Ref. № .................../ ..................

TO

Bulgarian Ports Infrastructure Company

Head office/Branch – Territorial Directorate/Specialized Division

Address:....................................

**APPLICATION**

**FOR EXERCISE OF RIGHTS**

*under the Personal Data Protection Act and Regulation (EU) 2016/679 (General Data Protection Regulation)*

DATA OF THE APPLICANT[[1]](#footnote-2)

Names :..............................................................................................................................................

(*name, surname, family name*)

PIN/PNF/date of birth[[2]](#footnote-3):..............................................................................................................

Contact details: Email:………………………………………………………………………….................................Tel.:............................................................................................................................................

Address:………………………………………………………………………………………….

Represented by an authorized person with a Power of Attorney

*(the power of attorney is attached to the Application for Exercise of Rights)*

Names:............................................................................................................................................

(*name, surname, family name*)

Contact details:

Email: ............................................................................................................................................... Tel.:............................................................................................................................................

Address:…………………………………………………………………………………………

In my capacity as:

job candidate / participant in recruitment procedures;

current / former employee of Bulgarian Ports Infrastructure Company;

passenger / ship's crew / or another person whose data is administered for the purpose of maintaining the National Center for Electronic Document Management of Maritime Transport or an Electronic Document Management System for River Transport;

another person (please specify*)*:

....................................................................................................................................................................................................................................................................................................................................................................................................................................................................................

In connection with the performance of **the following activities** for processing my personal data by the Bulgarian Ports Infrastructure Company *(please indicate the processing activities as well as any additional information related to this processing in order to respond to your request)*:

....................................................................................................................................................................................................................................................................................................................................................................................................................................................................................

I would like to exercise my right for:

**information** about the personal data processed by the Bulgarian Ports Infrastructure Company according to Art. 13 and / or Art. 14 of Regulation (EU) 2016/679 (General Regulation on data protection). In this connection, I would like to receive information on: (please specify whether you wish to receive the full range of information in accordance with Article 13 and / or Article 14 of Regulation (EU) 2016/679 (General Data Protection Regulation) or certain parts*)*:

....................................................................................................................................................................................................................................................................................................................................................................................................................................................................................

**access** to my personal data being processed and information on the purposes of the processing, the categories of personal data, the recipients or categories of recipients, the intended retention period (where applicable) or the criteria for determining the retention period, the existence of a right to request by the controller to correct or delete personal data or to restrict the processing of personal data relating to the data subject, or to object to such processing, the right to appeal to a supervisory authority, available information on the source of personal data (where personal data are not are provided by me personally), the existence of automated decision-making, including profiling, and information on the logic used, as well as the significance and intended consequences of this processing for the individual *(please specify the personal data you wish to be given access to, as well as the specific information you wish to receive):*

....................................................................................................................................................................................................................................................................................................................................................................................................................................................................................

**correction** of inaccurate personal data / supplementation of incomplete personal data*(please specify the personal data that need to be corrected or supplemented)*

....................................................................................................................................................................................................................................................................................................................................................................................................................................................................................

In this regard, I enclose the following documents proving the correctness of personal data \*[[3]](#footnote-4):

.....................................................................................................................................................................................................................................................................................................................................................................................................................................................................

**right to delete** the following personal data*(please indicate the personal data you want to be deleted and explain the reason(s) for deleting your personal data)*:

....................................................................................................................................................................................................................................................................................................................................................................................................................................................................................

**right to limit** the processing of the following personal data*(please indicate the personal data the processing of which you would like to be restricted and explain the reason(s) for restricting the processing of your personal data)*:

....................................................................................................................................................................................................................................................................................................................................................................................................................................................................................

**notifying** the recipients to whom the personal data will be disclosed, when correcting or deleting personal data or restricting the processing*(please provide further details on the categories of recipients and categories of personal data):*

....................................................................................................................................................................................................................................................................................................................................................................................................................................................................................

**the right to object** to the processing of my personal data for the purposes of the legitimate interests of the Bulgarian Ports Infrastructure Company *(please specify which processing activities you object to)*:

....................................................................................................................................................................................................................................................................................................................................................................................................................................................................................

Preferred form of communication and response to my request:

: ....................................................................................................................................................

(*mailing address*)

: ....................................................................................................................................................

(*email*)

**To be filled in by the applicant:**

Submission date: ……………….... Signature of the applicant: ……………………….

**To be filled in by the Bulgarian Ports Infrastructure Company:**

Date of receipt: ……………….…..

Received by: ………...……………………………………………………………………………. *(names of the official)*

Structure of the Bulgarian Ports Infrastructure Company

………………………………………………………………………………………….…………

*(Head office, branch-territorial directorate, etc.)*

Signature of the official: ………………….

