

Rīga,

20 November 2018

**SIA "Celtniecības Kvalitātes Aģentūra (CKA)"
PRIVACY POLICY**

The purpose of this privacy policy (hereinafter referred to as the Privacy policy) is to provide the natural person - the data subject, i. e. the Person - with information on the personal data processing purpose, scope, protection and processing time during data acquisition and when processing personal data of the data subject¹.

[1] The Controller

- 1.1. The personal data processing controller is SIA "Celtniecības Kvalitātes Aģentūra (CKA)" (hereinafter referred to as the CKA), unified registration No. 50003072341, legal address: Krišjāņa Valdemāra street 118, Rīga, LV-1013, Latvia; actual address: 60 Dārziema Street, Rīga, LV-1073, Latvia.
- 1.2. The CKA contact information in the area of personal data processing is the data protection specialist appointed by the CKA, information about which can be found on the CKA's website: www.cka.lv, as well as at the CKA actual location at: 60 Darziema Street, Rīga, Latvia; e-mail address: dataprotection@cka.lv. Using this contact information or contacting at the CKA's actual address, it is possible to ask questions about the processing of personal data. The data subject may submit a request for the exercise of his/her rights in accordance with this Privacy policy.
- 1.3. The tasks of the responsible person specified in the previous paragraph are to inform and advise CKA employees on issues related to the processing of personal data, to monitor compliance of the CKA with the regulatory enactments related to the protection of personal data, to cooperate with the supervisory authority, as well as to advise persons who apply to the CKA on data processing issues.

[2] What is covered by the Privacy policy

- 2.1. Personal data are any information about an identified or identifiable natural person.
- 2.2. The Privacy policy applies to provision of the privacy and personal data protection in relation to:
 - 2.2.1. natural persons - business partners, employees as well as third parties who receive or transfer any information to the CKA (including contact persons, payers, etc.);
 - 2.2.2. visitors to the CKA office and other premises and territories, including in relation to those who are under video surveillance;
 - 2.2.3. users of the website kept by the CKA (hereinafter all collectively referred to as the Person/s).
- 2.3. The CKA takes care of the privacy of the Persons and the protection of personal data, respects the right of the Persons and the lawfulness of the processing of personal data in accordance with 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) (hereinafter referred to as the Regulation) and other regulatory enactments in the area of privacy and data processing.
- 2.4. The Privacy policy is applicable to the processing of data regardless of the form in which the data are provided and processed.
- 2.5. The CKA may specify additional rules for certain types of data processing, about which the Person is informed at the time when he/she provides the relevant data.

[3] Purpose of the processing

CKA processes personal data for the following purposes:

¹ The Privacy policy uses terms defined in Article 4 of the Regulation, unless otherwise specified in the Privacy policy.

