about you is inaccurate or incomplete, you may let us know and ask us to correct or supplement it. If these data are provided to third parties with your consent or for legal reasons, then we will also notify them of their correction.

### **8.4 Right of deletion**

If you want BDS to erase your personal data and there is no legal reason for its processing and storage, please contact [privacy@bds-bg.org](mailto:privacy@bds-bg.org).

### **8.5 Right of objection**

If you have an objection to the way we process your personal data, you may ask us to limit the way we use your personal data until your objection is resolved. For example, you have the right to ask us not to process your personal data for marketing purposes. You can exercise your right to prevent such processing by marking in a specific field in the messages we use by clicking on the unsubscribe button for each message we send you or by contacting us. You have the right not to be subject to a decision involving profiling that affects you to a significant extent unless you have explicitly agreed to that.

#### 8.6 Right of withdrawal

When you consent to the processing of your personal data, you may withdraw this consent at any time by contacting [privacy@bds-bg.org](mailto:privacy@bds-bg.org).

#### **9. Where can I find more information about BDS's handling of my data?**

If you have any inquiries regarding this privacy statement or want to exercise your rights, you may contact BDS on: [privacy@bds-bg.org](mailto:privacy@bds-bg.org). If you are not satisfied with our response, you can contact the Commission for personal data protection: [kzld@cpdp.bg](mailto:kzld@cpdp.bg).

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