

PRIVACY NOTICE

1. Who are we?

Digital Lights Ltd. is a controller of personal data, according to the meaning of the REGULATION (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data. We strive to provide you with maximum transparency about why we need your data and how we store it.

This Privacy Policy provides information on how Digital Lights Ltd. processes collected or received personal data about customers, contractors and users of the site <https://lights.digital>.

2. Getting in touch with us

Digital Lights Ltd.

blvd. Aleksandar Malinov 33. Sofia, Bulgaria.

phone: +359 88 723 3881;

e-mail: contact@lights.digital

3. What personal data do we collect from you?

Digital Lights Ltd. processes the following personal data that you (as the data subject) provide to us voluntarily, in relation with:

- reaching out and contact us through our website via e-mail - name, surname, e-mail, telephone (to a contact person);
- execution of contracts with us - name, surname, email, telephone (to a contact person);
- sending a CV to the office e-mail, in connection with advertisements published in "Careers" - three names, date of birth, address, telephone, e-mail address, photo, education, professional qualification, data about your previous experience;

We may also receive information about you from our business partners or public registers.

4. Why do we need your personal data and on what grounds do we use them?

We process your personal data for specific and legitimate purposes, on the following legal grounds:

- processing inquiries and offers – on the basis of taking steps at the request of the data subject prior to entering into a contract (GDPR, Article 6, paragraph 1, b);
- performance of a contractually agreed activities - on the grounds of performance of a contract to which the you (the data subject) are party (GDPR, Art. 6, para. 1, b);

- selection of candidates - for the purposes of the legitimate interest of the administrator (GDPR, Article 6, paragraph 1, f);
- sending invitations for upcoming events or for internet publications and communications – on the basis of your consent (Article 6, paragraph 1, a);

When we process your personal data on the basis of your consent, you have the right to withdraw your consent at any time, which will not affect the lawfulness of the processing based on your consent prior to its withdrawal.

5. What do we do with the collected personal data?

Your personal data is processed in Digital Lights Ltd. on the territory of Bulgaria. The hosting and storage of your data is carried out within the European Union or in third countries with a decision for an adequate level of protection.

The company processes your personal data with automatic (fully or partially) and non-automatic (on paper) means.

All electronic and paper media containing personal data are duly protected by appropriate organizational and technical measures introduced through the functioning Information Security Management System based on the requirements of ISO 9001:2013, ISO/IEC 27001:2013, TISAX and the General Data Protection Regulation (Regulation (EU) 2016/679).

You can register on our Facebook page (<https://www.facebook.com/lights.digital>) and LinkedIn page (<https://www.linkedin.com/company/lights.digital>) to receive notifications of our activities. By registering, you consent to the processing of your data for the relevant purpose - sending notifications.

The company may provide your personal data to third parties only in connection with the fulfilment of contractual requirements.

6. Cookies. What are cookies?

Cookies are text files containing information that are downloaded to your personal computer, laptop or mobile device when you visit our website. Your browser then sends the cookies back to the original website each time you visit it, or to another website that recognizes the cookies.

Placing and storing cookies

Cookies may be placed from our website ("own cookies"), or from third-party websites that manage the content of our website ("third-party cookies").

Cookies can only be stored for the duration of your visit to the website or for more than one visit:

- Session cookies - cookies that allow us to link your actions during one session in the browser. The browser session starts when you open the browser window and continues until you close it. Session cookies are temporary and they are deleted after you close the browser.

- Persistent cookies - cookies that remain on your device for a period of time specified in each cookie. They are activated every time you visit the website that created the cookie.

For more information, please see the Cookie Policy - https://lights.digital/wpsite/wp-content/uploads/2022/06/DL-Cookies-Policy-v.1_EN.pdf.

7. How long do we store your personal data?

We store your personal data for the period of fulfilment of the purposes for which the information is collected and in compliance with the relevant legal requirement, as follows:

- The data collected in connection with the inquiry/offer is not stored if the offer is not approved;
- The accounting documents and the accompanying information on the execution of contracts for consulting service/training shall be stored for 10 years, as of January 1 of the reporting period, following the reporting period to which they refer, according to Art. 12 of the Accounting Act;
- Contact details for sending notifications are processed until you revoke your consent to receive notifications;
- Information of candidate employees (CVs) are stored until the end of the selection procedure;

After the expiration of the specified period, your personal data will be destroyed.

8. What are your rights?

- To be informed about the processing of your personal data;
- To request access to your personal data;
- To ask for correction when they are inaccurate;
- Require removal of your data;
- Require blocking of your data (limiting their processing);
- Require transfer of your personal data to another party;
- Object to the processing of your personal data;

If you wish to exercise any of your rights or have any questions regarding the processing of your personal data, please contact us at the contacts listed in item 2 of this Privacy Policy.

If you believe that your personal data protection rights have been violated, you have the right to refer the matter to the competent court, as well as the Personal Data Protection Commission at the address: Sofia 1592, 2 Prof. Tsvetan Lazarov Str., tel. 02 / 91-53-518, email: kzld@cpdp.bg, website: www.cpdp.bg