

Personal Data Protection Policy

General information

On the 25th of May 2018 a new Personal Data Protection Regulation (General Data Protection Regulation) adopted by the European Union, enters into force. The regulation aims to ensure the protection of the data of individuals from all EU Member States and to harmonize the regulations for their processing.

As a Controller, the Association "Our Family" meets all the requirements of the new regulation, collecting the data from the persons insofar as they are necessary for the provision of the service and keeping them responsibly and legally.

Information about the Controller

1. Name: Our family
2. UIC / BULSTAT: 176069352
3. Registered office and head office: 44, Dondukov Blvd., Sofia
4. Correspondence data: Sofia, 86, Lyuben Karavelov Str.
5. E-mail: ourfamilybg@abv.bg
6. Telephone: +3592 423 26 65
7. Name of the Data Protection Officer: Antoniya Georgieva Medzhedelieva
8. Correspondence data: 86 Lyuben Karavelov str., Sofia, Bulgaria
9. E-mail: ourfamilybg@abv.bg
10. Telephone: +3592 423 26 65

Information about the competent supervisory authority

1. Name: Commission for Personal Data Protection
2. Registered office and head office: Sofia 1592, "Prof. 2 Tsvetan Lazarov
3. Correspondence data: Sofia 1592, 2 "Prof. Tsvetan Lazarov" Blvd.
4. Telephone: 02 915 3 518
5. Email: kzld@government.bg, kzld@cpdp.bg
6. Web site: www.cdpd.bg

Association Our Family operates in accordance with the Personal Data Protection Act and Regulation (EU) 2016/679 of the European Parliament and of the 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.

Reason for collecting, processing and storing your personal data. Goals and principles.

Art. 1. (1) The Association Our Family collects and processes the personal data that you provide to us concerning our mediation activities in international adoption procedures with a view to:

- Providing specific information in connection with your inquiry
- Preparation of contracts and performance of a contract service.
- Preparing and processing the data contained in your file for the submission to the Ministry of Justice of a comprehensive information about your permission to adopt a child - Bulgarian citizen and about your specific characteristics in this regard
- Implementation of the normative requirements of the Family Code; Ordinance No. 12 / 30.09.2009 on the terms and procedure for issuance and revocation of authorization for mediation in international adoption and for realization and termination of activity of the accredited organizations; Ordinance No. 13 / 30.09.2009 laying down the terms and conditions for giving consent for international adoption and for keeping the registers for international adoption; The Convention on the Protection of Children and Co-operation in the Field of International Adoption of 29.05.1995, ratified by the Republic of Bulgaria.
- Use of collected data for the implementation of the international adoption procedure, including procedural representation, as well as post-follow-up monitoring within two years from the end of the adoption procedure with a valid court decision.
- Implementation of the statutory requirements of the Accountancy Act and other relevant normative acts.
- Execution of all activities related to the existence, modification and termination of contractual relations
- Establishing a connection by telephone, address and / or e-mail, to send correspondence concerning the fulfillment of the obligations under the contracts concluded with the Association.

(2) The Association Our Family complies with the following principles when processing your personal data:

- legality, good faith and transparency;
- limitation of processing goals;
- relevance to processing goals and minimization of collected data;
- accuracy and timeliness of data;
- restriction of storage in order to achieve goals;
- integrity and confidentiality of processing and ensuring an adequate level of security of personal data.

What kind of personal data collects, processes and stores the Association "Our Family"?

Art. 2. (1) The Association Our Family **collects, processes and stores the following types of personal data of its clients:**

1. Regarding physical identity: names, personal number, passport data, address, place of birth, contact telephones, etc .;
2. Regarding mental identity - and in particular on mental health;
3. Regarding psychological identity - documents about their mental health;
4. Regarding economic identity - and in particular: property status data;
5. Regarding cultural identity - interests, hobbies and other activities in leisure time;
6. Regarding family identity: marital status (marriage, divorce, number of family members, including children, etc.);
7. Regarding education - type of education, further qualification, etc .;
8. Regarding the work activity - professional biography, data from the labor book, etc .;
9. Regarding the civil status of the persons: a criminal record, data about their parental rights, etc.
10. Contact telephones, e-mail to establish a contact.

(2) The Association Our Family does not carry out automated data decision-making.

Term of storage of your personal data

Art. 3. The collected personal data about you is kept for 5 years since the end of the court case and the receipt of the 4 adoption reports in accordance with the principle of good case law.

Your rights concerning the collection, processing and storage of your personal data

Withdrawal of consent for processing your personal data

Art. 4. If you do not want all or part of your personal data to continue to be processed by the Association Our Family for any or all processing purposes, you may at any time withdraw your

consent for processing by completing an online form or by a request in free text, provided that this does not contradict the current regulatory framework governing adoption.

