

DATA PROTECTION

You and your personal data are important to us.

Fraport Twin Star Airport Management AD is concessionaire and operator of the civil airports for public use in Varna and Burgas, with headquarters and business address in Varna, Varna airport. By carrying out our commercial activities related to the management and operation of Varna Airport and Burgas Airport, we perform the functions of employer, airport administration and ground handling operator of aircraft, passengers, cargo and mail, as well as trading partner with our contractors and trading partners providing for passengers and guests with services at the airport shopping facilities. By performing these multiple functions, *Fraport Twin Star Airport Management AD* in its capacity of Data Controller / Processor, acknowledges the need for appropriate protection and handling of any personal information you share with us. To help you, we provide this information in the form of Data Protection Information that explains our practices and options you can choose for the way your information can be collected and used.

Personal data provided by you and / or collected when you visit our websites are stored and processed as required by *Regulation (EC) 2016/679 of the European Parliament and the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data*, and repealing Directive 95/46/EC (General Data Protection Regulation) (Official Journal of the EU, L119/1 dated May 4th, 2016).

We respect the privacy of your personal data.

We will not disclose your personal data to third parties unless we have your written consent or are legally bound. We will not use or share your personal data in manners and for purposes other than those described when you provided your personal data.

To protect your personal data against unauthorized access, misuse, disclosure, or alteration, we apply appropriate physical, technical, and administrative measures.

What data we collect:

This Privacy Policy applies to all personal data collected from or submitted to us as Controller, Processor and / or Recipient of personal data of natural persons.

"Personal data" means any information relating to an identified natural person or a natural person ("data subject"); an identifiable natural person is a person who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

You do not need to provide us with personal information simply to browse our website and get the public information you need.

We collect personal data when you:

- apply for a job with us
- are our employee working under a contract of employment and/ or you are involved in training

- are a stranger participating in training and / or providing services under civil contracts
- are a user using specialized airport services
- apply for getting access to the airside
- send questions, comments, or correspondence to us
- are a passenger or visitor at the airport, you are subject to video-surveillance and video-surveillance footage at the airport area.

The types of personal data we collect may include:

- your name / personal identification number (PIN) or date of birth
- your position and your company name
- your address (including street name, city/town name, country/ district, zip code)
- your e-mail and any other identifier that allows *Fraport Twin Star Airport Management* to contact you personally or online
- your phone number
- for employees and job seekers- information from identity card, education, health and statements of fitness for work, criminal records for working at an airport, past work experience and positions held, qualification documents
- any other information you freely give when you communicate with us.

What is our purpose for using your personal information

We use your personal information for the purposes as required by *Labour Code, Social Insurance Code, the Health and Safety at Work Act, Personal Income Tax Act*, and bylaws for their implementation, arising at the time of entering into, executing and terminating the labour relations; implementing the obligations to cooperate with the *Ministry of Interior* and judicial authorities in the exercise of their powers and for the establishment, exercise or defence of legal claims; implementing the obligations to co-operate with the *State Agency National Security* in the exercise of their powers and to establish, exercise or protect the national security; implementing the obligations to provide information to the *National Revenue Agency, National Social Security Institute* or other state body that has the regulatory basis for obtaining the relevant data for financial, insurance, control and other legal purposes; implementing the obligations to provide information to Directorate General *Civil Aviation Administration* in the exercise of their powers and in their capacity of an aviation security authority in the field of civil aviation of the Republic of Bulgaria; implementing the requirements of the *Civil Aviation Act, National Civil Aviation Security Programme of the Republic of Bulgaria, National Program for Training and Certification in Civil Aviation Security, National Program for Quality Control in Civil Aviation Security*

We will use your personal data to communicate with you.

If we intend to process your personal data for purposes other than the above, you will be informed of the new purposes and will be provided with all necessary information before further processing of your personal data.

Your data subjects rights:

- You may require access to, rectification or erasure of personal data, or the restriction of the processing of personal data relating to you, or the right to object to the processing the personal data, as well as the right to data portability
- If the processing of your personal data is the result of your explicit and freely given consent, you are entitled to withdraw your consent at any time, without prejudice to the lawfulness of the processing based on the consent before it is withdrawn.
- You have the right to lodge a complaint with a competent supervisory authority - the Commission for Personal Data Protection
- To achieve the purposes set out above, we inform you that you provide your personal data in order to meet the above legal requirements and / or to fulfil contractual requirements and / or due to the need to enter into a contract.

We keep your personal data secure

Physical security is intended to prevent unauthorized access to database, equipment, and paper copies of documents.

Technical security measures such as firewalls, access restrictions and encryption provide protection against hacking or other unauthorized access.

How long do we store your personal data?

We retain your personal data for as long as is reasonably necessary to meet the purpose (s) for which it is collected and to comply with the applicable laws, and your consent to such purpose (s) remain(s) valid even after termination of our relationship with you, if applicable. According to the purpose of processing your personal information, you will be informed about each specific storage period when you submit your data.

- Data processed within internal telecommunication networks (traffic data and directories) may be disclosed to members of the CSP / EACEA / EAC / EMPL teams and will be retained within the entire period of our contractual relationship.
- Regarding contact details: Contact details immediately become anonymous upon request by the registered person. Year and a half after the user's last login, the data will become inactive, i.e. they will no longer be visible to the general public. Three years after the user's last login, the data become permanently anonymous and stored for statistical purposes only.

Personal data of children and minors

We do not collect information from children and minors.

We encourage parents and guardians to take an active role in the online activities and interests of their children or wards.

Links to other websites

Some of the pages on our websites may contain links to third-party websites. We cannot guarantee and do not have any control over the privacy practices or the content of such websites. We encourage you to carefully read the privacy policy of each site you visit.

How can you contact us to access, review, or edit your personal information

If you would like to contact us, access, update or edit your personal information, please contact us at any time or write to us:

by e-mail - dpo@fraport-bulgaria.com

or

at the following address:

Fraport Twin Star Airport Management AD
9000 Varna, Varna Airport

For the attention of the Data Protection Officer

Your right to object in case of conflict on any personal data issue

In case of conflict on any Personal Data Protection issue you can address yourself at and / or complain to the Controller at the above-mentioned address and functional email boxes.

If such conflict is not resolved by the Controller, you may lodge a complaint with a competent data protection supervisory authority of the Republic of Bulgaria- the Commission for Personal Data Protection at any time: <https://www.cpdp.bg/>

Consent and agreement

By using this website, you agree to the terms and conditions set forth in this Data Protection info. If you do not agree to these terms and conditions, please do not submit any personal data to this website.