

## Introduction

This Privacy Notice ("**Privacy Notice**") and the Cookie Notice ("**Cookie Notice**") are intended to provide you with information about how Analyticsexperts uses and protects your personal data ("**Personal Data**") collected through the website <https://www.analyticsexpertsltd.com/> ("**the Website**").

If you have any questions about how your Personal Data is collected, please contact us via email at the following address. [analyticsexpertsltd@gmail.com](mailto:analyticsexpertsltd@gmail.com)

The Personal Data collected through the Website will only be used to answer your queries and analyze the traffic on the Website. Once collected, Personal Data will not be used for a different incompatible purpose without your consent.

Analyticsexperts , registered in the Registry of Sofia under number 207001733, is considered as the Data Controller of this Website.

We take the protection of data privacy very seriously. All Personal Data collected through the Website will be treated as strictly confidential and will only be used as set out in this Privacy Notice. The applicable data protection laws shall be respected in full.

Therefore, please read this Privacy Notice thoroughly. If you disagree with the way Personal Data will be used, please do not use this Website nor provide your Personal Data through this Website.

We may include links on the Website to other websites including social media platforms. This Privacy Notice only covers how we use Personal Data and does not cover these other websites you visit.

The Notice may be modified by Analyticsexperts ltd as the Website features and the offered services evolve, as well as the laws applicable to the activities of Analyticsexperts. These changes and updates are binding on the user who must therefore refer regularly to this section and check the documents in force.

If you wish to save this text, please select the entire statement with your mouse and copy and paste by pressing the ctrl-c keys.

## Privacy Notice

### **Purposes of Personal Data collection**

The purposes of collecting Personal Data through the Website are to :

- To respond quickly and efficiently to your requests sent to us via the contact email addresses indicated on our Site;
- To manage your job applications;
- Respond to your requests on social networks, and get to know you better;
- To maintain and preserve the security of the Site, however, please note that we use Statistical Data wherever possible;
- To enable your access to the Site and its features, and/or to provide you with the services you request from us through the use of cookies and other tracking devices;
- To allow the diffusion of videos published on our Site according to your preferences and settings thanks to the deposit and reading of cookies;
- To respond to any requests you may have in connection with general meetings (for example to access the rebroadcast...);

#### **What Personal Data do we collect and process?**

By Personal Data, we mean any information relating to an identified or identifiable natural person (i.e. any living person).

We collect the following Personal Data through the Site:

- Your personal information : we collect certain pieces of personal information such as your first name, surname, and e-mail address. We may also collect your job title, company address, and telephone number if you provide us with such data in the body of your message and/or request.
- The content of the messages and/or requests that you send to us, including, if applicable, information about your professional and educational background if you are applying for a job.
- When you browse the Site, information related to your browsing and use of the Site's pages, as described in the Cookies Charter below, may be collected.

#### **What legal grounds do we have?**

The processing of Personal Data collected on the Site is based on:

- **The execution of pre-contractual measures**, when we process your messages sent by e-mail when this request has a commercial scope (requests relating to our services or our offers);
- **Processing is necessary prior to entering into a contract**, when we process your job applications. We will ask you **your consent** to store your CV and cover letter in our CV data base in order to identify a suitable position for you in the future;
- **Our legitimate interests**, when we process your data in the context of maintaining and implementing measures to preserve the security of the Site;
- **Our consent**, when we process data collected via social networks in order to get to know our subscribers better and to understand the public's reaction to our products and services;
- **The execution of contractual measures**, when we deposit functional and/or technical cookies;
- **Our legitimate interests**, when we use certain Personal Data necessary for the purposes of the Companies' legitimate interest in ensuring the security of their IT environment.
- **Your consent**, for the use of certain cookies (see our Cookie Notice below for details);
- **Our legal obligation**, when we process those of your requests related to the exercise of your rights as listed in Article V hereof.

### **With whom do we share Personal Data?**

When it is justified, your Personal Data may be shared within the organization of the Analyticsexperts.

Your Personal Data will not be passed on to third parties, unless otherwise specified in this Policy. Your Personal Data may be passed on:

- in the context of a merger, acquisition, or sale of all or part of the assets of the agency, to the successors in title to our business, or
- to establish, exercise, or defend our rights, or
- when required by law, to respond to requests from legal or administrative bodies, government authorities, or courts.

If the services of third parties are required for the technical maintenance of the Site or the software processing your Personal Data, or for the hosting, backup, administer, or process or manage the Data and/or our e-mails, your cookie preferences, these third parties will have access to Personal Data only to the extent necessary to ensure the smooth and/or secure technical operation of the Site and our software. In any case, such access to your Personal Data will only be provided in accordance with applicable law, including with respect to Data confidentiality, privacy, and security obligations.

### **Your rights on your Personal Data**

In accordance with the applicable regulations, you may exercise the following rights with respect to those of your Personal Data that we hold:

- **Right to information:** you have the right to obtain clear, transparent, understandable, and easily accessible information about how we use your Personal Data, and about your rights. That is why we are providing you with such information in this Policy;
- **Right of access to your Personal Data:** you can access all the Personal Data that we hold about you, learn of the origin of this Personal Data, and obtain a copy of them in an understandable format.: You may also exercise your right of access to your Personal Data in order to check the accuracy of the data and have them corrected or deleted. You do not have to indicate a reason to exercise your right of access;
- **Right to rectify your Personal Data:** in order to prevent inaccurate or incomplete Personal Data regarding you from being processed or disseminated, you can ask us to rectify them;
- **Right to have your Personal Data deleted:** you may ask for the erasure or deletion of the Personal Data held by us. This is not an absolute right, as we may be required to retain your Personal Data for legal or legitimate reasons. For example, you can exercise your right to deletion in the following cases:
  - if you have withdrawn your consent to processing (see below);
  - if you have validly objected to the processing of your data (see below);
  - when the data are not or are no longer necessary for the purposes for which they were originally collected or processed.
  - the data have been processed unlawfully (e.g. publication of hacked data).

