



APPROVED:

Engineer Vladimir Spasov
Procurator

Internal Procedure

for exercising the right of the data subject to identify personal information and access it

This procedure is applied in the cases of identifying all personal information about personal data subjects and access to it according to articles 11 and 15 of the General Data Protection Regulation (EU) 2016/679 ("GDPR").

1. The persons who are personal data subjects have the right to information whether the administrator is processing their data and if so – to access their personal data, for which they shall submit a written application to the Procurator of the company, including in electronic form, personally or through an authorized person. Submitting this application is free of charge.

2. The application shall contain the person's name and other data identifying them - Uniform Civil Number (UCN), position, place of work, description of the request, preferred form of providing the access to personal data, signature, date and correspondence address; letter of attorney – in the cases the application is submitted by an authorized person. The application shall be registered in the general correspondence register of the administrator.

3. Access to the person's data will be provided in the following forms:

- verbal reference;
- written reference;
- review of the data by the person him/herself or by a person authorized by him/her;
- providing a copy of the requested information.

4. When a request for providing access is submitted, the Procurator considers the application for access and orders the official processing personal data under the guidance of the Administrator, to provide the access requested by the person in the form preferred by the applicant.

5. Apart from access to their personal data, the persons who are personal data subjects also have the right to the following information:

- a) What are the purposes of the processing;
- b) What categories of personal data are being processed;
- c) The recipients to whom the personal data is disclosed;
- d) The expected period of time for storing the personal data;
- e) The existence of the right to request from the administrator to correct or delete personal data, as well as to restrict its processing, and also to object to such processing;
- f) The right to file a complaint with a supervisory body;
- g) When personal data is not obtained from the data subject, any available information about its source;
- h) The existence of automated decision-making, including profiling, and at least in these cases significant information about the logics used, as well as the meaning and the expected consequences from such processing for the data subject.



6. “M+S Hydraulic” PLC. provides to the data subject information about the actions, undertaken with regard to the request they have made, without unnecessary delay and in all cases **within one month after receiving the request**. If necessary, this term could be extended by another two months considering the complexity and the number of requests. The Administrator informs the person about any such extension within one month after receiving the request, indicating the reasons for the delay.

7. When the data subject submits a request using electronic means, if possible, the information is provided via electronic means, unless the data subject has requested otherwise.

8. The information requested and any communication and activities between “M+S Hydraulic” PLC. and the data subject are provided free of charge. In the cases a data subject’s requests are obviously unjustified or exaggerated, in particular due to their repetitiveness, the Administrator can either:

a) impose a reasonable fee considering the administrative expense for providing the information or the communication or undertaking the requested activities, or

б) refuse to undertake any activities under the request.

“M+S Hydraulic” PLC. bears the responsibility to prove the obviously unjustified or exaggerated nature of the request.

9. The decision is announced in writing to the applicant, in person and against signature, via mail and with return receipt.

10. When the data does not exist or cannot be provided on a certain legal basis, the applicant is denied access to it via motivated decision. The denial of providing access can be appealed by the person with the body and within the term as mentioned in the letter.

This procedure has been ratified by the Procurator on **25.05.2018** by virtue of Order № 248/25.05.2018 and is to be supplemented and amended in the order of its ratification.