1. For provision of services and/or provision of execution of the contract and/or legal transaction. The purpose is related to provision of services and execution of concluded contracts (or other legal transactions). Processing of personal data is performed on the basis of law and contract (or other legal transaction);
- 3.2. For preparation, conclusion or amendment of the contract. The purpose is related to new applications for an existing or new transaction, including services. Processing of personal data is performed on the basis of law or contract (and/or legal transaction);
- 3.3. For preparation of offers within the public or private procurement. The purpose is related to the possible conclusion of the contract in the case of conclusion of the purchase contract. Processing of personal data is performed on the basis of law, contract (and/or legal transaction) or consent of the person;
- 3.4. For fulfilment of contractual obligations and provision of services;
- 3.5. For advertising and distribution of services, i. e. for commercial purposes;
- 3.6. For consideration and processing of applications, complaints and claims;
- 3.7. For performance of surveys and measurements of satisfaction of persons;
- 3.8. For administration of settlements, repayment and recovery of debts. The purpose is related to activities performed within settlements with the person. Processing of personal data is performed on the basis of law and contract (transaction);
- 3.9. For maintenance and improvement of operation of the website;
- 3.10. For provision of information to the State administration authorities and the subjects of operational activities in the cases and in the scope specified in the external regulatory enactments;
- 3.11. For implementation of binding regulatory enactments. The purpose is related to the basis for the processing of personal data provided for in the regulatory enactments, for example, in the areas of accounting, taxes, fees, etc.;
- 3.12. For security of the CKA's infrastructure, services, information, employees, customers and visitors, prevention of unlawful or other threats, facilitation of detection of criminal acts at the facilities and in the adjacent territory. The purpose is related to measures taken with physical and logical means of protection, including video surveillance, pass control and other technical and organizational measures to provide protection against hazard due to physical impact and protection through logical means of protection. Processing of personal data is performed on the basis of contract and legitimate interest;
- 3.13. For the CKA's organizational management, planning and accounting (including record keeping, accounting of processes, services, information systems, persons, ensuring of business succession, implementation of public relations and social responsibility). The purpose is related to measures for integrated management of the company, including in accordance with national and internationally recognized corporate governance principles, ensuring the traceability, control and improvement of internal processes. Processing of personal data is performed on the basis of law, legitimate interest and consent of the person;
- 3.14. For accounting/finance and tax management. The purpose is related to accounting, tax payment, settlements, etc. Processing of personal data is performed on the basis of law and contract (transaction);
- 3.15. For other specific purposes, about which the Persons are informed prior to the provision of the data;
- 3.16. In any of the mentioned cases, the CKA processes the Personal data to the extent permitted by the specific purpose of the processing.

[4] How the CKA obtains personal data

- 4.1. Information, which the CKA obtains about the Person, depends on the content of the transaction and/or the purpose of processing of personal data. Information, which is provided in any form within cooperation, is also obtained.
- 4.2. Information, which the data subject has provided to the CKA about himself/herself, i. e. when the data subject or his/her authorized person contacted or cooperated with the CKA, for example, by entering into a contract, requesting information or submitting an application for consideration of a specific question or request, visiting facilities, communicating through information channels, including in social networks,

visiting events organized or activities supported by the CKA, during which photos may be taken or recording of the video image may be performed about which information has been previously provided.

- 4.3. In order to meet requirements specified in the regulatory enactments, to ensure long-term cooperation and credit risk management, the CKA may also need to request data from publicly available registers, including the Construction information system.
- 4.4. If cookies are used on the CKA's website, the CKA will inform about that during the website visit.

[5] Legal basis for processing personal data

- 5.1. for the conclusion and execution of the contract – to conclude the contract and ensure its execution;
- 5.2. for the execution of the regulatory enactments – to fulfil an obligation or right specified in the regulatory enactments;
- 5.3. consent of the data subject;
- 5.4. in lawful (legitimate) interests – to fulfil the lawful (legitimate) interests of the CKA arising from existing obligations or the concluded contract or law:
 - 5.4.1. conduct business;
 - 5.4.2. ensure fulfilment of contractual obligations;
 - 5.4.3. store applications and submissions for provision of services, other applications and submissions, remarks on them, including those performed orally, electronically;
 - 5.4.4. elaborate and develop services;
 - 5.4.5. advertise services by sending commercial communications;
 - 5.4.6. send other reports on the progress of execution of the contract and the events essential for the execution of the contract, as well as carry out the Surveys of Persons on the services;
 - 5.4.7. ensure and improve the quality of services;
 - 5.4.8. administer payments;
 - 5.4.9. administer outstanding payments;
 - 5.4.10. apply to the State administration authorities and institutions of operational activities and a court for protection of own legal interests;
 - 5.4.11. inform the public about own activities.

[6] Processing and protection of Personal data

- 6.1. CKA processes and protects Personal data, using possibilities of modern technology, taking into account existing privacy risks and reasonably available organizational, financial and technical resources.
- 6.2. For qualitative and operative provision of fulfilment of the contractual obligations, the CKA may authorize its business partners to perform separate service provision activities, for example, employee health insurance services, sending of invoices and so on. If, when executing these tasks, the business partners process personal data at the disposal of the CKA, the relevant business partners shall be considered as personal data processors and the CKA is entitled to transfer the personal data necessary for carrying out these activities to the business partners in the scope necessary for the performance of these activities.
- 6.3. The CKA's business partners in their capacity as a personal data processor will ensure that personal data processing and protection requirements are met in accordance with the regulatory enactments and will not use personal data for purposes other than fulfilment of obligations under concluded contracts by order of the CKA.

