

# Privacy Notice

This **Privacy Notice is intended** to the persons who address the State Data Protection Inspectorate with a complaint or the notices related to the complaint.

## *Who is your personal data controller?*

State Data Protection Inspectorate (hereinafter referred to as the “SDPI”)

Budgetary institution

Legal person registration number: 188607912

Address: L. Sapiegos str. 17, 10312 Vilnius

Tel. (8 5) 271 2804, 279 1445

E-mail: [ada@ada.lt](mailto:ada@ada.lt)

<https://vdai.lrv.lt/>

Data Protection Officer of the SDPI

Margarita Valčiukė

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## *For what purposes your personal data will be processed and what is the legal basis for processing of your personal data?*

If you decide to address the SDPI with a complaint for any actions or omission of action of the data controller or data processor, your personal data will be processed *for the purposes of complaints handling*.

In case the obligation to cooperation with other data protection supervisory authorities of the Member States of the European Union and the European Economic Area arises in the course of complaints handling, for example, when a complaint concerns the processing of personal data in several countries, your personal data would also be processed *for the purposes of ensuring international cooperation including implementation of consistency*.

**Note:** In cases where your personal data are processed for the purpose of *international cooperation, including consistency*, other data protection supervisory authorities operating in the European Economic Area act as joint controllers with the SDPI (list is available here: [https://edpb.europa.eu/about-edpb/about-edpb/members\\_en](https://edpb.europa.eu/about-edpb/about-edpb/members_en)) and in the case of consistency procedure (Article 63 of GDPR), the European Data Protection Board is also the joint controller (see its privacy notice here: [https://edpb.europa.eu/about-edpb/legal-notices/data-protection-notice\\_en](https://edpb.europa.eu/about-edpb/legal-notices/data-protection-notice_en)).

Please be notified that processing of personal data for the afore-mentioned purposes is carried out in compliance with the legal obligation (Article 6(1)(c) of the General Data Protection Regulation) which shall be set forth in:

1. Article 6(1)(c) and Article 57(1)(f) and, where applicable, Article 56(1), Article 57(1)(g), Articles 60 – 62 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation);

2. Article 40(1)(7) and, where applicable, Article 40(1)(9) of the Republic of Lithuania Law 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;
3. Article 11(1), Article 11(2)(3) and, where applicable, Article 12(2)(6) of the Republic of Lithuania Law on Legal Protection of Personal Data;
4. Resolution No 875 of the Government of the Republic of Lithuania of 22 August 2007 “On the Approval of the Rules on Examination of persons’ Requests and Their Service in Public Administration Institutions, Bodies and Other Public Administration Entities”;
5. Order No 1T-20 (1.12.E) of the Director of the SDPI of 2 March 2021 “On the Approval of the Description of the Procedure for Complaints handling by the State Data Protection Inspectorate” and Order No 1T-19 (1.12.E) of the Director of the SDPI of 2 March 2021 “On the Approval of the Recommended Form of the Complaint”;
6. other legal acts.

### ***What your personal data is processed?***

Please be notified that if you address the SDPI with a complaint, the **following personal data concerning you** will be processed:

#### **Data of the person who has lodged the complaint or the person who may provide more information on the circumstances described in the complaints**

<b>Identification</b> data	name, surname, personal identification number ( <i>if the complaint is lodged through E-Government Gateway</i> ), date of birth ( <i>if the person does not have a personal identification number and lodged the complaint not through E-Government Gateway</i> )
<b>Contact</b> details	telephone number and/or e-mail address and/or correspondence address and/or electronic consignment delivery box address
Data related to the <b>complaint</b>	fact, date, time ( <i>where applicable</i> ) of lodging a complaint to the SDPI, content of the complaint (and your personal data in the complaint or annexes to the complaint, for example, video data, health data etc.), fact, date, time ( <i>where applicable</i> ) of responding to the complaint
<b>Relation</b> with the data controller (data processor)	name of the represented data controller (data processor), relationship with him, position, copy of the document confirming the fact of representation
<b>Other</b> personal data	correspondence (where a natural person can be identified from such correspondence), workplace and signature

#### **Data controller (data processor) where he is a natural person and/or representative of data controller (data processor) except for its employees**

<b>Identification</b> data	name, surname, personal identification number, date of birth ( <i>if the person does not have a personal identification number</i> )
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<b>Contact</b> details	telephone number and/or e-mail address and/or correspondence address and/or electronic consignment delivery box address
<b>Other</b> personal data	correspondence (where a natural person can be identified from such correspondence), place of data processing and signature

Please be notified that the **SDPI will receive** your personal data:

1. directly from you;
2. from other institutions or entities (for example, institutions or entities which have forwarded your complaint for its assessment or forwarded their response to your complaint where you sent the complaint to several addressees etc.);
3. from state (municipal) registers and information systems, state (municipal) authorities, other data controllers (data processors) where receipt of data is necessary for the complaint-handling.

### ***To whom your personal data will be provided?***

To the Information Society Development Committee (*if a complaint is lodged through e-services, i.e. E-Government Gateway*)

To the data processors providing the Inspectorate with the maintenance of information systems (including document management systems) and other related services

To public authority competent to handling of the complaint (*where handling of the complaint does not fall within the competence of the SDPI*)

To public authority specified in the complaint as additional addressees or with which the object of the complaint is related

To the public authorities, data controllers or other persons of Lithuania and, where necessary, the European Union or third countries (*for example, where it is necessary to provide assistance to other supervisory authorities etc.*), including, where applicable, European Data Protection Supervisor

To other data controllers, for example, law enforcement authorities, to the National Audit Office etc. (*in the cases set out in the legal acts and where provision of personal data is necessary and proportionate for legitimate and specific purposes*)

### ***How long your personal data will be stored?***

Your personal data will be stored for the complains handling period and also the following periods for the purposes of ensuring the archiving requirements:

Decisions on lawfulness of data processing	Permanently
Records of administrative offences, decisions and correspondence with person subject to administrative responsibility and judicial institutions	5 years
Complaint-handling documents	5 years (from the date of adoption of a decision)
Register of decisions on administrative offences	25 years

### ***What are your rights and how you exercise them?***

You as a data subject are entitled to address the SDPI for any issues related to processing of your personal data, i.e. you have the following rights:

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

For information on how to exercise data subjects' rights in SDPI please read: <https://vdai.lrv.lt/duomenu-apsaugos-politika>

Please be notified that if you object to the decision on your request concerning exercise of your rights as the data subject's rights taken by the SDPI, you are entitled to lodge a complaint to Vilnius Regional Administrative Court.

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