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www.vladisara.com

**INFORMATION NOTICE
ON THE PROTECTION OF PERSONAL DATA
PROCESSED BY
“VLADISARA CONSULT” EOOD**

Pursuant to Article 13(1) and (2) of Regulation (EU) 2016/679

This notice contains information about the purposes for which your personal data is collected, stored and used by the personal data controller “VLADISARA CONSULT” EOOD, which may be defined as processing of personal data.

1. Contact details and general information about the Controller

A) Contact details:

Personal data Controller:

“VLADISARA CONSULT” EOOD

Address: 3 Momchil Voyvoda Street, 7000 Ruse, Bulgaria

Phone: 0877 939 206

Email: office@vladisaraconsult.com

Website: www.vladisara.com/

Data Protection Officer:

Name: Zhivko Pavlov

Phone: 02/492 0 112

Email: office@dpo.bg

B) General information about the personal data Controller

“VLADISARA CONSULT” EOOD is a company founded on the idea of providing innovative solutions based on continuity, individuality and professionalism. We specialise in the preparation and processing of accounting, tax and immigration documents, exclusively for the United Kingdom. We provide access to services related to relocation to and from Great Britain. We are the answer to the challenges arising after Brexit. Whichever side of the border you are currently on, our experts will safeguard your interests before the British authorities and tax services.

2. Purposes for which we collect, process and copy your personal data:

“VLADISARA CONSULT” EOOD collects and copies your personal data (*where provided for by law*) in the performance of a concluded contract for a specific service to which you are a party, or when taking steps at your request prior to entering into a contract.

We process your personal data **for the following purposes**:

- For the conclusion and performance of a **Service Contract “Tax Refunds”** concluded with you;
- For the conclusion and performance of a **Service Contract “Insurance, Accounting and Tax Services”** concluded with you;
- For the conclusion and performance of a **Service Contract “Retirement and Pension Assistance”** concluded with you;
- For the conclusion and performance of a **Service Contract “Visas, Licenses and Passports”** concluded with you;
- For ***compliance with the legal requirements of the United Kingdom*** (pursuant to Art. 6(3)(b) of Regulation (EU) 2016/679) — **we process only that information** about you which is mandatory and is specified **by the Home Office of the United Kingdom**.
- For the purpose of **concluding a service contract, as well as for security, improving the quality of the services and assistance** in the performance of the official duties of “VLADISARA CONSULT” EOOD in the conclusion and performance of a **Service Contract** concluded with you;
- For the purpose of **protecting the legal interests** of “VLADISARA CONSULT” EOOD and improving the quality of the service when conducting online video meetings, video consultations and video calls;

If you refuse to provide your personal data, this may directly affect the final result, and we will not be able to provide the service you have requested due to missing or misleading information.

We copy only those personal data that are mandatory and provided for by law, in accordance with the requirements of the government of the United Kingdom, in order to verify the identity of the person; without this information, a contract for the specific service provided by “VLADISARA CONSULT” EOOD cannot be drawn up.

3. Which of your personal data we collect, and why we collect it:

“VLADISARA CONSULT” EOOD processes your personal data in order to carry out activities in connection with the following grounds:

- **Upon conclusion and performance of a Service Contract “Tax Refunds”** — Payslip (financial data), P45, P60, copy of ID card / passport, names, address, telephone, sex, date of birth, nationality, National Insurance number, tax number.

Legal basis: the processing is necessary for the conclusion and performance of the contract for the service “Tax Refunds”, to which you are a party (*Art. 6(1)(b) of Regulation (EU) 2016/679*), as well as compliance with a **legal obligation to process** (*Art. 6(1)(c) of Regulation (EU) 2016/679*) that applies to “VLADISARA CONSULT” EOOD;

- **Upon conclusion and performance of a Service Contract “Insurance, Accounting and Tax Services”** — Payslip, P45, P60, copy of ID card / passport, names, address, telephone, sex, date of birth, nationality, National Insurance number, tax number, bank statements.

Legal basis: the processing is necessary for the conclusion and performance of the contract for the service “Insurance, Accounting and Tax Services”, to which you are a party (*Art. 6(1)(b) of Regulation (EU) 2016/679*), as well as compliance with a **legal obligation to process** (*Art. 6(1)(c) of Regulation (EU) 2016/679*), which applies to “VLADISARA CONSULT” EOOD;

- **Upon conclusion and performance of a Service Contract “Retirement and Pension Assistance”** — Payslip, P45, P60, copy of ID card / passport, names, address, telephone, sex, date of birth, nationality, National Insurance number, tax number, bank statements.

