

NOTIFICATION ON DATA PROCESSING

1. Information regarding the Controller

Colliers International EOOD, UIC 121047004, is a limited liability company with registered seat and address at Sofia 1113, Slatina district, 73 Tsarigradsko shoes Blvd., fl. 8, apt. 15 (hereinafter referred to as “the Company”)

Contact information:

Country: Bulgaria

Address: 115K Tsarigradsko shoes Blvd., European Trade Centre, building B, fl. 7

Tel: 02/ 9769976

email: bulgaria@colliers.com

web: www.colliers.com

2. Personal data which we collect and process

2.1. Regarding clients of the Company who are natural persons:

- Names
- Personal identification number/date of birth
- Citizenship and permanent address
- Telephone number
- Email addresses
- Correspondence addresses

2.2. Regarding natural persons who are representatives/employees/subcontractors of clients of the Company – legal entities:

- Names
- Job position
- Telephone number
- Email addresses
- Correspondence addresses

2.3. Regarding natural persons who participate in presentations/inspections of properties introduced by the Company:

- Names

2.4. Regarding natural persons who are suppliers/subcontractors of the Company:

- Names
- Personal identification number/date of birth
- Telephone number

- Email addresses
- Correspondence address
- Bank information

3. Sensitive data

We do not process data about racial or ethnic origin, political opinions, religious or philosophical beliefs, membership in trade unions, genetic data, biometric data, data related to health, sex life, or sexual orientation.

4. Sources of data

The data we process is collected by our contractors – you/your employer/assignor/the company you represent as well as from publicly available sources such as the Commercial Register.

5. Purpose of processing

- Conclusion of a contract
- Execution of concluded contracts
- Exchange of correspondence regarding concluded contracts
- Realization of legitimate interests of the Company in relation to the existence, amendment, execution and termination of the concluded contracts

6. Legal grounds for processing

- Conclusion and execution of a contract
- Protection of the legal rights and interests of the Company related to the concluded contracts
- Compliance with legal obligations of the Company (as per the Anti-Money Laundering Act, Accountancy Act, etc.)

7. Term for storing the data

The Company shall store your personal data for the term of our contract with you/your employer/assignor/the company you represent and within the legal deadlines for protection of our rights and legitimate interests in relation to these contracts, as well as for compliance with the effective legislation.

8. Your rights as a data subject:

At any time while we store or process your personal data, you have the following rights:

- the right to request a copy of your personal data and right of access at any time to your personal data;
- the right to request from the Company your personal data in a form convenient for transfer to another personal data collector or to ask us to do so without being impeded by our part;
- the right to ask the Company to correct without undue delay your inaccurate personal data as well as data that are not up-to-date;
- the right to ask the Company to delete your personal data without undue delay in any of the following circumstances:
 - the personal data are no longer needed for the purposes for which they were collected
 - when you have withdrawn your consent for data processed on the ground of your consent

- when you have reasonably objected to the processing
- when the processing is unlawful
- when the personal data must be deleted to comply with a legal obligation under EU law or the law of a Member State that applies to us as a data controller;
- when the personal data has been gathered in connection with the provision of information society services.

We may deny deleting your personal data due to the following reasons:

- exercising the right to freedom of expression and the right to information
- complying with a legal obligation on our part or performing a task of public interest
- exercising of the official powers granted to us (in case you are a body of authority)
- for reasons of public interest in the field of public health;
- for the purpose of archiving in the public interest, for scientific or historical research or for

statistical purposes, in so far as deletion is likely to make it impossible or seriously hindering the attainment of the purposes of such processing; or for the establishment, exercise or protection of legal claims.

- the right to ask the Company to restrict the processing of your personal data, in which case the data shall only be stored but not processed. Our refusal to restrict the processing shall be only in writing, and we are obliged to substantiate it with legitimate reason
- the right to withdraw your consent to the processing of your personal data at any time with a request addressed to the controller
- the right to object to certain types of processing, such as direct marketing (unsolicited advertising)
- the right to object to automated processing, including profiling
- the right not to be the subject of a decision based solely on automated processing involving profiling

9. Right to filing a complaint before the supervising authority

You have the right to submit a complaint directly to the supervising authority, which is the Personal Data Protection Commission, address: Sofia 1592, 2 Prof. Tzvetan Lazarov Blvd (www.cdpd.bg).

In case you wish to file a complaint about the processing of your personal data, you can do so at the above-mentioned contact details of the Company.

What does personal data mean?

As per the General Data Protection Regulation, personal data means:

“any information relating to an identified or identifiable natural person (‘data subject’); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person;”

Why does Colliers International EOOD collect and store personal data?

In order to provide the services subject to our contract with you/your employer/assignor/the company you represent, we need to collect personal correspondence and identification data. We guarantee that the information we collect and use is necessary for this purpose and is not intended to invade your personal space.

The Company will ask for further consent on communication with advertising and marketing intentions.

Will you forward and share my personal data with other organizations or individuals?

Personal data regarding clients of the Company can be shared with other companies from Colliers Group. In the event of such sharing, transfer agreements shall be signed to ensure that each of the companies in the group applies the regulations regarding personal data protection and guarantees the rights of data subjects under the General Data Protection Regulation.

Personal data of natural persons, participating in presentations/inspections as well as in natural persons, who are suppliers/subcontractors of the Company shall not be disclosed to third parties.

Recipients of the processed personal data may be state authorities to whom we provide the data under specific and clear legal obligations.

How will you store and protect my personal data?

The Company will process (collect, store and use) the information you provide in a manner consistent with the requirements of the General Data Protection Regulation. We shall strive to keep the information accurate and up-to-date.

We shall not store your information longer than is reasonably necessary to meet the specific purposes for which it has been collected and you were hereby informed.

We shall take all foreseeable technical and organizational measures to protect your data against unauthorized access.

Can I know what personal data of mine you have and process?

The Company is obliged upon your request to respond what information we store for you and how it is processed.

In case we have your personal data you can request the following information:

- The purpose of the processing
- The legal grounds for the processing
- The categories of personal data being processed
- Recipients or categories of recipients to whom the personal data are or will be disclosed
- Recipients of third countries or international organizations if there is a transfer of personal data to them and guarantees that their data security will be at least at EU level
- If the processing is based on the legitimate interests of the Company or a third party, information about these interests
- The foreseen term for which personal data will be stored
- Details of your rights to request correction or deletion of personal data or limitation of the processing of personal data, and to object to such processing
- Information about your right to withdraw your consent at any time
- Details of your right to file a complaint before a supervising authority
- Information whether the provision of personal data is a mandatory or contractual requirement or a requirement necessary for the conclusion of a contract, and whether you are required to provide the personal data and the possible consequences of the failure to provide such data
- The source from which your personal data is collected when it is not collected directly from you
- All details and information about the availability of automated decision making, such as profiling and useful information about the logic involved in these operations, as well as the significant and expected consequences of such processing.

How do I access the personal data of mine which is processed?



For information and access to your personal data processed by the Company, please send a request to the email address mentioned above in this Notice. The request should contain: name, PIN/personal identification number of foreigners/date of birth, description of the claim, preferred form and address for receipt of the request, signature and date of the request, as well as a power of attorney if the request is filed by an authorized person. At the discretion of the Company, additional information may be requested to verify the identification of the person making the request.