



POLICY FOR PROCESSING OF PERSONAL DATA

1. Subject of the Policy

1. Fly2Sky OOD, UIC: 20285304, is a company incorporated under the laws of Bulgaria and having its principal place of business at 7 bul. Iskarsko Shose, Building 01, Floor 2, 1528 Sofia, Bulgaria (hereinafter referred to as the "Company") is administrator of personal data and complies with the rules and requirements of the Bulgarian and European legislation for personal data protection.

1.1. Fly2Sky Policy for processing of personal data of job applicants (hereinafter referred to as the "Policy" aims to provide transparent and clear information on the processing of personal data to individuals or other parties who have voluntarily and on their own initiative submitted their job application to the Company.

1.2. This Policy may be amended and / or supplemented at any time by the Company.

1.3. By submitting your job application, you agree and declare that you are informed with the terms of the Policy.

1.4. This Policy does not limit or affect your rights related to the processing of your personal data by the Company. Its goal is to provide you information guaranteeing the lawful processing of your personal data by Fly2Sky.

2. Personal data processed by the Company

2.1. The Company processes the personal data provided by you as an administrator of personal data. The Company collects and processes only those categories of personal data that have been provided voluntarily and directly by the applicants or such personal data that have been or may be additionally requested by Company within the procedure of evaluation of your application and the process to deciding whether to be hired by the Company.

2.2. Depending on the specific situation, the Company may process the following categories of personal data related to your job application:

- Identification data (names, address, contact details – telephone, e-mail address), date of birth, photo (but only when you have voluntarily provided such);
- Information on education and acquired qualifications - completed education, additionally acquired professional qualification, scientific degree, trainings, completed courses and / or other information related to acquired education and qualification;
- Information on current and/or previous labor and/or professional activity - data of labor/professional activity incl. positions held; functions and responsibilities; current and previous employers; work/professional experience; references and recommendations from the employer/s;
- Remuneration information, including expected remuneration bonuses, social benefits and / or other financial and economic data related to the position you are applying for;



- Information that you have provided voluntarily on your own initiative in the process of your application (for example, information that has been provided through a CV, cover letter or other document that you have provided or has additionally requested from the Company not listed above);
- Other information related to your application that you provided during the oral interviews and interviews with employees of the Company, which can be done within the process.
- Special ("sensitive") personal data are processed only and to the extent necessary for the evaluation of your application, the decision to appoint you to a certain position, to fulfill certain statutory obligations which must be observed by the Company upon your explicit consent for their processing.

3. Processing of personal data – conditions and reasons

3.1. As your potential employer/assignor, the Company processes your personal data only for recruiting potential employees, evaluating the application, making a decision to conclusion a contract with you:

- Administration, processing and management of your job application in the Company, including identification and evaluation of your application and making a decision to conclude a contract with you for the position you are applying for;
- Upon approval of your application for preparation of a formal job offer, preparation of a draft contract and other documents necessary for the completion of the process of holding the position;
- Communication with the candidates during the procedure, as well as thereafter in case of expressed interest in future vacancies that the Company considers may be suitable.

3.2. The Company may process your personal data if it has at least one of the following legal causes provided for in the General Data Protection Regulation:

- in the presence of your consent for the processing of personal data related to you;
- to take the necessary actions to conclude a contract, in case the Company has chosen your application.

4. Term of storage of your personal data

4.1. The Company will store and process your personal data only for the period necessary to achieve the purposes of personal data processing specified above. In particular, your personal data will be stored for the period from their receipt until the final decision on whether to be appointed to the position for which you are applying, but for no more than 6 (six) months from taking the position.

4.2. For the purpose of holding future vacant positions, it is possible for the Company to store your personal data even after the completion of the procedure for occupying the position for which you are specifically applying. In these cases, the Company will store your personal data for a period not longer than 6 (six) months.

4.3. In case you wish to keep in mind your application for a future vacant position, respectively to continue to store the information and personal data provided by you, you should provide us with your voluntary explicit written consent.



5. To whom your personal data may be disclosed

Your personal data may be disclosed by the Company to a certain category of recipients, but in strict compliance with the requirements of personal data protection legislation and to the extent necessary to achieve these goals. Recipients of your personal data can only be employees/partners of /in the Company, appointed to participate in the process of management and administration of your application, who directly participate in the process of analysis and evaluation of candidates for the position.

6. Your rights related to the protection of your personal data and additional information

6.1. In order to fulfill the obligations of the Company as an administrator of personal data, it is important for it to process and maintain your personal data accurate and up-to-date; if necessary, you can request that your personal data be updated, corrected and/or supplemented, for which purpose you should send an application/request to the Company in compliance with the terms and conditions provided in the legislation on personal data protection.

6.2. You have certain rights related to the processing of your personal data provided in the General Data Protection Regulation, including:

- Right to information and free and open access to your personal data;
- Right to request a copy of your personal data stored or otherwise processed by the Company;
- The right to request the correction of your personal data in case they are inaccurate, out of date or incomplete.

Please note that the terms and conditions for exercising your rights related to personal data protection are regulated in detail in the General Data Protection Regulation and the Bulgarian Personal Data Protection Act.

6.3. If you wish to receive additional information on how the Company processes your personal data or you have questions related to the operation and application of this Policy, you can contact the Company at the following address: 7 bul. Iskarsko Shose, Building 01, Floor 2, 1528 Sofia, Bulgaria.

7. Competent supervisory authority for personal data protection

Commission for Personal Data Protection (CPDP)

Address: 2 Professor Tsvetan Lazarov Blvd., Sofia 1592

Phone number: + 3592 / 91-53-594

E-mail: kzld@cpdp.bg

Website: www.cdpd.bg