

PRIVACY POLICY

At Zipit Law Office, your privacy matters deeply. We earn and keep your trust with the utmost importance. This privacy policy (the “**Policy**” or the “**Privacy Policy**”) provides you with information about how we collect, use and disclose your personal information.

ABOUT THIS PRIVACY POLICY

This Policy applies when you visit or use our website zipit.legal (the “**Site**”), including events, that refer or link to this Policy.

This Privacy Policy may be supplemented by additional privacy statements, terms or notices provided to you.

PERSONAL DATA

What is Personal Data

Personal Data is any information that relates to an identified or an identifiable living individual. Different pieces of information, which collected together can lead to the identification of a particular person, also constitute personal data.

Personal Data We May Collect

We collect information about you in three ways: directly from your input, from third-party sources and through automated technologies.

Information that you provide us with

The type of Personal Data that we collect directly from you depends on how you interact with us:

- Contact details, such as your name, email address, social media handle, and phone number
- Details from your CV, when applying for any of our open positions, such as job title, educational and professional background and qualifications, and photo;
- any other information you may decide to provide us, such as feedback, comments, query data, etc.

Information that we may collect from third parties

We may receive information about you from other sources. We may add this data to the information we have already collected from you through our services to improve them.

Such sources might be: Businesses with which we offer co-branded services or engage in joint marketing activities; and/or Publicly available sources and data suppliers from which we obtain data to validate or supplement the information we hold.

Information from use of the Site, including Cookies

The Site may automatically collect information about how you and your device interact with the Site, including:

- Computer, device and connection information such as IP address, browser type and version, operating system and other software installed on your device, mobile platform and unique device identifier and other technical identifiers, error reports and performance data;
- Usage data, such as your URL clickstream data, including date and time stamp and referring and exit pages, search terms you used, and pages you visited or searched for on the Site;

We collect this data through our servers and the use of cookies and other technologies. Cookies are small text files that can be read by a web server in the domain that put the cookie on your hard drive. We may use cookies and other technologies to store your preferences and settings, help you with signing in, provide targeted ads and analyse site operations. You can control cookies through your browser's settings and other tools. However, if you block certain cookies, you may not be able to make full use of the Site. For more details, see the cookie policy of the Site.

FOR WHAT PURPOSES WE USE YOUR PERSONAL DATA AND ON WHAT GROUNDS

- **To respond to your inquiries**

We collect the data you provide to us when you make an inquiry in order to respond to you and we collect it on the basis of your consent.

- **For recruitment purposes**

We collect and process the data you provide to us for these purposes, based on your consent to apply for an open position at Zipit Law Office.

- **Improving our services**

We would always like to offer you the best experience using the Site. For that purpose, we may use certain information about your user behaviour, invite you to complete satisfaction surveys directly or through partners, market research and other research, and send you educational emails. Educational emails contain instructions, tips or perhaps information about the advanced features of the Site. The purpose of these communications is to streamline the work of the end user. Educational emails never include marketing messages.

We base these activities on our legitimate interests in the conduct of our business and always ensure that your fundamental rights and freedoms are not affected.

- **For direct marketing**

We require your prior consent to send you various marketing messages, e.g. newsletters, polls. You can change your mind and withdraw your consent at any time by:

- using the "Unsubscribe" link in the messages you receive from us; or
- contacting us directly using the contact details below.

- **Protection of our legitimate interest**

There may be cases in which we use or transmit information to protect our rights and our business. These may include:

- measures to protect the Site and users of the Site against cyber-attacks;
- measures to prevent and detect attempted fraud, including the transmission of information to the competent public authorities;
- measures to manage various other risks.

The main ground for these types of processing is our legitimate interests in protecting our business. We do this by stipulating that we ensure that all measures we take guarantee a balance between our interests and your fundamental rights and freedoms.

On our Site we may process information through cookies and similar technologies in accordance with our Cookie Policy.

HOW LONG DO WE RETAIN YOUR PERSONAL DATA

Personal Data collected only for the purpose of making contact shall be stored until the completion of the relevant communication, unless applicable law requires otherwise.

Personal Data collected for recruitment purposes, which are provided in the CVs - up to 6 months from the end of the recruitment process.

