

PRIVACY NOTICE

ORGANISATION OF COMMITTEE AND COMMISSION MEETINGS AND HEARINGS

This privacy notice is intended for persons whose personal data are processed in the Office of the Seimas in order to organise committee and commission meetings and to ensure the access of invitees to the Buildings of the Seimas.

DATA CONTROLLER
(Who is processing your data?)

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

Contact details of the Data Protection Officer of the Office of the Seimas:
E-mail: dap@lrs.lt, correspondence address: Gedimino pr. 53, Vilnius.
Please address the letter to the Data Protection Officer of the Office of the Seimas.

PURPOSE
(What is your data used for?)

Your personal data processing is needed in order to organise committee or commission meetings and to ensure the transparency of the activities of the committees and commissions. Additional purposes of the processing include identification of the persons attending the committee meeting and ensuring the access of invitees to the Buildings of the Seimas.

LAWFUL PROCESSING
(On what basis is your data processed?)

Please be informed that the processing of personal data for the above purposes is carried out in compliance with a legal obligation (Article 6(1)(c) of the General Data Protection Regulation):

- Article 53, Article 148, Article 180¹⁰, Article 180²¹(7) of the Statute of the Seimas;
- Decision No SV-S-1603 of the Board of the Seimas of the Republic of Lithuania of 29 June 2016 Approving a Description of the Procedures for Organising the Legislation of Laws and other Legal Acts of the Seimas, Parliamentary Control and Surveillance Activities of the Seimas;
- Rules of Procedure of the Office of the Seimas of the Republic of Lithuania;
- Point 4.1 of the Regulations of the Office of the Committee of the Office of the Seimas of the Republic of Lithuania, as approved by Order No 400-IVK-342 of 31 October 2013 of the Secretary General of the Seimas of the Republic of Lithuania;
- Regulations of the commissions;
- Rules of procedure of the commissions.

PERSONAL DATA
(What data is processed?)

Please be informed that the following data will be processed at the Office of the Seimas for the above purpose:

GENERAL DATA

Personal identification data: name, surname.

Other data: institution, position, contact details, other data relevant to the matter under consideration, and audio-visual data.

DATA SOURCE
(Where does your data come from?)

Directly from you, from publicly available sources and organisations you represent.

DATA RECIPIENT
(To whom will we provide
your data?)

DATA RECIPIENTS (third parties)

The data are also displayed in the draft agendas published on the website of the Seimas and invitations to meetings with draft agendas attached, sent by e-mail to participants of meetings and hearings, Members of the Seimas and their assistants. During the meetings (except for closed meetings) a video and audio recording shall be made, which shall be made available to the public through a range of media used by the Seimas: the Seimas TV channel, the website of the Seimas, and the accounts of the Seimas or its subdivisions on social media including Facebook, Youtube, LinkedIn, and Instagram. The personal data of the guests (name, surname) shall be communicated to the VIP Protection Department in order to ensure access of persons to the premises of the Seimas.

DATA PROCESSORS (when they provide certain services to the Office of the Seimas)

If necessary, the data shall be provided to the enterprises that provide services to the Seimas TV channel, the Seimas website, and the Seimas accounts on social media including Facebook, Youtube, LinkedIn and Instagram.

THIRD MEMBER STATES (all non-EU Member States or non-EEA States)

No provision of personal data to third countries is foreseen. However, when the data are processed on the accounts of the Seimas or its subdivisions on social media, the data may be stored in an EU or NATO country.

RETENTION PERIOD
(How long will your data be
stored?)

Please be informed that, under the Index of Retention Periods of General Documents approved by Order No V-100 of 9 March 2011 of the Chief Archivist of Lithuania approving the Index of Retention Periods of General Documents and the Documentation Plan approved by the Office of the Seimas, personal data shall be stored on a permanent basis.

EXERCISE OF DATA
SUBJECTS' RIGHTS
(What rights do you have
and how do you manage
them?)

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

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

Applications for the exercise of rights must be submitted to the Office of the Seimas in writing (including in electronic format) in a way allowing for identifying the applicant and the data subject. The data subject shall be identified by means of an identity document or by electronic means of communication that allow for proper identification. For submission by e-mail, the application must be signed with an electronic signature. Where information about a person is sought by a representative, the latter must provide a documented proof of representation.

Regarding the procedure for exercising the rights of data subjects, feel free to address the Data Protection Officer by contact details indicated above.

SUBMISSION OF
COMPLAINTS
(With whom can you file a
complaint about the action/
omission of the Office of
the Seimas?)

Please be informed that you have the right to complain to the State Data Protection Inspectorate and the court regarding any action (omission) of the Office of the Seimas under the procedure laid down by legal acts, as well as to appeal to the court against any action (omission) of the State Data Protection Inspectorate.

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

DO YOU HAVE TO PROVIDE
DATA?

The provision of personal data is a statutory requirement. If you do not provide this information, you will not be able to attend a meeting or hearing organised by the committee or the commission.

AUTOMATED DECISION-
MAKING/PROFILING

Please be informed that your data will not be used for automated data processing, including profiling, for the purpose of making decisions about you. Automated decision-making 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 taken, e.g. if the Office of the Seimas assesses personal characteristics such as age, gender or nationality, or divides persons into certain categories, this means that the person is subject to profiling.