

## Website Privacy Policy of Proexes

Protecting your privacy is very important to us, especially if you use our website. Accordingly, this Policy provides you with detailed information about which of your personal data we process when you use our web services and the means we protect your data being “data controller”. The data is processed on the basis of the applicable regulations.

We are Proexes Ltd., a Bulgarian company with UIC 204813035, having its company address at Sofia, 6 79-ta Str. You may contact us via: [info@proexes.com](mailto:info@proexes.com)

### **I. Visiting our website [www.proexes.com](http://www.proexes.com)**

When you visit our website, your personal data will not be stored on our web servers without your explicit consent. However, in order to make better use of our website, it is advisable to temporarily store file registers and cookies (*please see below, Cookie section*); this is the reason why you are being asked for your consent on our website. You are not obliged to give your consent and you will be able to use the website even without this consent; in some cases, however, we may experience certain limitations when using our website.

#### **Contact form:**

We also have contact form through which we collect very limited personal data: your name and e-mail. We collect this information only to specifically administer it to a competent employee of ours so that he or she may answer you. Only a very limited number of employees have access to your personal data and these employees are directly engaged with answering questions online. We shall use the provided contact information only to remain in touch with you. We may contact you after an answer is not expected from either side in order to inform you with information that we consider important to you. Please be aware that you have the right to refuse follow up contacts from us as well as us sending you commercial messages. We shall always oblige with such a request, and if requested we shall delete your personal data which we possess (considering we don't have a legitimate reason to keep it)

#### **Careers:**

By submitting your job application, you give your permission to Proexes to store and process your personal data in accordance with this privacy policy as our approach is legitimate and our organization applies it to every application - without exceptions. We collect and store the information that you provide us with when you apply. The personal data that you provide usually contains: names, address, e-mail, phone number for contact, date of birth, qualification, education and work experience. This is the information that Proexes considers as appropriate but you are free to include any other information that you think is necessary. Proexes may check any publically available information for any of the candidates as well as information which the candidates have themselves published on the internet (for example on linkedin.com).

We have a solid legal basis on which we process the aforementioned personal data which you voluntarily provide us with. Our legitimate interest to complete the sorting process suggests it besides that the processing is also linked with the steps needed to conclude a contract (employment contract) which is initiated by the personal data subject (work candidate). We will use your personal data to assess whether you are fit for the job for which you have applied, as well as for future open positions in Proexes.

Regarding the future positions Proexes may store your personal data for up to 3 years from the moment of receiving the information (the date of your application). However, if you decide to withdraw your application or you no longer wish for us to keep your personal data for future open positions, you can at any time ask us to delete your personal data which we possess

(considering we don't have a legal reason to keep them- which would be the case if you have already been hired for a job).

## **II. Cookies:**

Cookies are small text files that get saved on your device when you visit our website. This is an automated process without any human intervention. The information that is collected by our cookies includes: IP address, device number, operation system, internet provider, time spent on our website, referral URL address and the location from which the device has been used. Cookies are an important part for the correct functionality of almost every website on the internet. To learn more about cookies and web beacons, visit [www.allaboutcookies.org](http://www.allaboutcookies.org).

We use reputable external service providers that can also create cookies in your browser. Access and control of the cookies is granted to the provider in question (in this case Google Inc.). The information in them is made anonymous. We use such external service provider in order to process anonymous information mainly for statistics purposes. We use the following external services:

- Google analytics;

You can find more information in Google's privacy policy:

<https://policies.google.com/privacy?hl=en>

If you give your explicit consent to the storage and use of file registers and cookies, our web servers will temporarily store each access in a log file. Accordingly, the following data will be collected and stored:

- IP address of the sending computer
- Date and time of access
- Name and URL of the downloaded file
- Amount of transferred data
- Information on whether the application is successful (HTTP status code)
- Information about the browser and operating system used

The collected data is processed to allow the use of our website, system security, technology administration of the network infrastructure and for the purposes of anonymized, statistical evaluation of the use and optimization of our internet presence.

## **III. Rights**

You as a subject of personal data which we process have a lot of rights: right to access, right of correction of personal data, right of deletion, right to limit the processing, right to object the processing, right of data portability, and in case that you haven't been satisfied by our cooperation- the right to file a complaint to the Commission for personal data protection (<https://www.cpdp.bg/en/index.php?p=pages&aid=5> ).

First of all, you can exercise your data protection rights by contacting us at: [info@proexes.com](mailto:info@proexes.com)