

# INSTITUTE OF AGRICULTURAL RESOURCES AND ECONOMICS PRIVACY POLICY

## I. General provisions

1. The aim of the privacy policy of Institute of Agricultural Resources and Economics (hereinafter referred to as AREI) is to provide a natural person (hereinafter referred to as a data subject) with the information on data processing performed by AREI, including data processing purpose, legal basis, the data subject's rights, time period of the data processing etc.
2. The privacy policy is based on the requirements of the following regulatory enactments:
  - 2.1. 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 (hereinafter referred to as – Regulation);
  - 2.2. Law on Data Processing of Natural Persons;
  - 2.3. AREI internal regulatory enactments.
3. The Privacy Policy applies to ensuring the protection of privacy and personal data with respect to:
  - 3.1. AREI employees, including employees who have terminated employment at AREI;
  - 3.2. the third parties for providing or receiving a service;
  - 3.3. visitors who are or have been present on the premises or buildings of AREI which are equipped with video cameras;
  - 3.4. users of websites and information systems managed by AREI;
  - 3.5. visitors of events organized by AREI;
  - 3.6. persons whose posts in social media are shared by AREI.
4. Information about the data controller:

**Institute of Agricultural Resources and Economics (AREI)**  
Legal address: Zinatnes street 2, Priekuli, Priekulu parish, Priekuļu district, Latvia, LV-4130  
Registration No: 90002137506  
Phone: 67552909  
E-mail: [arei@arei.lv](mailto:arei@arei.lv)
5. Personal data is processed:
  - 5.1. **Main office** - Struktoru street 14, Riga, Latvia, LV-1039;
  - 5.2. **Priekuli Research Centre** - Zinatnes street 2, Priekuli, Priekulu parish, Priekulu district, Latvia, LV-4130
  - 5.3. **Stende Research Centre** - "Dizzemes", Dizstende, Libagu parish, Talsu district, LV-3258

## II. Terms

6. Terms used in privacy policy:
  - 6.1. **personal data** – any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person;
  - 6.2. **data subject** – a natural person who can be directly or indirectly identified;

- 6.3. **data processing** – any action or set of actions with personal data or sets of personal data, whether or not by automated means, such as collecting, recording, organizing, structuring, storing, adapting or modifying, retrieving, viewing, using, disclosing, transmitting data , distributing or otherwise making them available, as well as reconciliation or combining, limiting, deleting or destroying data;
- 6.4. **data controller** – AREI, which determines the purposes and means of processing personal data, as well as is responsible for the processing of personal data in accordance with the requirements of regulatory enactments
- 6.5. **data processor** – a natural or legal person, public institution, agency or other body which processes personal data on behalf of the controller;
- 6.6. **the third party** – a natural or legal person, public institution, agency or body other than a data subject, a controller, a processor or a person who is authorized to process personal data under the guidance of the controller or processor;
- 6.7. **the consent of data subject** – any freely given, specified, deliberate and unambiguous statement of a data subject’s wishes in the form of a statement or explicit consent by which he or she consents to the processing of his or her personal data.

### **III. Purpose and basis of personal data processing**

- 7. Data processing has one of the following purposes:
  - 7.1. establishment and maintenance of contractual obligations;
  - 7.2. provision and promotion of the research activities;
  - 7.3. execution of required regulatory enactments and implementation of management functions;
  - 7.4. personal identification and communication;
  - 7.5. provision of services provided by AREI;
  - 7.6. payment administration and inventory registration;
  - 7.7. promotion of AREI publicity and communication;
  - 7.8. informing the society about newest events and other relevant topics;
  - 7.9. IT safety provision and administration;
  - 7.10. video surveillance for property and human protection purposes;
  - 7.11. provision of information to public administration and law enforcement institutions in the cases and to extent specified in regulatory enactments;
  - 7.12. for other specified purposes on which a data subject is informed before data processing.
- 8. The processing of personal data at AREI is based on one of the following conditions according to the law:
  - 8.1. the data subject has given consent to the processing of his or her personal data for one or more specific purposes;
  - 8.2. processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
  - 8.3. processing is necessary for compliance with a legal obligation to which the AREI is subject;
  - 8.4. processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the AREI;
  - 8.5. processing is necessary for the purposes of the legitimate interests pursued by the AREI. AREI processing personal data on the basis of the following legitimate interests:
    - 8.5.1. fulfil contractual obligations or provide good quality service;

