HELLENIKA LLC.
Ship Repair and Maintenance

Yard HELLENIKA
14 "Peter Raichev" Str., Varna 9010, Bulgaria
Tel: +359 52 301 072
Tel./Fax: +359 52 308 397
www.hellenika-bg.com
office@hellenika-bg.com

19.70010.252

• SHIP REPAIR • RIDING SQUADS • SHIP MAINTENANCE •

PRIVACY POLICY

1. GENERAL INFORMATION

"HELLENIKA" LLC, with headquarters and management address: city of Varna, 14 "Petar Raichev" Str., fl. 6, office 26 is a personal data administrator, according to the requirements of the Personal Data Protection Act and following the adopted Regulation (EU) 2016/679 of the European Parliament and of the Council of 27.04.2016 on the protection of natural persons in connection with the processing of personal data and on the free movement of such data and the repeal of Directive 95/46/EC (General Data Protection Regulation).

As an administrator, we collect and process personal data in strict compliance with the requirements of local and European legislation.

The data is processed only for the specified purpose and according to your consent for this or any other legitimate reason.

1. TRANSPARENCY

This Privacy Policy is an expression of our commitment to transparency and aims to provide you with information about:

- ***What data do we collect and process?***
  - *When you use our services – three names and business contacts (phone, e-mail)*
  - *When you visit the site and send information through it - according to the "Policy on the use of cookies"*
  - *When you apply for a job with us through the site - the information contained in your CV - names, personal contacts, education, experience and others*
- ***Purpose of collecting and processing personal data:***
  - *Fulfillment of the requirements of commercial legislation;*
  - *Fulfillment of the requirements of the labor legislation;*
  - *Contractual commitments;*
  - *Communication;*
  - *Improved usability of our website.*
- ***Sharing of Personal Data***

Your data is shared with third parties (NAS, NII, occupational medicine service, auditing organizations and others) only in cases where the current legislation requires it.

➢ ***Protection of personal data***

We at "Hellenika" LLC apply all the necessary organizational and technical measures provided for in the Personal Data Protection Act, as well as good practices, to guarantee a high level of information security and protection of its confidentiality, integrity and availability.

We apply technical measures such as firewalls, data encryption, secure storage and limited access. Data security complies with the relevant state-of-the-art technology.

Our technical and organizational measures for the protection of personal data are at a high level, but we cannot undertake the security of the data you send us through various communication channels over the Internet.

➢ ***Period of storage of personal data***

"Hellenika" LLC will keep your data for the period determined depending on the purpose for which they are collected and processed. When the personal data we collect is no longer necessary for the stated purposes, we delete it or destroy it in another reliable way. Your data may also be anonymized as an alternative to data deletion, in which process all personally identifiable elements allowing your identification are irreversibly deleted.

➢ ***Your rights***

You have the right to request information in writing about your data stored by us. Concerning the purpose and manner in which the data is used, you have the right to rectification, erasure/deletion, restriction of processing, objection to processing, as well as the right to file a complaint.

You have the right to withdraw the consent that you have given in connection with the processing of personal data at any time, as long as this is not contrary to the current legislation.

If you wish to take advantage of the specified rights, please complete an Application for access/deletion/correction/restriction of processing/objection to the processing of personal data and provide it to us on-site at the "Hellenika" LLC office in person or via the authorized person.

3. CONTACT US TO EXERCISE YOUR RIGHTS AS A DATA SUBJECT

In the event that you have questions, comments and requirements in connection with the processing of your personal data by us, you may send them to the attention of our official for the protection of personal data, at the address: city of Varna, Str. Petar Raichev no. 14, office 26 or by e-mail: office@hellenika-bg.com

4. UPDATE

This privacy policy has been prepared in accordance with Regulation (EU) 2016/679.

The official version of the policy is published in the GDPR and Cookie Policy section of the site at www. Hellenika-bg.com

We reserve the right to change it at any time, so you should review the posted information regularly. All changes and additions to the Policy will be applied only after the publication of the current content of the site.

Date of last update: 01/09/2023

General Manager: .....

/T. Yankov/

