

NIMH PRIVACY POLICY FOR THE PROCESSING OF PERSONAL DATA

Transparency in the processing of personal data

This Privacy Policy is intended to inform you why and what personal data we collect, how we process and store it, including when it is necessary to disclose personal data to third parties and what are your rights.

For contact with the National Institute of Meteorology and Hydrology:

Sofia 1784, 66 Tsarigradsko Shosse Blvd., office@meteo.bg

Website: www.meteo.bg

Data Protection Officer (DPO)

The contact details of the National Institute of Meteorology and Hydrology are:

Email: dpo@meteo.bg

Why we process personal data?

The National Institute of Meteorology and Hydrology processes personal data in connection with the observance of legal obligations, the exercise of official powers, the performance of tasks of public interest, the legitimate interest of NIMH, archiving in the public interest, and for purposes for which the subject (physical person to whom the data relates) has consented to the processing of his/her data.

The information that may contain your personal data is processed for the following purposes:

1. Human resources:
 - a. Conducting competitions for employees and selection of persons in connection with the conclusion of employment and civil contracts;
 - b. Conclusion, implementation and termination of employment and civil contracts;
 - c. Administrative servicing and fulfillment of obligations under the existing legal relationship;
2. Counterparties:
 - a. verification and evaluation of the set criteria for selection of bidders;
 - b. concluding and executing contracts.
3. Applications under the Access to Public Information Act (APIA);
4. Video surveillance;

5. Visitors;
6. Complaints, signals and other requests.

What personal data we process

1. Human resources

For the purposes of human resources management, we process personal data of job candidates, doctoral students, interns, current and former employees of NIMH.

In the course of human resources management activities, data on the physical identity of individuals, data on education and qualifications, health data, contact data, as well as other data required by special laws governing employment, tax-insurance, accounting, safe and healthy working conditions, as well as social issues.

In the personnel selection procedures the requirements of the special laws governing this activity are observed.

NIMH processes and publishes, when required by law, personal data of employees and persons holding senior public positions, in accordance with the Anti-Corruption and Confiscation of Illegally Acquired Property Act. The declaration is kept in the employee's file.

The activities for ensuring healthy and safe working conditions are regulated by a contract with the medicine service by the order of Ordinance № 3 of 25 January 2008 on the conditions and the order for carrying out the activity of the medicine services.

In connection with the implementation of the employment relationship, only the personal data required by law are processed, which are stored within the time limits set by the labor and social security legislation.

The collected data are used only for the above-mentioned purposes and are provided to third parties only in cases where this is provided by law. In such cases, data may be provided, for example, to the National Revenue Agency, the Court of Auditors, DG “Labor Inspection” and other public bodies, in view of their powers and competences.

The information is not stored outside the EU and the European Economic Area. NIMH provides the appropriate technical and organizational measures to protect your personal data.

2. Counterparties

In the performance of its activities and in connection with its powers, the National Institute of Meteorology and Hydrology processes personal data of individuals for the performance of contracts concluded by NIMH within the meaning of the Obligations and Contracts Act, the Public Procurement Act, the Commercial Act, etc.

In connection with the performance of these contracts personal data of individual is processed in a minimum volume, sufficient only for the exact fulfillment of the obligations under the respective contract. Access to this information is granted to third parties only when required by a special law.

The information is not stored outside the EU and the European Economic Area. NIMH provides appropriate technical and organizational measures to protect your personal data.

3. Applications under the Access to Public Information Act

In connection with the processing of applications under the APIA, information on individual subjects of data is processed, which may contain data on the physical, economic, social or other identity of individuals. NIMH provides such information only to the extent that it meets the objectives of the Access to Public Information Act.

The collected data is provided to third parties only in cases where this is provided by law, for example to public authorities, in view of their powers and competences.

The information is not stored outside the EU and the European Economic Area. NIMH provides appropriate technical and organizational measures to protect your personal data.

4. Video surveillance

NIMH conducts video surveillance for security purposes. The video recordings, which are collected by video surveillance cameras, containing a video image of the movement of the employees and the visitors around the NIMH buildings, in the common premises and in the security zones are stored for a period of 2 months. Personal data may also be processed for a longer period of time if this is necessary to achieve the relevant objectives or to protect the rights and / or legitimate interests (including in court) of the NIMH or if the current legislation provides longer term for the processing of data.

Certain employees have access to the data within the framework of their official duties. The collected data is provided to third parties only in cases where this is required by law, for example to public authorities, in view of their powers and competences.

The information is not stored outside the EU and the European Economic Area. NIMH provides appropriate technical and organizational measures to protect your personal data.

5. Visitors

The processing of personal data of NIMH visitors is performed by employees providing the access regime. The purpose of the collection of personal data is to identify individuals visiting the buildings of the institute in accordance with the access regime.

Certain employees have access to the data within the framework of their official duties. The collected data is provided to third parties only in cases where this is provided by law, for example to public authorities, in view of their powers and competence.

The information is not stored outside the EU and the European Economic Area. NIMH provides appropriate technical and organizational measures to protect your personal data.

7. Complaints, signals and other requests

Complaints, signals and other requests in connection with the exercise of the powers of the NIMH shall be submitted in accordance with the terms and conditions of the current legislation.

When processing the information contained in the complaints, signals and other requests submitted to the NIMH, only personal data relevant to the specific case are processed.

Data made known to the NIMH in this regard may be disclosed to third parties only if provided by law.

