

PRIVACY NOTICE

PREPARATION OF THE INFORMATION PACKAGE

This privacy notice is addressed to official persons of foreign states, international organisations or institutions, with whom the Speaker of the Seimas of the Republic of Lithuania, Deputy Speakers of the Seimas, the Leader of the Opposition of the Seimas, the Secretary General of the Seimas, members of the inter-parliamentary relations groups of the Seimas and members of the parliamentary delegations of the Seimas meet.

DATA MANAGER
(Who manages your data?)

OFFICE OF THE SEIMAS OF THE REPUBLIC OF LITHUANIA
CODE 188605295
Gedimino pr. 53, Vilnius
Tel. +370 5 239 6060 Fax: +370 5 239 6289
E-mail: priim@lrs.lt

Contacts of the Data Protection Officer:

E-mail: dap@lrs.lt, postal address: Gedimino pr. 53, Vilnius.

Please, address your letter to the Data Protection Officer of the Office of the Seimas.

PURPOSE
(What is your data used for?)

Your personal data shall be processed for the purpose of preparing a set of information for the meetings of the Speaker of the Seimas, Deputy Speakers of the Seimas, the Leader of the Opposition of the Seimas, the Secretary General of the Seimas, members of the inter-parliamentary relations groups of the Seimas and members of parliamentary delegations in parliamentary assemblies with official persons of foreign states, international organisations or institutions as well as for foreign visits of the Seimas Officials.

**CONDITION FOR LAWFUL
PROCESSING**
(What is the basis for
processing your data?)

We would like to inform you that processing of personal data for the above purposes is carried out in the exercise of official authority vested in the controller (Article 6(1)(e) of the General Data Protection Regulation), as determined by:

— Article 79 of the Statute of the Seimas of the Republic of Lithuania (No I-399 of 17 February 1994), stating that the Office of the Seimas shall ensure the activities of the Seimas;

— Point 24 of the Rules of Procedure of the Seimas of the Republic of Lithuania (No SV-S-1508 of 4 May 2016), which states that the chairpersons of the Seimas delegations shall be assisted in organising the activities of the Seimas delegations by the International Relations Unit, and paragraph 27, stating that the secretaries of inter-parliamentary relations groups shall assist the head of the group in organising the group's activities, systematise information on parliamentary relations with the country concerned and provide the information to the members of the group;

— Point 6.1 of the Regulations of the Office of the Seimas of the Republic of Lithuania (No 2434 of 7 October 2008), stating that the Office of the Seimas shall provide the Members of the Seimas with the expert and information resources necessary for the performance of the duties of a Member of the Seimas and other duties at the Seimas; point 6.6, stating that the Office of the Seimas shall ensure the implementation of parliamentary diplomacy measures, develop relations with parliaments of other countries and the European Parliament, facilitate the work of the Seimas delegations in international parliamentary organisations and assemblies;

— Order No 400-IAK-357 of the Secretary General of the Seimas of the Republic of Lithuania of 14 November 2018 approving the description of the procedure for compiling a set of information for international meetings and visits abroad.

PERSONAL DATA
(Which of your data is processed?)

GENERAL DATA

Personal identification data: name, date and place of birth.
Other data: position, photo, biographical data.

SPECIAL CATEGORY DATA

Data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs.

SOURCE OF DATA
(Where from is your data received?)

We will receive your data directly from you or from the institution or organisation you represent and from publicly available sources.

DATA WILL BE PROVIDED
(To whom will we provide your data?)

RECIPIENTS (third parties)

The data will be provided to the Speaker of the Seimas of the Republic of Lithuania, Deputy Speakers of the Seimas, the Leader of the Opposition of the Seimas, the Secretary General of the Seimas, members of the Seimas inter-parliamentary relations groups and the parliamentary delegations to the parliamentary assemblies as well as staff members of the offices of the Seimas Committees attending the meeting or going on a visit.

DATA PROCESSORS (providing certain services to the Office of the Seimas)

The data will be provided to information technology companies that ensure the support of the information systems of the Office of the Seimas.

THIRD COUNTRIES (all non-EU Member States or non-EEA countries)

Your personal data will not be provided to third countries.

STORAGE PERIOD
(How long will your data be kept?)

Documents prepared for visits abroad and international meetings are kept for 5 years. This period may be extended if the personal data is used or may be used as evidence or source of information in pre-trial or other investigations, including in investigations conducted by the State Data Protection Inspectorate, in civil, administrative or criminal proceedings or in other cases established by law. In such a case, the personal data may be stored for as long as necessary for the purposes of processing and destroyed immediately when no longer needed.

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

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

- access to the data;
- correction of mistakes;
- erasure of data;
- restriction of data processing;
- objecting to the processing of data.

Requests for the exercise of rights must be submitted to the Office of the Seimas in writing, including in electronic format. It should be possible to identify the person who submitted the request and the data subject. The identity of the data subject shall be established by means of an identity document or by electronic means of communication that allow for the correct identification of the person. In case the request of the data subject is sent by post or courier, a copy of the personal identity document of the data subject, certified in accordance with the procedure laid down by legal acts, must be attached to the request. An e-mail application must be signed with an electronic signature. Where information on a person is requested by his/her representative, he/she must provide proof of representation and proof of the identity of the representative.

We kindly ask you to contact the Data Protection Officer of the Office of the Seimas via the contacts indicated above, regarding the procedure for exercising the rights of data subjects.

SUBMISSION OF COMPLAINTS
(To whom can you submit a complaint about the action/inaction of the Office of the Seimas?)

You have the right to complain to the State Data Protection Inspectorate and the court about the action/inaction of the Office of the Seimas in accordance with the procedure laid down by law. You can also appeal to the court against the action/inaction of the State Data Protection Inspectorate.

Before submitting a complaint to the respective institution, we recommend that you contact the Data Protection Officer of the Office of the Seimas as indicated above.

ARE YOU OBLIGED TO PROVIDE DATA?

You may object to the processing of your personal data for the purposes set out above. However, when you exercise this right, the Office of the Seimas will not be able to prepare an information package for the meetings and visits abroad and, accordingly, to organise visits and meetings with you.

AUTOMATED DECISION MAKING/PROFILING

Please be informed that your data will not be used to make decisions about you based on automated data processing, including profiling. Automated decision-making only means that decisions are made by technological means, using algorithms, without any human intervention. If your personal aspects are assessed in order to make predictions, even if no decision is made, e.g. if the Office of the Seimas assesses the characteristics of a person (age, gender or nationality) or divides persons into certain categories, this means that the person is subject to profiling.