

## **PRIVACY POLICY**

### **Owner and Contact Information**

SIA "DATI Group"

Balasta dambis 80a, Riga, LV-1048

Phone: (+371) 67602797

Email: info@datigroup.com

### **Data Protection Inquiries**

Email: info@datigroup.com, with the note "data protection specialist"

### **Purpose and Application**

The purpose of this policy is to inform you about the processing of personal data by SIA "DATI Group," hereinafter referred to as the company, for data processing purposes, legality, and your rights in the data processing processes.

The company applies this privacy policy in accordance with the General Data Protection Regulation, hereinafter referred to as the Regulation, and other legal requirements, regardless of the form and environment of data processing.

### **Data Processing Purposes**

The company processes your data for the following purposes:

- Provision of services (including determining customer needs and satisfaction, making offers, establishing and executing contractual relationships, exchanging organizational and operational information at events);
- Performance of administrative and economic activities (including document management and record keeping, financial management, and accounting);
- Other specific purposes, which will be informed to you when you provide us with your data.

### **Legal Basis for Data Processing**

- The company primarily processes your data within the framework of the contractual relationship established and executed (Article 6(1)(b) of the Regulation). The company processes your data on this legal basis before the conclusion of the contract to prepare the contract and processes it for the duration of the valid contract.
- The company also processes your data for the legitimate interests of the company, arising from the need to ensure work efficiency and service quality, enhance customer satisfaction, prevent or mitigate various risks, etc. (Article 6(1)(f) of the Regulation).
- In some cases, we may ask for your consent to process data, primarily used for informing you about the relevance of the solutions offered by the company or job vacancies (Article 6(1)(a) of the Regulation).

### **Types and Scope of Data**

Data categories processed in the existing cooperation or potential cooperation between the company and the institution you represent:

- Name, surname
- Phone, email
- Position, workplace
- Representation rights

Data categories you provide when applying for job vacancies at the company:

- Name, surname
- Phone, email
- Education, qualification

- Previous work experience
- Other information that you specify in the submitted documents.

### **Possible Data Recipients**

Your data is not disclosed to third parties, except when required by the laws of the Republic of Latvia and the European Union.

In individual and controlled cases, to ensure the rational, secure, and efficient organization of economic activities by concluding an appropriate agreement, your data may be transferred to a specific processor for the performance of certain tasks.

The company uses only processors who provide sufficient guarantees that technical and organizational measures will be implemented to comply with the requirements of the Regulation and ensure the protection of your data.

The company does not transfer data to countries outside the European Union or the European Economic Area.

### **Categories of Data Recipients**

- Authorized company employees (e.g., lawyers, personnel manager, customer relations manager)
- State and local government institutions (e.g., State Revenue Service, State Employment Agency, Data State Inspectorate, State Labor Inspectorate - in accordance with legal acts)
- External auditors (e.g., quality auditors, certified IS security auditors, etc. - based on a service or company contract)
- Specialists or individuals involved in the execution of specific tasks (e.g., data protection specialist - based on a service contract)
- Service providers/processors providing outsourced services to ensure the company's economic activities (e.g., accounting services, health insurance services - based on a service or company contract).

### **Your Rights**

Access Your Data:

- receive confirmation of your data processing (upon request, a response will be provided as to whether your data is/are processed or not)
- you have the right to access your data (upon request, a copy of your processed data (not documents) will be prepared, such as a printout of your data from the system or a data processing volume will be received in a response letter).

Correct Your Data:

- you have the right to correct your data if they are incorrect or inaccurate. When such a request is received, the argumentation provided in it will be considered. In case of doubts about the justification of the request, we have the right to ask you for additional evidence of the need to correct the data.

Be Forgotten:

- you have the right to request the deletion of your data, for example, if the data is no longer necessary for the purpose for which it was obtained or if you withdraw your consent on the basis of which the data was processed.

Restricting Processing:

- You have the right to request the restriction of your data processing, for example, if you have disputed the accuracy of the data or if the data is no longer necessary for the achievement of specific purposes, but you do not want the data to be deleted for the protection of your legitimate rights, etc.

Data Portability:

- You have the right to data portability or transfer, with the aim of keeping them or enabling their reuse, for example, by transferring them to another company or institution.

#### Objection:

- You can exercise these rights if your data is processed based on the company's legitimate interests or the public interest.
- The right to object cannot be exercised if the legal basis for processing is your consent, the performance of a contractual obligation, the fulfillment of a legal obligation, or the protection of your vital interests or those of third parties.

#### Regarding Automated Individual Decision-Making:

- You have the right not to be subject to automated individual decisions, including profiling. Automated individual decisions are decisions based solely on automated data processing that have legal consequences for you or significantly affect you.
- SIA "DATI Group" does not use automated individual decision-making in its operations.

#### Filing a Complaint with the Supervisory Authority:

- If you discover unlawful processing of your personal data, you have the right to file a complaint with the Data State Inspectorate.

#### Execution of Your Requests and Providing Responses

We will consider your questions promptly and inform you of the actions taken within one month.

We will provide a response to your request free of charge, except in cases where the request is clearly unfounded, excessive, or additional resources are required for its execution. In such cases, we may request a reasonable fee, considering the administrative costs of the company associated with providing information or performing the requested actions, or refuse to execute the request.

#### Principles of Data Processing and Protection

- Your personal data is processed only for legitimate purposes, in accordance with SIA "DATI Group" data processing and information security regulations, ensuring appropriate security measures, considering the risks involved, allocated financial resources, and reasonably available organizational and technical means.
- We do not request or process more information than is necessary for the intended purpose.
- We ensure that your data is correct and accurate. If there are doubts about the timeliness or correctness of the information provided or received, we will, to the extent possible, contact you to clarify the accuracy of the data being processed.
- We do not process your personal data for longer than necessary for the intended purpose. The retention period is based on the term of the contract with the customer, the legitimate interests of SIA "DATI Group," applicable legal norms, or as long as your consent for the relevant personal data processing is valid, if there is no other legal basis for processing personal data. When the conditions mentioned in this paragraph cease to exist, personal data is deleted.
- We ensure that access to your personal data is granted only to those employees for whom it is necessary for the performance of their direct job duties.
- We continually improve technical and organizational measures to ensure adequate protection and security of personal data.

#### Website Visits and Cookies

Our website ([www.datigroup.com](http://www.datigroup.com)) may use cookies. Cookies are not used to personally identify you. If you do not want to allow the use of cookies, you can disable them using your internet browser settings. Deleting saved cookies is possible in the settings section of your device's internet browser by deleting the history of saved cookies.