**ACTIONS OF THE BULGARIAN PORTS INFRASTRUCTURE COMPANY IN CONNECTION WITH THE EXERCISE OF RIGHTS**

1. The Bulgarian Ports Infrastructure Company promotes the exercise of the rights of data subjects in accordance with its obligations under Regulation (EU) 2016/679 (General Data Protection Regulation) and under the Bulgarian law, refusing to take action on a request for exercise rights only if it is unable to identify the data subject.
2. The Bulgarian Ports Infrastructure Company shall provide information on the actions taken in connection with the exercise of the rights of the subjects within 1 (one) month from the receipt of the Application for exercise of rights, and the term may be extended to a total of 2 (two) months, given the number or complexity of the requests. The information shall be provided in the form requested by the subject.
3. If the data subject's requests are manifestly unfounded or excessive, in particular because of their recurrence, the Bulgarian Ports Infrastructure Company may charge a reasonable fee for providing the information or carrying out the action on the request, taking into account its administrative costs, or refuse to provide the information, or take action, giving reasons in writing for its decision.

**CONDITIONS FOR SUBMITTING AN APPLICATION FOR THE EXERCISE OF RIGHTS**

Application for the exercise of rights under the Personal Data Protection Act and Regulation (EU) 2016/679 (General Data Protection Regulation) is submitted in one of the following ways:

1. Personally or through a person authorized by you (with a power of attorney) at one of the following addresses of the Bulgarian Ports Infrastructure Company. In this case, the applicant / authorized person identifies himself / herself with an identity document / identity card. When submitting an application by an authorized person, the power of attorney shall be attached to the application.
2. By electronic means to the e-mail address of the Data Protection Officer of the Bulgarian Ports Infrastructure Company under the current legislation (Law on Electronic Document and Electronic Certification Services, Law on Electronic Government and Law on Electronic Identification).

**Data Protection Officer (DPO)**

1574 Sofia

69 Shipchenski Prohod Blvd., fl. 0, fl. 1 and fl. 4

Phone: +359 (0) 2 807 99 99

Fax: +359 (0) 2 807 99 66

[office@bgports.bg](mailto:office@bgports.bg)

**Head Office Sofia**

General Management of Bulgarian Ports Infrastructure Company

1574 Sofia

69 Shipchenski Prohod Blvd., fl. 0, fl. 1 and fl. 4

Phone: +359 (0) 2 807 99 99

Fax: +359 (0) 2 807 99 66

[office@bgports.bg](mailto:office@bgports.bg)

**Port of Burgas Branch**

8000 Burgas

1 Batenberg Str.

Phone: +359 (0) 56 876 880

Fax: +359 (0) 56 876 881

[office.bourgas@bgports.bg](mailto:office.burgas@bgports.bg)

**Port of Varna Branch**

9000 Varna

1 Slaveykov Sq.

Phone: +359 (0) 52 684 611

Fax: +359 (0) 52 655 902

[office.varna@bgports.bg](mailto:office.varna@bgports.bg)

**Port of Lom Branch**

3600 Lom

21 Pristanishtna Str., fl. 4

Phone: +359 (0) 971 68 380

Fax: +359 (0) 971 66 972

[office.lom@bgports.bg](mailto:office.lom@bgports.bg)

**Port of Ruse Branch**

7000 Ruse

22 Pristanishtna Str.

Phone: +359 (0) 82 818 989

Fax: +359 (0) 82 821 862

[office.ruse@bgports.bg](mailto:office.ruse@bgports.bg)

**Vessel Traffic Services Authority**

9000 Varna

5 Primorski Blvd.

Phone: + 359 (0) 52 685 942

Fax: + 359 (0) 52 632 832

[vtmis\_ris@bgports.bg](mailto:vtmis_ris@bgports.bg)

**River Information Services Authority**

7000 Ruse

20 A Pristanishtna Str.

Phone: +359 (0) 82 298 463

Phone: +359 (0) 82 298 465

Fax: + 359 (0) 82 298 461

[office.bulris@bgports.bg](mailto:ffice.bulris@bgports.bg)

**Port Terminals Operation Directorate**

7000 Ruse

3 Matey Stoykov Str.

Phone: +359 (0) 82 521 075

[office\_portruse@bgports.bg](mailto:office_portruse@bgports.bg)

1. *The information about your personal data is needed by the Bulgarian Ports Infrastructure Company in order to identify you. In this regard, it may be necessary to request additional information in order to properly verify your identity..* [↑](#footnote-ref-2)
2. *Date of birth is required in case no PIN or PNF is indicated.* [↑](#footnote-ref-3)
3. Enclosing supporting documents is mandatory. [↑](#footnote-ref-4)