

CONFIDENTIALITY NOTICE OF PERSONAL DATA TO THE NATIONAL CUSTOMS AGENCY EMPLOYEES

With this the National Customs Agency provides information about your personal data, which is processed in your capacity of National Customs Agency employees, in the implementation of the statutory powers of the National Customs Agency.

I. What your personal data do we process?

A) Data, provided by you, necessary for concluding/amendment of a labour contract or issuance of an appointment/re-appointment order under the Civil Servant Act:

1. Three names
2. Uniform civil number;
3. Number of identity document - authority, which issued it, date of issuance
4. Place of birth;
5. Permanent and current address;
6. Electronic address (e-mail);
7. Data from the criminal record;
8. Data, related to bank account (IBAN, holder)
9. Data, disclosing the property (movable and immovable) status;
10. Professional biography
11. Data on the health condition: finding of medical specialists in respect to the feasibility of the employer/officer to take the respective position, extent of invalidity as per reasons; diagnosis of the insured person in respect to providing of illness sheets; data, contained in a certificate from a Center for psychiatric health center;
12. Data related to survey of the professional and psychological feasibility
13. Data of children, husband/wife (when using absence on leave or illness leave);
14. Data from declarations and application required by law;
15. Data for your representative (if applicable), etc.

B) Data, generated by the National Customs Agency in the process of the administrative services

1. Personal number (as an equivalent to name, surname and family name)
2. Videorecording in the sites, provided for management to the National Customs Agency on the territory of the whole country, in order to provide safety and security, protection of life and health of staff and visitors in the Agency's sites, access control, prevention and detection of violations, as well as protection of the property and its information;
3. Data from declarations and applications, required by law.

II. How and where are your personal data stored?

A) How are your personal data stored?

The National Customs Agency has taken the necessary organizational and technical measures to protect personal data from accidental or illegal destruction, or from accidental loss, from unauthorized access, modification or distribution, as well as from other illegal forms of processing. In the National Customs Agency, the documents are stored on paper (material) carrier in sites with 24/7 security and video surveillance, electronic carrier and in information systems.

B) Where are your personal data stored?

The personal staff files are stored in an archive at an address: City of Sofia, 47, Georgi S. Rakovski Str.,

For the officers in the territorial directorates, copies of the personal staff files are stored in the archive of the respective unit 'Human Resources'.

The payrolls of the officials in the CCD are stored in an archive at an address: City of Sofia 1202, 47, G.S. Rakovski Str.

The payrolls of the officers in the territorial directorates are stored in the archive of the respective accounting.

III. For what purposes and on what legal grounds do we process your personal data?

The National Customs Agency processes your data with the aim of conclusion/amendment of a Labour contract under the Labour Code or issuance of an appointment/re-appointment order under the Civil Servant Act and issuance of VII-2 and VII-3.

IV. With whom can we share your personal data?

The National Customs Agency can provide your personal data in respecting the legal requirements of:

1. Judicial power authorities, when implementing their legal powers and functions;
2. Ombudsman;
3. Authorities with powers on protection of the national security and public order;
4. State authorities (central and territorial) and institutions of the executive power, according to their competence in the cases, when this is legally allowed by the law;
5. In respecting the legal requirements it is possible the National Customs Agency to disclose personal data of the following persons:

- Service providers (consultants, experts, appraisers, postal and courier services, with the registered correspondence);
- Security companies with a license for carrying out private security activities, maintaining registers of visitors to provide the permissive regime in certain sites of ours;
- Persons who, on the assignment of the National Customs Agency, support the equipment and software used to process your personal data;
- Banks serving the payments made by you;
- Insurers in the implementation of the provisions of the Insurance Code;

V. For what period are the personal data stored?

The duration of storing of your personal data depends on the purposes of the processing, for which they were collected:

1. The personal data, processed in relation to the administrative services are stored not less than 5 years;
2. The data for electronic identification are stored for a period of 10 years (Art. 27 of the Electronic Identification Act);

3. Видеозапис – данните се съхраняват съгласно утвърдените срокове във „Вътрешни правила по обработване, съхранение и защита на личните данни при видеонаблюдение от Агенция „Митници“. Videorecording – the data are stored pursuant to the endorsed deadlines in ‘Internal rules on processing, storage and protection of personal data at videosurveillance by the National Customs Agency’.
4. Payrolls – 50 years;
5. Data from staff files – after termination of the service relationship – 5 years.
6. For the officers, working with ionizing radiation, the personal staff files are stored for a period of 50 years;

The National Customs Agency may store some of your personal data and for a longer period until the statute of limitations expire in order to protect your legal interests, as well as for a longer period in the case of a legal dispute already occurred in connection with the foregoing until its final decision with a court/arbitration decision entered into force.

VI. What are your rights regarding the processing of your personal data by the National Customs Agency?

1. Right of awareness of the data identifying the controller, the purposes of the processing of personal data, the recipients or categories of the recipients to whom the data, obligations or voluntary nature of the provision and the consequences of the refusal may be disclosed, in respecting the legal restrictions;
2. The right to access of applicants to the data concerning them;
3. Right to correct or supplement inaccurate or incomplete personal data;
4. The right to delete (the right to be forgotten) of personal data that are processed unlawfully;
5. The right to restrict the processing of personal data only to storage;
6. The right to object to processing at any time and on grounds relating to the specific situation of the data subject, where there are no legal grounds for processing which take precedence over the interests, rights and freedoms of the data subject or the establishment, exercise or defence of legal claims;
7. The right to withdraw the consent at any time, without prejudice to the lawfulness of the processing on the basis of the consent already granted, for the period during which the above consent was given;
8. Right of protection by judicial and administrative order (right to file a complaint to the Commission for Personal Data Protection; the right to effective judicial protection against a supervisory authority; the right to effective judicial protection against a controller or data processor);
9. Right of compensation for damages suffered;

Detailed information on the terms and procedure you can exercise your rights can be found in the confidentiality policy of the National Customs Agency on our website (www.customs.bg), on our electronic portal (www.ecustoms.bg), as well as in each of our territorial structures.

VII. Can you refuse the provision of personal data to the National Customs Agency and what are the consequences from that?

The National Customs Agency processes your personal data by virtue of law, not on the basis of your consent (Article 6, paragraph 1, letters "C" and "D" of Regulation (EU) 2016/679).

The possibility of failure to provide the data required for your identification is applicable when there is a dropped-off legal requirement or when providing administrative services. Failure to provide data in these cases will impede the activities of your administrative service.

VIII. How to contact us?

You can contact us on the following address: City of Sofia, 47, G.S. Rakovski Str., e-mail: gdpr@customs.bg.

Personal data protection officer in the National Customs Agency.

I am familiar with:

- The purpose and processing means of my personal data.
- The right of access and correction of the collected data.
- The name and address of the institution, as well as the ways to reach out the personal data protection officer

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Date

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Three names

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Signature of the official