

## INFORMATION ON THE PROCESSING OF PERSONAL DATA OF JOB/ INTERNSHIP

### APPLICANTS

*(DZI -Life Insurance JSC and DZI – General Insurance JSC)*

Your data privacy is important to us. We have initiated the needed organizational and technical measures, in order to process your personal data in a lawful, appropriate and transparent manner, as well as guarantee your rights. The present information document on the processing of personal data aims to inform you what personal data of yours we are going to process, for what reasons and on what grounds, to what recipients we may provide those and over what periods we store such data.

We recommend that you should carefully read the present information and acquaint yourself with the manner, in which your personal data is being processed in your capacity as job/internship applicant. This document also contains information about your rights and the ways you may exercise those.

### **1. Information about the DZI companies and their Data Protection Officer**

The company **DZI - Life Insurance JSC**, Company ID: 121518328, address: city of Sofia, 89B, Vitosha Blvd., has been registered as personal data controller as per Certificate № 0000425, issued by the Commission for Personal Data Protection on 05.05.2004.

The company **DZI - General Insurance JSC**, Company ID: 121718407, address: city of Sofia, 89B, Vitosha Blvd., has been registered as personal data controller as per Certificate № 0000426, issued by the Commission for Personal Data Protection on 05.05.2004.

The above companies, in their capacity as personal data controllers, perform their activity while strictly abiding by the requirements of the Personal Data Protection Act and Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data („The Regulation”) in view of ensuring privacy and lawful processing of your personal data in accordance with the principles, pertaining to the processing of personal data, stated in Art. 5 of Regulation (EU) 2016/679.

As regards issues, linked to personal data processing, you may contact our Data Protection Officer at the companies’ head office address or by emailing to: [.dpo@dzi.bg](mailto:dpo@dzi.bg)

More information about the application of the Bulgarian legislation on data privacy is available on the website of the Commission for Personal Data Protection: [.www.cpdp.bg](http://www.cpdp.bg)

### **2. Your rights**

You have the following rights with regard to the processing of your personal data:

- **Right of access** to your personal data and provision of information about the purposes of processing, the personal data categories, recipients, to whom personal data is being disclosed, storage deadlines etc.
- **Right to rectification** – you may request rectification of your personal data, in case those are incorrect or incomplete.
- **Right of deletion (right to “be forgotten”)** – you may request your personal data to be deleted upon the following grounds: the personal data is no longer needed for the purposes, for which they have been collected /processed; upon withdrawal of your consent, in the cases when

the processing of data is based on such consent; when there are no other legal grounds available for their processing; in the cases when the data is being processed unlawfully etc.

- **Right to restrict the processing** within a certain period, when the accuracy of data is disputable or there is objection to their processing on grounds of the controller’s lawful interests.
- **Right of personal data portability** – right to receive your personal data in a structured, widely used and machine-readable format, in the cases when these are being processed in an automated way on grounds of consent or contractual obligation, upon availability of technical capacity for their provisioning.
- **Right to object** to the processing of your personal data, in the cases when their processing is being made on grounds of the controller's lawful interest. In case your objection concerns processing of personal data for direct marketing and customer relationship management purposes, we shall unconditionally discontinue their processing for such purposes.
- **Right to withdraw your consent** to the processing of personal data for staff selection purposes, as such withdrawal of consent can be made by filing an application in writing.
- **Right to complain before the Commission for Personal Data Protection (CPDP) or to the court** in line with the processing of your personal data. More information is available on the webpage of the Commission for Personal Data Protection: [www.cpdp.bg](http://www.cpdp.bg) where you could file a complaint. Every natural person may exercise his/her rights through filing an application with the data controller in any office of DZI or alternatively via e-mail to [dpo@dzi.bg](mailto:dpo@dzi.bg), but the request should be signed with a valid qualified electronic signature. Templates of the requests are available in any of our offices or at the website of the entity ([www.dzi.bg](http://www.dzi.bg)) , section “Personal data protection”. Detailed information as to how you may exercise your rights is available in the *Information on the Protection of Personal Data* document on our website [www.dzi.bg](http://www.dzi.bg)

### 3. Personal data categories and purposes for their processing

DZI shall process your personal data for the purposes of making a selection for the job you are applying for. The company shall process your personal data, which you have provided through submission of an application to participate in the selection process, through sending a CV and a Motivation Letter by email to the said company, or which data has been obtained via a direct contact with you in a conversation or in an interview with a DZI official.