The information is not stored outside the EU and the European Economic Area. NIMH provides appropriate technical and organizational measures to protect your personal data.

Basic principles in data processing

The National Institute of Meteorology and Hydrology respects the privacy of individuals and guarantees to the maximum extent the protection of their personal data which are processed in the performance of its obligations, provision of services and conclusion of contracts.

The National Institute of Meteorology and Hydrology processes personal data in compliance with the principles of legality, transparency, expediency and accuracy, proportionality, accountability, integrity and confidentiality.

NIMH provides the appropriate technical and organizational measures to protect your personal data.

What are your rights

You have the right to exercise your rights under Art. 15-22 of 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 and repealing Directive 95/46 / EC (Regulation) before the National Institute of Meteorology and Hydrology, for the personal data that NIMH processes for you, namely:

1. Right to information - the right to receive information about the processing of your personal data from the National Institute of Meteorology and Hydrology;

2. Right of access:
 - a. to receive confirmation whether your personal data is processed;
 - b. to get access to your processed personal data and information regarding its processing in accordance with the Regulation.
3. Right of correction - the right to request the correction or completion of your personal data if they are inaccurate or incomplete;
4. Right of deletion (the “right to be forgotten”) - the right to request the erasure of your personal data, if there are grounds for doing so provided for in the Regulation;
5. Right to limit the processing of personal data - the right to request from the National Institute of Meteorology and Hydrology to limit the processing of your personal data within the scope of the Regulation, if there are grounds for that provided in it;
6. Notification of third parties - the right to require the National Institute of Meteorology and Hydrology to notify third parties to whom your personal data have been disclosed of any correction, deletion or restriction of the processing of your personal data, unless this is not possible or requires a disproportionate effort from the NIMH;
7. Right to data portability - the right to receive personal data that affect you in a structured, widely used and machine-readable format and to transfer this data to another administrator.

That right shall not apply to the processing necessary for the performance of a task in the public interest or in the exercise of official powers conferred on the administrator.

The right to data portability applies when the following two conditions are met simultaneously:

- a. the processing is based on consent or performance of a contract; and
- b. processing is performed in an automated manner.

If technically feasible, you have the right to receive a direct transfer of personal data from the National Institute of Meteorology and Hydrology to another administrator. The right to data portability may be exercised in a way that does not adversely affect the rights and freedoms of others.

8. Rights in automated individual decision-making, including profiling - the right not to be the subject of an automated decision based solely on automated processing (i.e. processing without human intervention), including profiling within the meaning of the Regulation, which has legal consequences for you or in a similar way affects you to a significant extent, unless the grounds provided for in the Regulation are met and appropriate guarantees are provided for the protection of your rights and freedoms and your legitimate interests.

Such guarantees are the right of human intervention by the National Institute of Meteorology and Hydrology, your right to express your point of view and to challenge the decision.

9. Right to withdraw consent for processing - when the processing of personal data is based solely on your consent, you can withdraw your consent at any time. Such withdrawal shall not affect the lawfulness of the processing on the basis of the consent given until the moment of its withdrawal.
10. Right to object - You have the right at any time and on grounds related to your situation to object the processing of personal data concerning you, including profiling within the meaning of the Regulation, which is based on the public interest, the exercise of official powers or the legitimate interests of the National Institute of Meteorology and Hydrology or of a third party.

In these cases, the National Institute of Meteorology and Hydrology will terminate the processing of your personal data, unless it proves that there are compelling legal grounds for the processing that take precedence over your interests, rights and freedoms, or for the establishment, exercise or protection of legal claims.

How to exercise your rights

Exercise of rights within the meaning of Regulation (EU) 2016/679 before the NIMH as an administrator of personal data:

The rights under Art. 15-22 of the Regulation can be exercised personally or through a person explicitly authorized by you (with a notarized power of attorney) by submitting a written request. The request should contain:

- the full name and address of the applicant;
- description of the request;
- preferred form of communication and contact details (telephone, e-mail address);
- signature and date of submission.

When submitting a request for the exercise of rights within the meaning of the Regulation to NIMH, it is necessary to identify yourself - by presenting an identity document (when submitting a request on the spot in the NIMH buildings or by e-mail). The request for exercising rights can also be sent by post with a return receipt, in which case the application should be notarized.

An answer will be provided to you in compliance with the applicable deadlines - up to one calendar month, and the deadline may be extended by another two months, taking into account the complexity and number of requests. In case of need for extension, you will be duly informed including for the reasons for the extension.

The personal data processed in connection with the processing of individual requests will be used only for the purposes of exercising these rights. In this regard, personal data may be provided to third parties only if provided by law.

Right to appeal to a supervisory authority

Any individual has the right to place a complaint to the Data Protection Supervisor, in particular in the Member State (EU / EEA) of his or her residence, place of work or place of the alleged breach, if he or she considers that the processing of his/her personal data infringes the provisions of the Regulation or other applicable data protection requirements.

Changes to the privacy policy

We reserve the right to change our privacy policy.

If you have any questions regarding the processing of your personal data by NIMH, please contact us at:

dpo@meteo.bg

It is used only for questions regarding the processing of your personal data by NIMH in its capacity of administrator, as well as for exercising your rights under Art. 15 - 22 of Regulation (EU) 2016/679.

Supervisory body in the Republic of Bulgaria

Supervisory body in the Republic of Bulgaria is the Commission for Personal Data Protection, address: Sofia 1592, Blvd. "Prof. Tsvetan Lazarov "№ 2, website: www.cdpd.bg.