[7] Categories of recipients of personal data, i. e. to whom data are disclosed

- 7.1. The CKA does not disclose personal data or any information obtained during provisions of services or period of validity of the contract to third parties, including information on the nature, essence, etc. of the services, except for:

- 7.1.1. if data must be transferred to the third party within the concluded contract in order to perform any function necessary for the execution of the contract or delegated by law (for example, within the bank settlements or in order to provide the service);
 - 7.1.2. if clear and unequivocal consent of the data subject has been obtained;
 - 7.1.3. to persons specified in the regulatory enactments at their reasoned request, in accordance with the procedure and in the scope specified in these regulatory enactments;
 - 7.1.4. in the cases specified in the regulatory enactments for the protection of CKA's legitimate interests, for example, when applying to a court or other State institutions.
- 7.2. Personal data may be disclosed to business partners - merchants with which the CKA has concluded cooperation contracts and/or mutual obligations exist, for example, for provision and ensuring of labour supply services and/or provision of other services, for quality control, security and protection of services (business partners and/or customers providing support for the security and protection of employees, customers, visitors, facilities and infrastructure, including guard, legal aid providers, interpreters, etc.) and for provision of management (business partners for the management and provision of organizational, financial management and accounting processes), including auditors, internal auditors, event organizers, etc.).
- 7.3. Personal data may be disclosed within the public or private procurement, or within the provision of labour services, to potential business partners with which the CKA plans to conclude cooperation contracts and undertake mutual obligations.
- 7.4. Supervisory authorities. For example, market supervisory authorities, law enforcement institutions and rescue services in accordance with the regulatory enactments.
- 7.5. Third parties. For example, natural or legal persons, public authorities, agencies or bodies other than data subjects, controllers or processors.
- 7.6. Personal data may be disclosed (transferred) to another person in connection with the transfer of enterprises, any merger, acquisition, sale of assets, transfer of service provision to another merchant, etc.

[8] Disclosure of personal data outside the European Union

When transferring personal data outside the European Union, the CKA will provide the procedures specified in the regulatory enactments in order to ensure a level of processing and protection of personal data equivalent to that provided for by the Regulation.

[9] Duration of storage of personal data

- 9.1. Personal data are stored as required for achievement of the purposes specified in the Privacy policy, unless their longer storage is specified or allowed by the regulatory enactments. Criteria that meet provisions of the regulatory enactments are used for determination of the period of data storage, for example, consideration of claims, protection of rights, solving issues, observance of limitation period, etc., as well as respecting the rights of natural persons, for example, specifying data storage for the period during which claims related to the transaction may be filed, if any.
- 9.2. The CKA stores and processes personal data until at least one of the following criteria is met:
 - 9.2.1. until the contract (legal transaction) is in force;
 - 9.2.2. in the case specified in the regulatory enactments, in the scope and within the period provided for in them;
 - 9.2.3. until one of the parties has a legal obligation to store the data;
 - 9.2.4. until data subject's consent for the respective processing of the personal data is in force, if there is absent other legitimate basis for the processing of data
- 9.3. Upon expiry of the data storage period, personal data are deleted or destroyed.

