

# PRIVACY NOTICE

## ISSUING ONE-DAY VISITOR PASS FOR ACCESS TO THE BUILDINGS OF THE SEIMAS

This privacy notice is intended for persons visiting the Seimas of the Republic of Lithuania, whose personal data are processed by the Dignitary Protection Service of the Republic of Lithuania (hereinafter referred to as the Service) with a view to preventing criminal offences and controlling the access of persons to the Seimas of the Republic of Lithuania, as the facilities under the protection of the Service. Issuing one-day visitor pass for access to the buildings of the Seimas

**DATA CONTROLLER**  
(Who processes your data?)

**DIGNITARY PROTECTION SERVICE**  
**CODE 188605295**  
T. Ševčenkos g. 13, 03233 Vilnius  
tel. 8 706 63 111  
e-mail: lrvat@vat.lt  
Data Protection Officer of the Service:  
e-mail: duomenuapsauga@vat.lt,  
address: T. Ševčenkos g. 13, 03233 Vilnius  
correspondence to be addressed to the Data Protection Officer of the Service

**PURPOSE**  
(Why do we use your data?)

Your personal data listed below are processed with a view to preventing criminal offences and controlling the access of persons to the Seimas of the Republic of Lithuania, as the facilities under the protection of the Service, with the help of the Information System for Controlling the Access to the Facilities under the Protection of the Service (hereinafter referred to as the SOPKIS)

**CONDITION FOR  
LAWFUL PROCESSING**  
(On what basis do we  
process your data?)

The processing of your personal data is carried out in compliance with the legal obligation under the General Data Protection Regulation (GDPR) (Article 6 (c)), as set out in the following documents:  
Law of the Republic of Lithuania on VIP Protection (Articles 9 (4)(2) and 9(4)(4), Articles 13(3), 13(5), 13(10), and Article 14(3);  
- Law of the Republic of Lithuania on Legal Protection of Personal Data Processed for the Purposes of Prevention, Investigation, Detection or Prosecution of Criminal Offences, or the Execution of Criminal Penalties or National Security, or Defence (Article 1(2));  
- the description of the procedure for the verification of personal data by the Dignitary Protection Service of the Republic of Lithuania, approved by Order No V-316 of 4 April 2022 of the Director of the Dignitary Protection Service of the Republic of Lithuania On the Approval of the Description of the Procedure for the Verification of Personal Data by the Dignitary Protection Service of the Republic of Lithuania.

**PERSONAL DATA**  
(What data do we process?)

**THE FOLLOWING DATA ARE PROCESSED THROUGH THE SOPKIS FOR THE PURPOSE OF ISSUING ONE-DAY VISITOR PASS:**

1. visitor first name and surname;
2. personal number/date of birth (for foreign nationals);
3. identifier of the assigned contactless card;
4. entry rights granted;
5. first name and surname of the person who makes a request for the visitor pass;
6. date and time of the request;
7. date and time of the visit.

**SOURCE OF DATA**  
(Where do we get your  
data from?)

The above personal data is obtained from you directly upon the presentation of an identity document at the Licencing Office of the Service or is obtained from the persons responsible for your visit. The identifier of the assigned contactless card is generated automatically by the SOPKIS.

ACCESS TO DATA  
(Who will have access to  
your  
data?)

**DATA RECIPIENTS (third parties)**

Access to the above data may, if necessary, be given to the competent institutions authorised to prevent, investigate, detect, or prosecute criminal offences or to enforce penalties, including the protection against and prevention of threats to public security.

**DATA PROCESSORS (when they provide certain services to the Service)**

IT companies that process data to ensure the development, improvement and maintenance of information systems.

**THIRD COUNTRIES (all non-EU Member States and non-EEA States)**

Provision of personal data to third countries is not intended.

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STORAGE PERIOD  
(How long will we store  
your  
data?)

Please be informed that your data referred to above will be stored for 1 (one) year from the date of the decision to issue/refuse the issue of the visitor pass. The data may be stored for a longer period if they are used or may be used as evidence or a source of information in a pre-trial or other investigation, including an investigation by the State Data Protection Inspectorate, in civil, administrative or criminal proceedings or in other cases provided for by law. In such a case, personal data may be stored for as long as necessary for the processing purposes and will be destroyed once they are no longer necessary.

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EXERCISE OF DATA SUBJECT  
RIGHTS  
(What are your rights and  
how can you exercise  
them?)

As a data subject, you have the right to apply to the Office of the Seimas regarding the processing of your personal data, i.e. you have the right to the following:

- right to information on data processing (Articles 13 and 14 of the GDPR);
- right to access the data (Article 15 of the GDPR);
- right to rectification of the data (Article 16 of the GDPR);
- right to request erasure of the data ('right to be forgotten') (Article 17 of the GDPR). Note: This right may be exercised provided at least one of the conditions set out in Article 17(1) of the GDPR is fulfilled;
- right to restrict data processing (Article 18 of the GDPR). Note: This right may be exercised provided at least one of the conditions set out in Article 18(1) of the GDPR is fulfilled.

Your data subject's rights and the procedure for their exercise are regulated in the description of the procedure for the exercise of the rights of data subjects in the Dignitary Protection Service of the Republic of Lithuania, as approved by the Order of the Director of the Service.

Applications for the exercise of rights must be submitted to the Service in writing, including in electronic format, and must allow for the identification of the applicant and the data subject. The identity of the data subject will be established by means of an identity document or by electronic communications tools allowing for proper identification. Where the application is sent by post or by courier, the application must be accompanied by a copy of the data subject's identity document, certified in accordance with the procedure laid down by law. Where information about a data subject is requested by the representative of the data subject, the representative must produce proof of representation and the identity document, unless there are other reasonable means of establishing the identity of the representative.

Regarding the procedure for exercising the rights of data subjects, please contact the Data Protection Officer of the Service. The contact details are provided above.

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COMPLAINTS  
(When can you submit a  
complaint about the  
action/omission?)

Please be informed that you are entitled to complain to the State Data Protection Inspectorate and the court over the action/omission of the Service under the procedure laid down by law, as well as to appeal to court against the action/omission of the State Data Protection Inspectorate.

Before submitting a complaint to the respective institution, you are advised to contact the Data Protection Officer of the Service.

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DO YOU HAVE TO PROVIDE  
DATA?

The provision of your personal data is required by law. If you fail to provide these data, the decision on issuing a visitor pass to access the buildings of the Seimas will not be considered.

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AUTOMATED  
DECISION-  
MAKING/PROFILING

Your data is not subject to automated processing. Decision-making based solely on automated data processing means that decisions are made without any human intervention by using algorithm-based technology.

Profiling is not applied. Profiling means evaluation of your personal aspects for forecasting purposes that may not involve any decision-making. For example, when the Service evaluates certain personal characteristics (age, sex or nationality) or divides persons into certain categories, this is a case of profiling.