- 8.5.2. to increase the awareness of AREI and its employees among potential cooperation partners and their attraction;
- 8.5.3. to inform the person regarding the AREI public event or other information binding on the data subject;
- 8.5.4. to prevent criminal offences;
- 8.5.5. to monitor operation of information and communication technologies in order to identify and prevent technical problems, as well as illegal activities;
- 8.5.6. to analyze “viewing statistics” of the website managed by AREI and user’s interaction with it;
- 8.5.7. to apply to law enforcement authorities to protect legal rights;
- 8.5.8. other legitimate necessities of which data subjects are informed prior to the provision of the data.

#### **IV. Collection and storage of personal data**

9. Personal data shall be obtained for data subjects:
  - 9.1. according to the terms of agreement after its conclusion;
  - 9.2. data subjects submit personal data themselves by, for example, filling in the registration form for participation in the seminar;
  - 9.3. data subjects are present at an event organized by AREI or AREI premises, for example, data subjects are in the AREI building with installed video cameras.
  - 9.4. data subjects perform activities requiring submission of personal data, for example, by successfully connecting to the information system managed by AREI;
  - 9.5. from other institutions within the framework of regulatory enactments or from public registers.
10. Personal data are processed in case of at least one of the following criteria:
  - 10.1. while personal data are necessary to fulfil the data processing purpose;
  - 10.2. contractual obligations are in force with data subjects;
  - 10.3. it is necessary to implement AREI legal rights;
  - 10.4. personal data are stored for the time period determined in the regulatory enactments;
  - 10.5. while data subjects have not withdrawn their prior consent unless there is another legal reason for data processing;
  - 10.6. to ensure evidence while someone may bring legal claims and/or initiate legal proceedings against AREI.
11. Personal data obtained as a result of video surveillance shall be stored for 30 days. In cases where an investigation is carried out or a written request for information from law enforcement authorities is received, video records can be stored longer.
12. If the storage of personal data does not correspond to any of the criteria for the processing of personal data anymore, the personal data shall be deleted or anonymized.
13. Data from backup copies of information systems managed by AREI are deleted as soon as the backup copy expires.

#### **V. Transfer of personal data to a third country or international organization and automated decision making**

14. AREI does not intend to transfer personal data to third countries or international organizations. If it is necessary to transfer personal data outside the European Union or European Economic Zone, AREI implements the specified procedures for ensuring the level of personal data processing and protection in accordance with regulatory enactments.
15. Automated decision making in AREI is not performed.

## **VI. Data subjects' rights and obligations**

16. Data subjects have the following rights regarding their personal data:
  - 16.1. to receive the information stated in the regulatory enactments regarding the AREI personal data processing;
  - 16.2. to ask for a copy of their personal data, as well as ask to add additional data, correct or delete them;
  - 16.3. to object to processing of the personal data or restrict it;
  - 16.4. to withdraw the consent to process the personal data, if the legal basis for data processing is the consent of data subjects.
  - 16.5. to request the transfer of your personal data, if that is not contrary to Article 20 of the Regulation;
17. The obligation of data subjects is to provide AREI with correct personal data, as well as, if necessary, to report and request correction or deletion of their data, if they have changed.
18. If data subjects have any objections, claims or complaints in connection with the processing of personal data by AREI, they must contact a staff member in charge of data processing or an Information system security manager. If it is not possible to resolve the issue within AREI, a data subject has the right to submit a complaint to the Data State Inspectorate or law enforcement bodies.