Legal basis: the processing is necessary for the conclusion and performance of the contract for the service “Retirement and Pension Assistance”, to which you are a party (*Art. 6(1)(b) of Regulation (EU) 2016/679*), as well as compliance with a **legal obligation to process** (*Art. 6(1)(c) of Regulation (EU) 2016/679*), which applies to “VLADISARA CONSULT” EOOD;

- **Upon conclusion and performance of a Service Contract “Visas, Licenses and Passports”** — Passport data (names, date of birth, nationality), copies of personal documents (ID card / passport), residence permits, completed visa application form, financial information, education and qualifications, work experience / information related to employment — contracts, payslips, tax return.

Legal basis: the processing is necessary for the conclusion and performance of the contract for the service “Visas, Licenses and Passports”, to which you are a party (*Art. 6(1)(b) of Regulation (EU) 2016/679*), as well as compliance with a **legal obligation to process** (*Art. 6(1)(c) of Regulation (EU) 2016/679*), which applies to “VLADISARA CONSULT” EOOD;

- **When conducting telephone calls** — voice and data that may become known during telephone calls;

Legal basis: the processing is necessary for taking steps at the request of the data subject prior to entering into a contract, improving the quality of the services and assistance in the performance of the official duties of “VLADISARA CONSULT” EOOD, as well as for the conclusion of a service contract, to which you are a party (*Art. 6(1)(b) of Regulation (EU) 2016/679*), and for the **purposes of the legitimate interests of the controller** (*Art. 6(1)(f) of Regulation (EU) 2016/679*).

- **When conducting online video meetings, video consultations and video calls** — voice, image;

Legal basis: Explicit written consent received from you as a data subject (*Art. 6(1)(a) of Regulation (EU) 2016/679*).

- **When filling in a registration form on the website of “VLADISARA CONSULT” EOOD** — first name, middle name, family name, telephone, email address.

Legal basis: the processing is necessary for taking steps at the request of the data subject prior to entering into a contract, and for the conclusion and performance of a service contract, to which you are a party (*Art. 6(1)(b) of Regulation (EU) 2016/679*).

4. Storage of personal data and retention period

When storing your personal data, we strictly comply with the requirements of the General Data Protection Regulation. We guarantee that we will take all foreseeable technical and organisational measures to ensure the protection of your data from unregulated access.

“VLADISARA CONSULT” EOOD will store your personal data for no longer than the period for which it is necessary for the purposes of the performance of the service contract and for the purposes of legal protection in connection with statutory obligations to that effect.

Where consultations are held /without concluding a service contract/ with a data subject — the personal data is stored for up to 3 months.

With a view to compliance with the principles related to the processing of personal data, and more specifically “data minimisation” and “storage limitation”, copies of ID cards and copies of passports are stored for the term of the service contract concluded with you.

For the purposes of legal protection, your personal data will be stored for a period of 3 /three/ years from completion of the work under the concluded Service Contract, and during this period it will not be processed other than for the purposes of a possible claim regarding the performance of the Service Contract. After this period, the personal data in the concluded Contract will be anonymised, and the documents you have provided to us for the purposes of the performance of the Contract will be destroyed once the purposes of the Contract have been fulfilled, unless a special law in English legislation provides for a longer retention period.

5. Rights you have under the GDPR:

5.1 Right of access

You have the right to obtain confirmation from **“VLADISARA CONSULT” EOOD** as to whether your personal data is being processed and, if that is the case, you have the right to access the personal data being processed and the right to receive a copy of the personal data undergoing processing.

5.2 Right to rectification

You have the right to request the rectification of inaccurate / out-of-date personal data.

5.3 Right to erasure (“right to be forgotten”)

You have the right to request that **“VLADISARA CONSULT” EOOD** erase your personal data without undue delay where any of the grounds for erasure under the General Data Protection Regulation applies.

“VLADISARA CONSULT” EOOD may refuse to erase personal data only on the grounds provided for in Regulation (EU) 2016/679.

“VLADISARA CONSULT” EOOD does not erase personal data that it has a legal obligation to process.