10] Rights and duties of the person

- 10.1. The person is entitled to obtain all information that is collected about him/her in any personal data processing system, including when performing video surveillance.
- 10.2. The person is entitled to obtain information about the natural or legal persons, which have received information about the person from the controller within a certain period of time. The state institutions that are the prosecuting authorities of criminal proceedings, the subjects of operational activities, or other institutions, for which the law prohibits disclosure of such information, are forbidden for inclusion in the information to be provided to the person.
- 10.3. The person is also entitled to receive the following information, if it is applicable in a particular case:
 - 10.3.1. the name or name and surname as well the address of the controller;
 - 10.3.2. the contact information of the data specialist or the CKA person responsible for data processing;
 - 10.3.3. purpose, legal basis and type of processing of personal data;
 - 10.3.4. legitimate interests of the controller or third party for performance of video surveillance;
 - 10.3.5. the recipients or categories of recipients of personal data, if any;
 - 10.3.6. information that the controller intends to transfer personal data to a third country or an international organization;
 - 10.3.7. the date on which the data subject's personal data were last corrected, deleted or blocked;
 - 10.3.8. source of personal data, unless the law prohibits disclosure of that information;
 - 10.3.9. the period for which personal data will be stored or, if this is not possible, the criteria used to determine that period;
 - 10.3.10. that there is the right to request from the controller provision of access to the data subject's personal data and their correction or deletion, or processing restriction in relation to the data subject, or the right to object to the processing, as well as the right to data portability;
 - 10.3.11. the right to withdraw consent at any time without affecting the lawfulness of the processing based on the consent given prior to the withdrawal;
 - 10.3.12. the right to lodge a complaint with the supervisory authority;
 - 10.3.13. information about whether the provision of personal data is determined in accordance with law or contract, whether it is a prerequisite for the conclusion of the contract as well as information, whether the data subject is obliged to provide personal data and what the consequences may be in the cases when such data are not provided.
 - 10.3.14. whether there is automated decision-making, including profiling.
- 10.4. The person is entitled to request access to his/her personal data in accordance with regulatory enactments, as well as to request the processing, addition or deletion of processed data or restriction of processing, as well as is entitled to object to the processing, including the processing of personal data, which is performed on the basis of the CKA's lawful (legitimate) interests, as well as is entitled to data portability. These rights shall be exercised insofar as the processing of data does not result from the duties of the CKA, which are imposed by the regulatory enactments in force and which are performed in the public interest.
- 10.5. The person may submit a request for the exercise of his/her rights:
 - 10.5.1. in written form in person at the CKA office (at the actual address) at 60 Darzciema Street, Riga, presenting a personal identification document or
 - 10.5.2. by e-mail, by sending a request signed with a secure electronic signature to e-mail address: dataprotection@cka.lv
- 10.6. Upon receipt of the Person's request for the exercise of his/her rights, the CKA verifies the identity of the Person, assesses the request and executes it in accordance with regulatory enactments.
- 10.7. The CKA sends a response to the received request by registered post to the specified contact address or hands it over in person, taking into account, as far as possible, the manner of receipt of the response indicated by the Person.

- 10.8. The CKA ensures compliance with the data processing and protection requirements in accordance with the regulatory enactments and, in the case of objections, performs suitable activities in order to resolve the objections. However, if this fails, the Person is entitled to apply to the supervisory authority - the Data State Inspectorate.
- 10.9. The Person is obliged to provide the CKA with information on changes in personal data at the disposal of the CKA within a reasonable period of time.
- 10.10. The Person is obliged to familiarize himself/herself with the CKA Privacy policy before commencing cooperation.

[11] Consent to data processing and right to withdraw it

- 11.1. If the processing of data of the Person is performed on the basis of consent to the processing of personal data, the Person is entitled at any time to withdraw the consent given to the processing of data in the same manner as it was given, and in such case further processing of data based on the consent given previously for the specific purpose will no longer be performed.
- 11.2. The withdrawal of consent does not affect the processing of data carried out at the time when the Person's consent was valid.
- 11.3. Data processing carried out on the basis of other legal bases may not be interrupted in the case of withdrawal of consent.

[12] Visits to websites and processing of cookies

Cookies are not used on the CKA's websites.

[13] Other provisions

- 13.1. The CKA does not perform automated decision making or profiling in relation to natural persons.
- 13.2. The CKA is entitled to make additions or changes to the Privacy policy, making them available to the Persons on the CKA's website or in paper format in the CKA's office premises.
- 13.3. The CKA retains the previous versions of the Privacy policy and they are available on the CKA's website or in paper format in the CKA's office premises.

SIA "Celtniecības Kvalitātes Aģentūra (CKA)"
Member of the Board

Eduards Begens