## **VII. AREI obligations in personal data processing**

19. AREI shall, within the framework of the processing of personal data, ensure:
  - 19.1. provision of data subjects with the information included in Privacy Policy;
  - 19.2. compliance with the provisions of the Regulation regarding data subjects, including the possibility for data subjects to exercise their rights regarding the protection of personal data;
  - 19.3. performing technical and organizational measures to protect personal data against accidental, unauthorized or unlawful access, disclosure, correction or loss, taking into account the organizational, financial and technical resources available at AREI;
  - 19.4. to report to a data subject personal data breaches without undue delay in order to prevent damage to the rights and freedom of individuals;
  - 19.5. processing of personal data shall be performed only by those persons subordinate to the AREI who are entitled to perform it in accordance with the duties of the work.

## **VIII. Procedure for implementing data subjects' rights**

20. In order to exercise the rights specified in the Regulation, a data subject must submit a completed request form or a written application to AREI office manager or office administrator.
21. Upon receipt of the request, the specific data subject is identified: an identified person is considered to be the data subject if he/she has applied in one of the following ways:
  - 21.1. arrived in person at the Main Office of AREI or at the one of AREI research centers and produced personal ID document;
  - 21.2. sent a request to AREI e-mail arei@arei.lv by signing this document with a secure electronic signature;
  - 21.3. submitted a request by logging in the website: Latvija.lv
22. If the request for the rights of a data subject is made by its legal representative, it shall be made only in person, producing the original document on the representation of the rights of the data subject.

23. In certain cases, data subjects may exercise their rights in other ways, such as by objecting orally during an event or by sending an e-mail stating that they do not wish to receive commercial messages, provided that the objection is received from the same e-mail address to which the commercial message was sent.

## **IX. Categories of recipients of personal data**

24. AREI has a written agreement with the data controllers participating in the processing of personal data of the data subjects in accordance with the data processing purposes specified in this Policy.
25. AREI does not disclose to the third parties the personal data of the data subject and information obtained during the contractual obligations, except for:
  - 25.1. if the data must be transferred to the respective third party according to the concluded agreement in order to perform a function necessary for providing a service or required by the law;
  - 25.2. in accordance with the clear and unambiguous consent of data subjects, which does not contradict the requirements of regulatory enactments;
  - 25.3. in the cases specified in regulatory enactments, which require provision of information to a certain extent to third parties, public administration and law enforcement institutions.

## **X. Processing cookies**

26. Cookies are used to provide effective functionality of AREI websites; data subjects are informed about them when visiting the website for the first time.
27. Data subjects have the right to change the settings of the web browser so that cookies are not used. In this case, the functionality of the particular website may be affected.
28. Information on types of cookies used by AREI and their processing is available on the website: [www.arei.lv](http://www.arei.lv).

## **XI. Taking photos and filming during AREI public events**

29. In order to inform the society about AREI activities, promote the publicity of AREI and record the fact of a significant event, photography, filming or live video streaming can be performed at events organized by AREI.
30. AREI informs about the photography and filming performed at the events by placing a warning sign at the entrance to the event or by including a relevant notice in invitations, posters and other informative materials about the event.
31. The photos and videos from events can be posted on AREI websites, social media, as well as in informative materials.
32. In cases when a data subject does not want to be photographed or filmed at AREI event, it is necessary to contact the organizer of the event with a request.
33. Data subjects have the right to apply to the AREI with a request to delete the photograph or video taken, in which the specific data subjects are depicted.
34. AREI is not responsible for photographs or videos taken and published by the third parties.

## **XII. Other provisions**

35. Privacy Policy may be changed; its current version is posted in the AREI website: [www.arei.lv](http://www.arei.lv).

36. This Policy is approved by the Director of AREI and shall enter into force on the date of approval.
37. Additional information on data subjects rights at AREI or other information related to personal data protection can be obtained by contacting the AREI Information system security manager by sending a message to e-mail: [datuaizsardziba@arei.lv](mailto:datuaizsardziba@arei.lv).
38. This policy replaces the previously approved 2018 30 July AREI Privacy policy version.