5.4 Right to restriction

You have the right to require **“VLADISARA CONSULT” EOOD** to restrict the processing where any of the conditions for restriction of processing under the General Data Protection Regulation applies.

5.5 Right to data portability

You may at any time receive the data that is processed about you, or instruct us to transmit it to another Controller in a machine-readable format.

5.6 Right to object

You have the right to object to the processing of your personal data, stating the grounds for doing so.

5.7 Right to lodge a complaint

You have the right to lodge a complaint against the processing of your personal data or non-observance of your rights in connection with the protection of personal data before the Commission for Personal Data Protection.

Contact details of the Commission for Personal Data Protection:

Commission for Personal Data Protection

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

Email: kzld@cpdp.bg

Website: www.cdpd.bg

5.8 Right to be notified of a personal data breach

In the event of a breach of the security of your processed personal data, and where the breach is likely to result in a high risk to your rights and freedoms as a data subject, **“VLADISARA CONSULT” EOOD** is obliged to ensure that you receive information about the specific breach.

5.9 Right not to be subject to automated decision-making, including profiling

5.10 Right to withdraw consent at any time

You may withdraw consent given for the processing of personal data for which we have expressly requested your written consent, at any time, and this action will not affect the lawfulness of the processing of personal data carried out before the withdrawal, but only from that point onwards.

You may exercise your rights in one of the following ways:

- **in person**, by submitting a written application in a standard form, which will be provided to you on site at our office in the city of Ruse;
- **electronically**, at our email address: office@vladisaraconsult.com

In this case, your Application must be drawn up as an electronic document within the meaning of the Bulgarian Electronic Document and Electronic Certification Services Act, **signed with a qualified electronic signature (QES)** in PKCS #7 MIME Message (.p7m) format. The Application should be submitted from the email address contained in the issued qualified electronic signature certificate of the natural person.

6. Sharing personal data with other organisations and persons

6.1. As a personal data Controller, **“VLADISARA CONSULT” EOOD** may provide your personal data to state authorities on the basis of a legal obligation that applies to the controller.

Upon a request received from you for the rectification, erasure or restriction of your processed personal data, **“VLADISARA CONSULT” EOOD** undertakes to communicate the request to each recipient to whom the personal data has been disclosed, unless this is impossible or involves disproportionate effort.

6.2. Recipients to whom the data may be disclosed:

- HMRC, Infoaccounting100 Ltd;
- The Home Office of the United Kingdom (Home Office/UKVI) — UK Visas and Immigration, Border Agency;
- A potential employer in the United Kingdom / sponsor;

7. Transfer of personal data to third countries and international organisations

The transfer of personal data to the United Kingdom is carried out entirely lawfully, in accordance with the requirements of Chapter V of Regulation (EU) 2016/679, and more precisely on the basis of **Article 45 of the General Data Protection Regulation**. The data transfer is carried out on the basis of **two decisions on the adequate level of protection of personal data by the United Kingdom of Great Britain and Northern Ireland — one under the General Data Protection Regulation (GDPR), and the other under the Law Enforcement Directive:**

- **United Kingdom of Great Britain and Northern Ireland — [*Decision of the European Commission of 28.6.2021 pursuant to Regulation \(EU\) 2016/679 of the European Parliament and of the Council on the adequate protection of personal data by the United Kingdom*](#)**
- **United Kingdom of Great Britain and Northern Ireland — [*Decision of the European Commission of 28.6.2021 pursuant to Directive \(EU\) 2016/680 of the European Parliament and of the Council on the adequate protection of personal data by the United Kingdom*](#)**

With the adoption of the adequacy decisions, personal data can be transferred freely from the EEA to third parties without additional safeguards being necessary, i.e. these transfers are treated as internal within the EEA.

The decisions on the adequate level of protection of personal data adopted with respect to the United Kingdom are publicly available on the official website of the Supervisory Authority in the Republic of Bulgaria — the Commission for Personal Data Protection, at: www.cpdp.bg

“VLADISARA CONSULT” EOOD does not transfer data to international organisations.

Last updated: 21.03.2025

This document is an English translation of the Bulgarian original “Информационно съобщение относно защита на личните данни, обработвани от „Владисара Консулт” ЕООД” (21.03.2025). In the event of any discrepancy, the Bulgarian version prevails.