

PRIVACY POLICY

1. ABOUT US - SOHO - SOFIA HOLISTIC COWORKING COMPANY LTD,
VAT: 202081280, 16 Solunska Str, Sofia. You can contact us by e-mail: contact@soho.bg.
Our website is: <http://soho.bg/>.

2. AIMS OF THE PRIVACY POLICY

We at SOHO appreciate your trust when providing your personal data. We promise to process your personal data in accordance with this policy, the corresponding legislation, and your wishes. The privacy policy aims to give you a clear presentation of the way we process the personal data you provide, that we are seriously engaged with the task of protecting it, and that we have taken care that you have the choice to control your personal data and protect your personal space. The current Privacy Policy is prepared and based on the current Bulgarian legislation regarding the protection of personal data and Regulation (EU) 2016/679, implemented on May 25th, 2018.

3. COLLECTING PERSONAL DATA

The collection of your personal data is done in the following ways:

- When registering to use our services;
- During a phone call with us;
- During e-mail and mail correspondence;
- In relation to your participation in our events;
- When receiving your data in a response.

We collect the following categories of personal data, to properly provide the offered services:

- Necessary data for identification and implementation of contracts - three names, personal identification number, date of birth, e-mail address for correspondence with you or other people, chosen by you;
- Necessary data for invoices, the cost of the services used, information about the payment method, paid and pending payments, information about changes in the usage of the services;
- Financial data - bank account and debit/credit cards data;
- Video recordings from visits at SOHO, done with video supervision equipment, for the sake of the inhabitants' and the house's safety.
- IP address when visiting our website;
- Information about the type and content of the contractual relations, as well as all other information related with the contractual relations, including letters sent via e-mail, information about your inquiries, complaints, appeals and other correspondence received by us;
- Marketing and communication data - your preference regarding marketing messages, as well as your communication preferences.

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When you cannot provide the required personal data to conclude a contract or to fulfill legal requirements, it is possible that we will not be able to provide the desired services. If that is the case, you will be notified in advance.

4. USING YOUR PERSONAL DATA

We process your personal data only after your given consent and need to do so. The usage of your personal data is protected by law. We have the right to process it only with legal reason. We use your personal data:

- So that you can use our services;
- To identify a client after concluding a new contract or changing an existing one for providing services;
- For the preparation of offers for contracts, sending mail with pre-contractual information and outlined contract;
- To notify you for services, upcoming offers or events;
- For purposes you have explicitly consented to;
- For the implementation of SOHO - SOFIA HOLISTIC COWORKING COMPANY'S legal duties.

5. PROVIDING PERSONAL DATA TO THIRD PARTIES

SOHO uses subcontractors and service providers. When working with subcontractors and service providers, we require from them to follow our instructions. We do not permit that any of our service providers use your personal data for their own purposes.

Personal data can be provided to third parties in the following cases: when it is required by law, if demanded by a responsible state or legal official; with the explicit consent of the data's owner; when necessary for the protection of legal rights and interests.

6. PROTECTION OF PERSONAL DATA

We aim to do everything possible to guarantee the protection and privacy of your data. We have done our best to establish appropriate technical and organisational precautions, based on risk assessment, in order to protect your data against all unauthorised and illegal processing, or sudden loss, destruction or harm. We provide access to your personal data only to the abovementioned employees, external service providers, and other third parties that have legitimate access to it. They will process them only in accordance with our instructions, and are subject to the privacy policy.

7. DURATION OF PERSONAL DATA RECORD

We will keep record of your personal data only if we have a valid reason to do so, and in the case of data processed only with your consent - for as long as we have that consent. In spite of this, you can always request access to your data or deleting it (unless we are obliged by law to keep processing this personal data - to implement a concluded contract, to

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archive invoices according to the applicable legislation, to protect legal rights or any other reason that you will be notified for).

8. YOUR RIGHTS

When following the active Bulgarian legislation regarding the protection of personal data and Regulation (EU) 2016/679, you have the following rights:

- to access your personal data processed by SOHO, as well as to request a copy. You can do that by sending an e-mail to contact@soho.bg;
- to request that SOHO makes changes, in case you find inaccuracies or need it updated. Please, contact is at contact@soho.bg if you wish to do that;
- to request that your personal data is deleted if the conditions allow;
- to object to the processing of your personal data for marketing purposes;
- to request that your personal data is blocked or the processing limited, in case the law and Regulation allow it;
- to object to the providing of your personal data to third parties;
- to withdraw your consent for the processing of your personal data;
- to file a complaint or an appeal for the protection of your rights to the Commission for Personal Data Protection, if the situation allows it;

It is possible that legal reasons exist, due to which we have to keep or use your personal data. If that is the case, you will be notified when you are exercising one of the abovementioned rights.

9. CHANGES TO THE POLICY

We have the right to one-sidedly change our practices for data protection and to renew and change the current policy anytime. All changes and additions to the Privacy Policy will be implemented only after they are published on our website: <http://soho.bg/>.

10. FILING COMPLAINTS

Notify us if you are unhappy with the way we use your personal data by emailing us at: contact@soho.bg.

You can also file a complaint at the Bulgarian Commission for Personal Data Protection, 2 Prof. Tsvetan Lazarov Blvd, 1592 Sofia, Bulgaria; phone: +359 2 91 53 518; fax: +359 2 91 53 525; e-mail: kzld@cpdp.bg, website: <https://www.cpdp.bg/>.