**PRIVACY NOTICE**

# What we need?

Our Personal Data Protection Policy governs the use and storage of your data. You can see our Personal Data Protection Policy at our internet page.

LINK IT LTD. is a Controller of the personal data you (data subject) provide us. We collect the following types of personal data from you: name, surname, family name, mail, phone.

# Why we need it?

We need your personal data in order to provide you with consultancy and auditing services.

# What we do with it?

Your personal data is processed by LINK IT LTD. In Sofia, Bulgaria. Hosting and storage of your data takes place in the same address.

Third party providers, which may have access to your data:

* Inspection bodies performing compliance audits, judicial authorities and experts, other state bodies (police, investigations, prosecutors, SANS, Anti-Corruption and Removal of Unlawfully Acquired Property, etc.) in so far as there is a legal obligation provision of such data
* IT providers for the purpose of developing and technically maintaining the organization's systems
* Courier organizations
* Auditors and consultants performing check compliance according to external and internal standards and requirements;

Your personal data is processed by manual and automated means, and automated decision making and profiling will not be applied to them.

To protect your personal data, special technical and organizational measures, including encryption, have been taken (our organization uses an encryption service for which you can find more here: https://www.pcloud.com/encrypted-cloud-storage.html).

# How long we keep it?

Under Bulgarian law, we are required to keep your documents for 11 years, according to the Data Retention Policy. After this period, your personal data will be irreversibly destroyed. Any personal data held by us for marketing and service update notifications will be kept by us until such time that you notify us that you no longer wish to receive this information.

# What are your rights?

You have the right to access the personal data that LINK IT LTD. holds for you, to correct errors, to request a deletion or to object to the processing of your personal data. You can do this by mail at [link.it@linkitquick.com](mailto:link.it@linkitquick.com).

If you believe that the personal data we hold for you is inaccurate or incomplete, you may request to review this information, repair it or delete it. Please contact us through the Data Access Request Form for Individuals available on request at [link.it@linkitquick.com](mailto:link.it@linkitquick.com).

In case you wish to withdraw your consent, you may do so only in respect of your personal data which does not affect the lawfulness of the processing of your data (Article 6 and Article 7 of Regulation (EC) 2016/679 of the European Union Parliament and Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46 / EC).

If you would like to complain about the way we processed your personal information, please contact the Data Protection Responsible person on [link.it@linkitquick.com](mailto:link.it@linkitquick.com). Our Responsible person will look into your complaint and make every effort to resolve the issue.

If you believe that your personal data has not been processed in a lawful manner, you can contact the Commission for Personal Data Protection and send a complaint at: [kzld@cpdp.bg](mailto:kzld@cpdp.bg)