Should you wish to apply for a job opening at DZI via your profile in [www.jobs.bg](http://www.jobs.bg) / [LinkedIN](#) under an announcement, published in DZI’s profile in [www.jobs.bg](http://www.jobs.bg) / [LinkedIN](#), you consent to DZI’s processing of the information, contained in your profile for recruitment-related purposes.

In its capacity as controller of your personal data we process for the particular purpose personal data of the following categories:

- Identification data (full name, date and place of birth, nationality, domicile, mailing address, telephone for contact, email etc.)
- Social identity (education, qualification, professional experience, CV, former labour experience, languages, scientific /academic degree, skills, trainings, information about circumstances, relating to conflicts of interest as per the requirements of the Insurance Code, personal data in line with the qualification and reliability requirements as per the Insurance Code in certain cases for selection of staff with managerial functions, etc.)

DZI does not collect or process sensitive personal data of job applicants, including regarding racial profiling, political, ideological or religious beliefs and sexual orientation.

In case there is a necessity for DZI to receive or disclose personal data for job applicants from/to

## **4. Statutory grounds and processing periods**

### ***4.1. Provision of personal data***

The information, concerning job/internship applicants, which is being collected and processed by DZI, is appropriate, relevant and needed for the particular purposes, for which it has been obtained and is being processed. Applicants have been informed that the information, provided by them, should be recent, accurate and complete, in order to allow the proper run of the recruitment process. Applicants shall explicitly state that the information, provided by them is accurate and reliable and shall consent that DZI may check the accuracy and completeness of the data, provided during the application process, by contacting a former employer/s and or a specifically indicated contact person, including such at an educational establishment.

Failure to provide or provision of incorrect data would render the assessment of your application impossible and would thwart your participation in the vacancy recruitment process you apply for.

The decision as to what information should be stated in your CV lies thoroughly with you. We recommend that you should avoid inclusion of useless and excessive data, which neither relate to the selection process, nor are they linked with the requirements of the position you apply for. Upon consent on your part, in certain cases it is possible that we may require letters of reference from former employers.

### ***4.2. Personal data recipients***

Your data is being processed by the Employer's staff and by Human Resource Management Directorate in implementation of their official duties for making the selection for the particular position.

Upon using job search websites and job application platforms of our partners we recommend that you should become acquainted with their privacy settings.

### ***4.3. Participation in selection procedures***

The personal data you provide and which can be registered during present and/or future job application procedures, is being processed as part of the procedure for selection and recruitment with regard to present and/or future vacancies. Your personal data may also be used for informing you about future vacancies, which may be of interest to you. The data is being processed upon applying by your request and in view of recruitment. We recommend that you should explicitly state your willingness to have your CV used by the Employer during future staff selection procedures for forthcoming vacancies. Should you wish to have your CV used only for the particular vacancy selection procedure, please explicitly state so upon submitting your application.

### ***4.4. Storage period***

Your personal data shall be stored for 6 months, following the selection procedure and will be afterwards deleted, unless the applicant gave a consent for the data to be stored further. DZI has the right to store personal data of job applicants for 3 years, in compliance with Art. 52 of the Law of the protection from discrimination.

**DZI – Life Insurance JSC**  
**DZI – General Insurance JSC**  
Republic of Bulgaria  
city of Sofia city, postal code 1463



Национален номер 0700 16 166  
[www.dzi.bg](http://www.dzi.bg)