Personal Data collected for direct marketing purposes – up to one week after you withdraw your consent to direct marketing, unless otherwise required by applicable law.

SENSITIVE INFORMATION

We do not collect sensitive Personal Data. We kindly ask that you not to send us, and not to disclose any sensitive Personal Data (*e.g.*, information related to racial or ethnic origin, political opinions, religion or other beliefs, health or medical condition, criminal background or trade union membership) on or through the Site or otherwise to us.

HOW PERSONAL DATA MAY BE DISCLOSED

To the extent permitted by applicable law, and for fulfilling the purposes for which it is collected, Personal Data may be disclosed:

- to our third-party service providers who provide services such as accounting, website hosting, data analysis, infrastructure provision, IT services, email delivery services and other services, to enable them to provide their services;
- as we believe to be necessary or appropriate: (a) under applicable law, including laws outside your country of residence; (b) to comply with legal process; (c) to respond to requests from public and government authorities, including public and government authorities outside your country of residence; (d) to enforce our terms and conditions; (e) to protect our operations or those of any of our affiliates; (f) to protect our rights, privacy, safety or property, and/or that of our affiliates, you or others; and (g) to allow us to pursue available remedies or limit the damages that we may sustain.

USER'S RIGHTS

Access to your Personal Data

You have the right to view, amend, or delete the Personal Data that we hold about you. To request access please email office@zipit.legal. We will provide the information free of charge and within one month, except in the event that the request is unfounded, excessive or repetitive, in which case we reserve the right to charge a proportionate administration fee or refuse.

Rectification of Personal Data

If any of the information we hold on you is inaccurate or incomplete, you may ask us to correct or complete it at any time.

Your right of erasure, or to be forgotten

You may ask us to delete your Personal Data, but only if:

- it is no longer necessary for the purposes for which it was collected; or
- you have withdrawn your consent (if the processing of the data is based solely on consent); or
- exercise a legitimate right of objection; or
- it has been unlawfully processed; or
- there is a legal obligation in this respect.

We have no obligation to honour your request for deletion of your Personal Data if processing is required:

- to fulfil a legal obligation; or
- to establish, exercise or protect a legal claim.

There are certain other circumstances in which we are not obliged to comply with your request for data deletion, even though these are the most likely circumstances in which we may decline your claim.

To request deletion of your personal information, contact *office@zipit.legal* using the email address we hold for you or otherwise proving your identity.

Restriction of data processing

You may ask us to restrict the processing of your Personal Data, but only if:

- its accuracy is being challenged (see Rectification of Personal Data section) to be able to verify its accuracy; or
- processing is illegal, but you do not want the data to be deleted; or
- it is no longer necessary for the purposes for which it was collected, but we still need to identify, exercise or defend a legal claim; or
- you have already exercised the right of objection and you are checking whether the dominance of our rights is still in place.

We may continue to use your Personal Data as a result of a restriction request:

- if we have your consent; or
- to establish, exercise or defend a legal claim; or
- to protect the rights of the Site owner or any other person or entity.

Data portability

You may ask us to provide your Personal Data in a structured, widely used and machine-readable format, or you may request that it is directly transferred to another data operator, but only if:

- the processing is based on your agreement or the conclusion of a contract with you; and
- processing is carried out automatically.

Right to objection

You may object at any time, for reasons related to your particular situation, to the processing of your Personal Data based on our legitimate interests if you believe that your fundamental rights and freedoms dominate these interests.

You may also object at any time to processing your data for direct marketing purposes by following the instructions on the email we send you or by sending an email to *office@zipit.legal*.

Making automated decisions

Zipit Law Office does not conduct profiling or automated individual decision-making.

Your right to file a complaint with the Supervisory Body

If you believe that we process your Personal Data in the wrong way, you can contact us at *office@zipit.legal*

You have the right to complain to your jurisdiction's local authority on the processing of your Personal Data.