Right of access

Art. 5. (1) You have the right to request and receive from the Association Our Family confirmation that personal data associated with you is being processed.

(2) You have the right to access the data related to it, as well as information relating to the collection, processing and storage of your personal data.

(3) Association Our Family provides you with a copy of the processed personal data relating to you on request in electronic or other appropriate form.

Right of correction or completion

Art. 6. You may correct or fill in inaccurate or incomplete personal data related to you by requesting it from the Association Our Family;

Right to delete ("to be forgotten")

Art. 7. (1) You have the right to request from the Association Our Family the deletion of the personal data related to you, and the Association Our Family has the obligation to delete it without undue delay when there is one of the following reasons:

- personal data is no longer needed for the purposes for which it was collected or otherwise processed;
- You withdraw your consent on which the processing of the data is based and there is no other legal basis for the processing;
- You object to the processing of your related personal data, including for direct marketing purposes, and there are no legitimate grounds for the processing that will take precedence;
- personal data has been tampered with;
- personal data must be deleted to comply with a legal obligation under EU law or the law of a Member State that applies to the Association Our Family
- personal data were gathered in connection with the provision of information society services.

(2) The Association Our Family is not obliged to delete personal data if it keeps it and processes it:

- to exercise the right to freedom of expression and the right to information;
- compliance with a legal obligation that requires treatment provided for under EU law or the law of the Member State that applies to the Controller or for the performance of a public interest task or the exercise of official authority;
- for reasons of public interest in the field of public health;

- for purposes of archiving in the public interest, for scientific or historical research or for statistical purposes;
- for the establishment, exercise or protection of legal claims.

(3) In order to exercise your right "to be forgotten", you should submit a written request to the Association Our Family and certify your identity and identity with the person to whom the data relates by presenting your personal card for identification purposes

(4) The Association Our Family does not erase the data for which it has the legal obligation to store, including for protection against claims brought against it or proof of its rights.

Right of limitation

Art. 8. You have the right to request from the Association Our Family to restrict the processing of your related data when:

- contest the accuracy of personal data for a period that allows the Association Our Family to verify the accuracy of personal data;
- the processing is illegal, but you do not want your personal data to be erased but only to be limited;
- The Association Our Family no longer requires personal data for the purposes of processing, but you require them to identify, exercise or protect your legal claims;
- You have objected to the treatment when there is a pending verification if the legitimate grounds of the Association Our Family have an advantage over your interests.

Right to receive information

Art. 9. You may request the Association Our Family to inform you of all recipients to whom the personal data for which the correction, deletion or limitation of the processing was requested has been disclosed. Association Our Family may refuse to provide this information if this would be impossible or would require disproportionate effort.

Right of objection

Art. 10. You may at any time object to the processing of personal data by the Association Our Family, which applies to you, including if processed for profiling or direct marketing purposes.

Your rights in case of violation of the security of your personal information

Art. 11. (1) If the Association Our Family detects a breach of security of your personal data that may pose a high risk to your rights and freedoms, we shall notify you without undue delay of the violation and of the measures taken or to be taken.

(2) The Association Our Family is not obliged to notify you if:

- has taken appropriate technical and organizational protection measures with respect to the data affected by the breach of security;

- has subsequently taken measures to ensure that the violation will not lead to a high risk for your rights;
- Notification would require a disproportionate effort.

Individuals to whom your personal information is provided

Art. 12. The Controller shall submit data to state authorities such as the Ministry of Justice - Central Authority within the meaning of Article 6 of the Hague Convention, Court, Prosecutor's Office, Prosecutor's Office, and other revising authorities - upon request of due details related to the implementation of their powers.

Other provisions

Art. 13. In case of violation of your rights under the above or applicable personal data protection laws, you have the right to file a complaint with the Personal Data Protection Commission as follows:

1. Name: Commission for Personal Data Protection
2. Registered office and head office: Sofia 1592, "Prof. 2 Tsvetan Lazarov
3. Correspondence data: Sofia 1592, 2 "Prof. Tsvetan Lazarov" Blvd.
4. Telephone: 02 915 3 518
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Art. 14. You may exercise all of your rights to protect your personal data through the forms enclosed with this information. Of course, these forms are not mandatory and you can make your claims in any form that contains a statement about it and identifies you as the data holder.

Art. 15. If the consent relates to a transfer, the Controller shall describe the possible risks of the transfer of data to third countries in the absence of a decision on adequate protection and appropriate remedies.