- **Right to object to the processing of your Personal Data:** when we process your Personal Data on the basis of our legitimate interests (to find out what kinds of processing this may involve, please refer to Section III of this Policy), you may at any time object to the processing of your Personal Data on grounds relating to your particular circumstances. However, we may turn down such a request depending on the case if there are compelling legitimate grounds for processing such data which override your interests, rights, and freedoms, or if such data are necessary for the establishment, exercise, or defense of legal claims.
- **Right to restrict the processing of your Personal Data:** the right to restrict processing complements the other rights that you have. This right means that the processing of your data by us is restricted, so that we may retain the data, but we may not use or process them in any other way. This right applies in specific circumstances, namely:
  - if you dispute the accuracy of your Personal Data. The processing is then restricted for some time, allowing the agency to verify the accuracy of the Personal Data;
  - in cases where the processing is unlawful and you object to the erasure of your Personal Data, and instead ask for their use to be restricted;
  - in cases where we no longer need the Personal Data for the purposes mentioned above in Section I, but where they are still necessary for you to establish, exercise, or defend legal claims;
  - and in cases where you have objected to processing based on the legitimate interests of the agency : you may request that processing be restricted for the time necessary to determine whether we can comply with your objection (i.e. the period necessary to verify whether or not the legitimate interests of the agency prevail over yours).
- **Right to the portability of your Personal Data:** you may submit a request to obtain the Personal Data that you have provided to us, in a structured, commonly used, and machine-readable format, for your own use or to send them to a third party of your choice. This right applies only to the Personal Data that you have provided to us directly or indirectly and that have been processed using automated processes, where the processing is based on your consent or the performance of a contract. We invite you to peruse the list of the legal bases for our processing of Personal Data (in section III of this Policy) to find out whether our processing is based on the performance of a contract or on consent;

- **Right to withdraw your consent to the processing of Data based on such consent at any time:** you may consult section III of this Policy to identify the purposes for which the processing of your Personal Data is based on your consent.
- The right to give instructions as to what is to be done with your Data after your death: you can define guidelines regarding the retention, erasure, and disclosure of your Personal Data after your death. These directives can be general, i.e. concerning all the Personal Data about you, or specific, i.e. concerning only certain kinds of processing.

If we have reasonable doubts about your identity, we may ask you to attach any document that proves your identity, in order to prevent identity theft. Insofar as your request is received electronically, we will respond electronically unless you specify, in the comments area of the form to exercise your rights, that you wish to receive a response by another means, for example by post.

We will reply as soon as possible, and in any case within one month of receiving your request. This period may be extended by two months in order to handle the complexity of the request or the number of requests received. In such a situation, we will inform you of this no later than one month after receiving your request, and will specify the reasons for the extension of the response time. If you feel that we are not complying with this Policy, if you are not satisfied with the way we have handled your request, or if your request has been turned down, you may also make a formal complaint. However, we invite you to contact our Data Protection Officer at the following address: [analyticsexpertsltd@gmail.com](mailto:analyticsexpertsltd@gmail.com) before filing a complaint with the competent Data Protection Authority.

### **Data retention periods**

We retain your Personal Data in accordance with the applicable legal data retention requirements and our internal policies. The retention of data will vary according to the type of data and the purposes for processing them.

Your Data are stored for the entire duration of our contractual and/or pre-contractual relationship. After this period, your Data will be archived for the applicable duration of 5 years after the end of our relationship and/or the last time that we had contact with you.

As for the Personal Data collected in the context of your application for a position, they are stored:

- for a period not exceeding 2 (two) years after the last time we had contact with you if you are unsuccessful in your application, unless you indicate that you do not want

us to retain your application after the recruitment process, in which case your Personal Data will be deleted immediately;

### **Further information**

For more information about Analyticsexperts ltd, please visit our website.

Notice for cookies, social media, other trackers, and social networks

The purpose of this Charter is to provide you with information regarding the storage and use of cookies, social networks, and other tracking technologies, as well as the means made available to you to object to them. We may update our Charter at any time, and such changes will be effective immediately. We encourage you to refer to it regularly so that you are familiar with its latest available version.

If you have any questions about the way in which your Personal Data are collected, we request you to contact Analyticsexperts via [analyticsexpertsltd@gmail.com](mailto:analyticsexpertsltd@gmail.com).

### **Cookies**

#### **1. What are cookies?**

A “Cookie” or “tracker” is a small text file that is saved in the memory of your browser on your hard disk when you visit a website, read an e-mail, and install or use software or a mobile application, and that makes it possible to record and track data concerning your use of the website. These data do not identify you directly, but they may provide information about your preferences or your device. They are mainly used to ensure the proper functioning of the Site, as well as to enable us to obtain statistics and details about Site visits. These data do not generally identify you directly, but they can provide you with a personalised web experience

#### **2. What cookies are used?**

##### **Cookie List**

A cookie is a small piece of data (text file) that a website – when visited by a user – asks your browser to store on your device in order to remember information about you, such as your language preference or login information. Those cookies are set by us and called first-party cookies. We also use third-party cookies – which are cookies from a domain different than the domain of the website you are visiting – for our advertising and marketing efforts.