In Bulgaria, the contact details for the supervisory authority for the protection of personal data are as follows:

Commission for the Protection of Personal Data

2, Prof. Tsvetan Lazarov Blvd., Sofia 1592, Bulgaria,

Phone: + 359 2 915 35 18

E-mail: kzld@cpdp.bg

DATA SECURITY METHODS

For the purpose of protecting User data against unauthorized or accidental disclosure, we use reasonable and appropriate technical and organizational measures. Technical measures consist in the application of technologies that prevent unauthorized access to the User's data by third parties. For the purpose of maximum security, we use encryption of user and end user data, communication on the Site and all data stored on servers. The organizational measures include a set of rules for the conduct of our employees and are included in our internal regulations, which are, however, considered confidential for security reasons. We undertake to ensure that in the case of hosting servers in a data centre managed by a third party, similar technical and organizational measures are also implemented by such third party.

All data is placed only on servers located within the European Union.

TRANSFER OF PERSONAL DATA TO A THIRD COUNTRY OR INTERNATIONAL ORGANIZATION

We do not transfer Personal Data to third countries outside the EU.

THIRD PARTY SITES

The Site may contain links to other websites, mobile applications and other online services operated by third parties. This Privacy Policy does not address, and we are not responsible for, the privacy, information or other practices of third parties, including third parties operating any site to which such sites link. The inclusion of a link to the site does not imply endorsement of the linked site by us.

We are also not responsible for the collection, use and disclosure policies and practices (including data security practices) of other organizations, such as Facebook, Apple, Google, Microsoft or any other application developer, application provider, social media platform provider media, operating system provider, wireless service provider or device manufacturer, including in relation to Personal Data you disclose to other organizations through or in connection with our social media pages.

COOKIES POLICY

What are cookies?

Cookies are small text files that are stored on your computer or mobile device. They are widely used in order to make websites work, or work in a better, more efficient way. They can do this because websites can read and write these files, enabling them to recognize you and remember important information that will make your use of a website more convenient (for example by remembering preference settings).

The Site automatically identifies the user's IP address. An IP address is a number automatically assigned to the user's computer after connecting to the internet. All such information is recorded in an activity file by the server, which enables the subsequent processing of data.

What cookies do we use?

Strictly necessary cookies. These cookies are necessary for the Site to function and cannot be switched off in our systems. They are usually only set in response to actions made by you which amount to a request for services, such as setting your privacy preferences, logging in or filling in forms.

You can set your browser to block or alert you about these cookies, but some parts of the Site will not then work.

Analytical or performance cookies. These cookies allow us to count visits and traffic sources so we can measure and improve the performance of the Site. They help us to know which pages are the most and least popular and see how visitors move around the Site.

All information these cookies collect is aggregated and therefore anonymous. If you do not allow these cookies, we will not know when you have visited the Site, and will not be able to monitor its performance.

Functionality cookies. These cookies enable the Site to provide enhanced functionality and personalisation. They may be set by us or by third party providers whose services we have added to the pages of the Site.

If you do not allow these cookies, then some or all of these services may not function properly.

Targeting cookies. These cookies may be set through the Site by our advertising partners. They may be used by those companies to build a profile of your interests and show you relevant adverts on other sites.

Cookie Settings

You can choose not to allow certain types of cookies. You can set your browser to refuse all or some browser cookies or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of the Site may become unavailable or may not function properly as detailed above.

Protocol Files

The User's browser automatically reports certain information upon every display of the Site. When registering on the Site or when browsing the website, servers automatically record certain information that the web browser sends upon every visit to the website. These server protocols (so-called "log files") may contain information such as a web request, IP address, type of internet browser, browser language, linking / exit sites and URLs, platform type, number of clicks, domain names, entry portals, number of pages seen and the order of such pages, the amount of time spent on certain pages.

DATA CONTROLLER

The Personal Data Controller for the information you provide or we collect under this Privacy Policy is: Dimitrova & Lozanova Law Office, BULSTAT 177289141, seat and management address: 30, Lyuben Karavelov Str., fl.1, Sofia, Bulgaria.

HOW TO CONTACT US

You can contact us directly if you have any questions regarding our Personal Data processing practices. Please send your inquiry to office@zipit.legal or to: 30, Lyuben Karavelov Str., fl.1, Sofia, Bulgaria.

CHANGES TO THIS PRIVACY POLICY

We may modify this Policy at any time. The current version will be available on the Site. We agree that changes cannot be retroactive. We recommend checking the Privacy policy from time to time when utilizing the Site.

Your continued use of the Site after changes to the Privacy Policy are communicated to you constitutes your acceptance of the updated terms.

Last Updated: 20.02.2024