

Privacy policy

The Data Protection Regulation of the EU entered into force on May 25th 2018 and applies to all organizations which collect and process personal data of EU citizens.

As a responsible and active organization, DT Consulting Ltd. (hereinafter also called DTC or Controller) and its management, registered under UIC: 205001535, with its seat and registered office at 121 Pernik Str., fl. 6, ap. 16, Vazrajdana district, Sofia, Bulgaria, recognizes the need of compliance with the new data protection legislation and provision of effective measures for protecting the personal data of our clients, job candidates, employees, providers and partners, as well as other interested parties.

Management is committed to the security of the personal data and this will be demonstrated through the respective policies and provision of the necessary resources for introducing and development of effective data protection and information security controls.

Data protection officer:

Names: Dimitar Tortopov

Email: office@dtconsulting.bg

Phone: 0898 674 006

The goal of our Privacy policy is to inform you how we process your data and what kind of personal data we would collect about you, with what purpose, for what period and what your rights are. GDPR lists a large number of definitions and therefore we would like to highlight the most fundamental definitions with regard to this policy:

„Personal data“ means:

any information relating to a natural person (“data subject”), through which they can be identified directly or indirectly, in particular through an identifier such as name, identification number, location data, online identifier or one or more characteristics, specific to the physical, physiological, genetic, psychological, mental, economic, cultural or social identity of this natural person;

„Processing“ means:

Any operation or set of operations, performed upon personal data or a set of personal data, whether or not by automated means, such as collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by supply, dissemination or otherwise making available, alignment, combination, blocking, erasure or destruction;

„Controller“ means:

natural or legal person, public authority, agency or any other body which alone or jointly with others determines the purposes and means of the processing of personal data; where the purposes and means of processing are determined by national or EU law. The controller or the specific criteria for its nomination may be designated by EU or national law;

In this Privacy policy, the Controller is DT Consulting Ltd., that collects and processes personal data of the following categories of persons:

- Job applicants, who applied through our company.
- Users of the website <https://www.dtconsulting.bg>, as well as candidates who applied through the following Internet platforms: jobs.bg, jobtiger.bg, zaplata.bg, rabota.bg, etc.;

DTC collects personal data by various means – when applying in person at our company office, through our website, through public information platforms for jobseekers (e.g. jobs.bg, jobtiger.bg, zaplata.bg, rabota.bg, etc.), social media channels (e.g. Facebook, LinkedIn, etc.), by phone or e-mail, through job applications and in relation to recruitment and in the course of our relations with clients and partners.

Depending on the services you use, we might collect and process the following information:

- names;
- birthdate;
- data about level of education completed and additional qualification, including language skills;
- data about previous experience and employers;
- data about work permits;
- contact telephone number;
- e-mail address
- letters and e-mails we receive from you during our cooperation
- other information, voluntarily provided by you.

We do not collect sensitive personal data such as race, religion, sexuality and religious beliefs. If such information is sent to us, it shall not be stored.

Processing your data.

DTC processes data only for the purposes for which it has been collected, and does not use it for other purposes. These purposes are entirely related to our main business activity – recruitment, consultancy, analysis and career facilitation. The purposes also comply with the regulatory requirements under the Ordinance on the terms and conditions for carrying out hiring intermediation activities, etc. In particular, these purposes are:

- Concluding and administrating contracts with DTC;
- Access to our employers' database;
- Financial relations;
- Connecting candidates and employers;
- Sending notifications about open positions;
- Management, assessment and improvement of our activity;
- Providing additional services such as trainings, career consultancy and career development;
- Suitability assessment for job applicants;
- Providing efficient communication;
- Ensuring security.

The following **rules and procedures** are related to this document:

- A process of data protection impact assessment

- Procedure for mapping and description of the data flow
- Procedure for assessment of legitimate interest
- Procedure for responding to data security breaches
- GDPR Roles and responsibilities
- Policy for records safety and protection

We require and process your personal data on the basis of concluding and executing a contract, in order to fulfil a legal obligation or to protect our legitimate interest. With some of the services you provide us this information voluntarily, choosing and agreeing to it being processed. Without this data we would not be able to provide the respective services.

The legal basis for data processing is also related to our core activity – recruitment and career consultancy, and to our license from the Employment Agency, under which we conclude contracts for employment mediation activities with the candidates, which we must register in the information platform of the Agency.

Sharing your personal data:

DTC uses third parties for the provision of particular contract activities and fulfillment of a legal obligation. We do not provide your personal data to third parties before we confirm that all technical and organizational measures for its protection have been taken, as we strive to exercise strict control on the achievement of this goal. We may provide data to accounting firms, legal firms, IT companies supporting our website, etc.

Provision of personal data is in some cases mandatory for us to fulfill our legal obligations and in this connection, we shall provide information to:

- The Employment Agency;
- The National Revenue Agency;
- Ministry of Interior and other regulatory and investigative bodies upon request or inspection;

The security of the data you have entrusted us is very important to us. Therefore, we protect your data by applying all appropriate technical and organisational means we have to prevent unauthorized access, unauthorized or malicious use, loss or premature deletion of information.

When collecting and using your personal data, DTC is subject to various regulations which control the way these activities can be carried out and the precautions which have to be implemented for their protection.

The purpose of this policy is to define the applicable legislation and to describe the steps which DTC takes to guarantee compliance with it.

This control is applied to all systems, people and processes, which constitute the information systems of the organisation, including managers, employees, providers and other third parties that have access to DTC's systems.

The following **rules and procedures** apply to this document:

- A process of data protection impact assessment
- Procedure for mapping and description of the data flow

- Procedure for assessment of legitimate interest
- Procedure for responding to data security breaches
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When do we erase your personal data?

A restriction of the storage of personal data – personal data shall be stored in a form which allows the identification of the data subject for a period not longer than what is required for the purposes for which the personal data is being processed; personal data can be stored for longer periods, to the extent to which it is processed solely for the purposes of archiving in the public interest, for scientific or historical research or for statistical purposes, provided that appropriate technical and organisational measures are applied in order to guarantee the rights and freedoms of the individuals, whose data is being processed.

Data subject rights under GDPR. They include:

1. The right to be informed.
2. The right of access.
3. The right to rectification.
4. The right to erasure.
5. The right to restrict processing.
6. The right to data portability.
7. The right to object.
8. Rights in relation to automated decision making and profiling.

Each of these rights is supported by appropriate procedures within DTC, which allow performing the necessary actions within the terms, defined in GDPR.

You can ask at any time that DTC provide you information and access to the personal data, collected and stored about you. You can also require from DTC to rectify, erase or update such data. DTC also guarantees your right to object and restrict the processing of personal data, as well your rights in relation to automated decision making.

You can at any time withdraw your consent to collection, storage and use of your personal data by DTC. The withdrawal would not however apply to the lawfully processed data prior to this.

Part of your rights, such as data erasure or objection to processing, may be restricted by the applicable legislation.

Requests for access to information or for rectification shall be submitted personally or by a person explicitly authorized by you through an explicit written power of attorney. A request can be submitted electronically under the terms of the Law on Electronic Document and Electronic Signature.

We hereby inform you that under the current legislation you have the right to file a complaint with how your data is being processed with the supervisory authority - Commission for Personal Data Protection, 2 Prof. Tsvetan Lazarov bld., 1592 Sofia, or www.cdpd.bg.

If you have any questions or claims related to data protection, you can contact DTC in the following ways:

Email: office@dtconsulting.bg

Telephone: 0898 674 006

This Privacy policy was last updated on 18.06.2018 r.