



# **Privacy Policy**

## Scope and purposes of collection

LOMINI Ltd. can collect personal data of individuals in the following cases:

- Issuance of an invoice, warranty card or other document for sending ordered goods to customers or visiting by our technician;
- Receiving a quote, preparation of offer or purchase our products;
- Obtaining a CV and other documents necessary for participation in a recruitment procedure opened by LOMINI Ltd. and / or by the request of the individual;
- Preparing a work file for our employees.

LOMINI Ltd. processes personal data only for the following purposes:

- Legitimate business purposes of the company;
- Performing economic activity of LOMINI Ltd.;
- Signing and /or execution of a contract;
- Execution of liabilities of LOMINI Ltd. under the current labor, civil, tax, insurance and other legislation;
- Ensuring the safety and security of its employees and property;
- Prevention and / or investigation of incidents, violations and criminal offenses;
- Received approval when sending a request, etc..

Depending on the specific purpose, LOMINI Ltd. can process different data sets, such as:

- Names, addresses (for example issuance of invoice, warranty or currier order)
- Contact details (address, phone, e-mail) for correspondence, contract, other

For our employees on employment / civil contracts:

• Name, passport, telephone;



| ISO 9001 | ISO/IEC 27001 | U.K.A.S | U.K.A.S

• Financial data: amount of remuneration, bank information, loan utilization /

repayment, support payments, imposed payment restraints, other liabilities;

• Education, qualifications, work history, professional experience, marital status,

children;

Health status: current health, general diseases, chronic diseases, etc.

Judgment

LOMINI Ltd. keeps personal data within deadlines, according to the particular business purpose or

purposes for which it has been collected and / or for the time specified by the law. Criteria for

setting deadlines that are not legally regulated depend on:

• The purpose of collecting data and fulfillment of this purpose;

Reason for data collection (until withdrawal of consent for processing).

Access to personal data

As a subject of personal data, you have the legal right to receive personal data that concern you

and which are processed by us in a structured, widely used and machine-readable format, and you

are entitled to transfer this data to another administrator, under certain by the law conditions. You

can object to processing, request limitation of processing, or request addition, correction, or

deletion of the data

To request such an appeal for access, please contact us at e-mail: lomini@lomini.com or phone

+359 (2) 988 3537 or address: Sofia 1510, 26 Vasil Kanchev Str., entr. G, fl. 4, office 20.

Any request for access is issued in writing within 60 days of each individual request in connection

with exercising the right to obtain information.

The term may be prolonged in a reasoned manner if it is objectively required to have a longer

period for the collection of all requested data and this would make the Administrator's activity

LOMINI Ltd.





more difficult. In case of identified inaccuracies, LOMINI Ltd. undertakes to correct inaccurate personal data related to it without undue delay.

#### Data protection

LOMINI Ltd. has implemented strict data protection rules, which it collects and processes. The operating rules are an integral part of the information security management system implemented in Lomini Ltd. according to the requirements of ISO 27001: 2013.

#### **Contacts**

#### LOMINI Ltd.

Data protection officer: Tsvetelina Kuzova

Sofia 1510, 26 Vasil Kanchev Str., entr. G, fl. 4, office 20.

phone +359 (2) 988 3537

e-mail: lomini@lomini.com

### Comission for personal data protection:

2 Prof. Tsvetan Lazarov Blvd., Sofia 1592,

Tel. +359 2 915 3555.; Fax +359 2 915 3525;

e-mail: kzld@cpdp.bg Website: http://www.cpdp.bg/