

# PRIVACY NOTICE

## PROCESSING OF APPLICATIONS FOR ONE-DAY ACCREDITATION TO THE SEIMAS

This privacy notice shall be addressed to persons (representatives of public information producers and/or disseminators who have been registered in the Republic of Lithuania in accordance with the procedure laid down by laws and have provided data to an institution authorised by the Government of the Republic of Lithuania, and representatives of foreign public information producers and/or disseminators), whose superiors file applications for one-day passes to the buildings of the Seimas and whose personal data is processed by the Office of the Seimas.

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

**OFFICE OF THE SEIMAS OF THE REPUBLIC OF LITHUANIA (HEREINAFTER: THE OFFICE OF THE SEIMAS)**

Code 188605295  
Gedimino Ave. 53, Vilnius  
Tel. +370 5 239 6060  
E-mail: priim@lrs.lt

Data Protection Officer of the Office of the Seimas  
E-mail: dap@lrs.lt, postal address Gedimino Ave. 53, Vilnius  
Addressee: Data Protection Officer of the Office of the Seimas

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

The Office of the Seimas processes your data to verify its compliance with the regulations of the accreditation procedure for granting a one-day pass to the buildings of the Seimas. Part of the data is necessary for communicating on the matters related to the granting of accreditation.

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

The processing of your personal data for the purpose of accreditation to the Office of the Seimas is carried out in accordance with the legal obligation (Article 6 (1)(c) of the General Data Protection Regulation) set out in the following legal acts:

- Statute of the Seimas;
- Regulations of the Office of the Seimas of the Republic of Lithuania approved by Decision No 2434 of the Board of the Seimas of the Republic of Lithuania of 7 October 2008 on the Regulations of the Office of the Seimas of the Republic of Lithuania;
- Rules of Entry into the Buildings of the Seimas of the Republic of Lithuania and the Plenary Chamber of the Seimas approved by Decision No SV-S-550 of the Board of the Seimas of the Republic of Lithuania of 2 June 2022 on Approving the Rules of Entry into the Buildings of the Seimas of the Republic of Lithuania and the Plenary Chamber of the Seimas;
- Order of the Secretary General of the Seimas of the Republic of Lithuania on Approving the Description of the Procedure of Accreditation of Representatives of Public Information Producers and/or Disseminators to the Office of the Seimas of the Republic of Lithuania.

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

**GENERAL DATA**

We process the following data contained in an advance application:

- First name and surname of the person to be accredited; media outlet (photo or video agency, news agency, online news website, radio, press, television); professional activities (photographer, cameraman, technical staff, journalist, etc.); name of the organisation; name of the media outlet; email address;
- Data obtained through correspondence on matters related to the granting of accreditation.

**SOURCE OF DATA**

Your personal data shall be obtained by the Office of the Seimas from an advance application filed by your superior or through direct communication with you.

(Where do we get your data?)

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

**DATA RECIPIENTS**

The Dignitary Protection Service of the Republic of Lithuania that shall verify the data submitted by the person whose accreditation is requested (as specified in paragraphs 9 and 11 of the Description of the Procedure of Accreditation of Representatives of Public Information Producers and/or Disseminators to the Office of the Seimas of the Republic of Lithuania);

Law enforcement institutions, courts, and other bodies (where provided for by law and where provision of personal data is necessary for and proportionate to legitimate and specific purposes).

**DATA PROCESSORS (INSOFAR AS THEY PROVIDE SPECIFIC SERVICES TO THE OFFICE OF THE SEIMAS)**

Information technology 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 personal data will be stored for three years from the date of filing the application.

This is provided for in the Documentation Plan of the Office of the Seimas prepared in compliance with the Law of the Republic of Lithuania on Documents and Archives and the Index of Retention Periods of General Documents approved by Order No V-100 of the Chief Archivist of Lithuania of 9 March 2011 on Approving the Index of Retention Periods of General Documents.

Where we address the Ministry of Foreign Affairs requesting personal data of foreign journalists accredited thereto in order to ensure the implementation of paragraph 25 of the Description of the Procedure of Accreditation of Representatives of Public Information Producers and/or Disseminators to the Office of the Seimas of the Republic of Lithuania, the received data about foreign journalists accredited to the Ministry shall be kept for **one year**.

The time limit may be extended, where personal data constitute, or may be used as, evidence or source of information in pre-trial or other investigations, including investigations conducted by the State Data Inspectorate; as well as in civil, administrative or criminal proceedings or in other cases established by law. Should this be the case, personal data may be stored for as long as is necessary for the purposes of data processing and will be destroyed immediately after becoming unnecessary.

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EXERCISE OF DATA SUBJECTS' 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, that is, you have the right to the following:

- right to information on data processing (Articles 13 and 14 of the GDPR);
- right to access data (Article 15 of the GDPR);
- right to rectification (Article 16 of the GDPR);
- right to request erasure ('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.

Regarding the procedure for exercising the rights of data subjects, please contact the Data Protection Officer by using the contact details indicated above.

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SUBMISSION OF COMPLAINTS  
(When can you submit a complaint about the action/omission of the Office of the Seimas?)

Please be informed that you are entitled to complain to the State Data Protection Inspectorate and the court over the action/omission of the Office of the Seimas in accordance with the procedure laid down in legal acts, as well as to appeal to court against the action/omission of the State Data Protection Inspectorate.

Before submitting a complaint to the appropriate institution, please contact the Data Protection Officer of the Office of the Seimas by using the contact details indicated above.

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DO YOU HAVE TO PROVIDE YOUR DATA?

The provision of personal data is a requirement established by legal acts. In the absence of your personal data, the Office of the Seimas will be unable to carry out the accreditation procedure.

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AUTOMATED DECISION MAKING/PROFILING

Please be informed that your data will not be used for making decisions concerning yourself based on automated data processing, including profiling.