

Privacy Policy

Published: 17.05.2021.

General Privacy Policy of the Single Website Platform

Your privacy and data protection is very important to the webmaster of the Single Website Platform. We assume that if you are reading this Policy in connection with the consent required of you in connection with the processing of your personal data, you have read this statement and agreed to the processing of your personal data before submitting your personal data.

Public administration is committed to openness and transparency, so by providing us with your personal data, we have described how personal data is processed on the Single Website Platform and for what purposes. Before processing personal data, we evaluate the lawfulness of the data processing activity. We process personal data on the basis of official authority and legal obligations applicable to it.

The purpose of the privacy policy of the Single Website Platform is to comply with the principles of personal data processing contained in 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 (General Data Protection Regulation) (hereinafter - GDPR), to provide general information regarding the processing of personal data organised and performed by the State Chancellery.

The personal data controller of the Single Website Platform shall be the State Chancellery (SC). The personal data processors of the Website Platform shall be the institutions of the websites included on the platform, the maintainers of the platform - the State Regional Development Agency (SRDA), the hosts on technical resources - the Information Centre of the Ministry of the Interior (ICMI) and the technical service providers - Latvian State Radio and Television Centre (LSRTC).

Your personal data on the Single Website Platform shall be processed in accordance with the implementation of the legal interests of public administration institutions, for the fulfilment of obligations specified in the laws and regulations, fulfilment of contractual obligations, provision of public information, as well as other previously provided purposes.

The legal basis for the processing of personal data performed within the framework of the services managed by the Single Website Platform shall be determined by the following laws and regulations:

[Section 10 of the State Administration Structure Law](#)

Regulation of the Cabinet of Ministers of 4 July 2017 No. 399 ["Procedures for Accounting and Provision of Quality Control of Public Administration Services"](#)

Regulation of the Cabinet of Ministers of 4 July 2017 No. 402 ["Regulations on Public Administration E-Services"](#)

Regulation of the Cabinet of Ministers of 14 July 2020 "Procedures for Posting Information on the Internet by Institutions"

Employees of the parties involved in the operation of the Single Website Platform shall only process personal data for the performance of their official duties or on behalf of or under the instruction of the authorities, in compliance with the basic principles of personal data processing and confidentiality requirements set out in the institution's internal documents.

An employee shall be prohibited to process personal data obtained within the framework of the performance of official duties for his or her own or other persons' personal purposes. By processing personal data in the course of their official duties, processors of personal data shall, as far as possible, reduce the risk of personal data coming into the possession of unauthorised persons as a result of actions or omissions.

On the Single Website Platform, your personal data shall be processed in accordance with the requirements of confidentiality and taking care of the security of the data we hold. The processors of personal data on the Single Website Platform shall take various

security measures to prevent unauthorised access to your data, disclosure of data or use of other inappropriate personal data. Proper data information processing, storage, data integrity shall be ensured with an appropriate level of security. Accordingly, we use proportionate and appropriate physical, technical and administrative procedures and means to protect the personal data we collect and process. The implemented security measures shall constantly be improved in accordance with the security requirements, subject to appropriate data protection safeguards and to the extent necessary for the purposes of the processing.

We carry out personal data protection with data encryption tools, firewall protection, as well as other data network security breach detection solutions. The data controllers of the Single Website Platform shall ensure the confidentiality of the data and take appropriate technical and organisational measures to protect personal data against unauthorised access, unlawful processing, disclosure, accidental loss, distribution or destruction, subject to appropriate data protection safeguards and to the extent necessary for the Data processing purposes. Personal data security measures shall constantly be improved and refined in order not to lower the level of personal data protection.

Protection of personal data processing shall be performed:

- in the information technology infrastructure (servers, local computer networks and application software) for the personal data processed;

- for personal data transported in the data transmission network, if any;

- in the information systems used for the provision of work, which are administered by the institutions involved in the Single Website Platform;

- for electronic documents developed, registered and in circulation, containing personal data.

You may withdraw your consent (if requested from you and you have given it) to the collection, processing and use of your personal data at any time. The personal data controller of the Single Website Platform shall assess your claims based on his/her legal interests. If personal data are no longer needed for pre-defined processing purposes, it shall be deleted.

The administrator of the Single Website Platform shall be responsible and processes personal data by means that must prevent the misuse, unauthorised disclosure, alteration of personal data.

In order to improve the communication of public administration institutions, the personal data controller shall monitor the received personal data. This data in an aggregated form can be used to create overview reports that can be disseminated to the public administration in Latvia. Messages shall be anonymised and not contain any personal data.

The Single Website Platform shall contain access data of the registered and public users, usernames, information selection parameters, traffic information, and Internet Protocol (IP) access address information. Single Website Platform shall use cookies to provide information about visitor activity, pageviews, sources, and time spent on the site. We collect this information to improve the convenience and interests of website visitors to ensure that you receive the best possible service. The processing of personal data shall be carried out as little as possible, only to achieve the purpose of the processing.

We only store your personal data on websites for as long as it is necessary for the purposes for which it was collected. The processors of the personal data of the Single Website Platform who have access to this data are trained to handle it properly and in accordance with the regulatory data security framework.

Personal data shall be stored for as long as there is a legal obligation to store personal data. At the end of the data retention period, the data shall be securely deleted or depersonalised so that it can no longer be linked to the data subject.

Personal data held by the Single Website Platform shall be considered as restricted information and shall only be disclosed to third parties in the cases, in accordance with the procedure and to the extent specified in laws and regulations or concluded agreements. When transferring personal data to the contractual partners of the Single Website Platform (independent controllers), additional provisions regarding the processing of personal data shall be included in the agreements.

Links to other sites with different terms of use and personal data protection rules shall be included on websites.

The institutions involved in the implementation and cooperation of the website platform shall cooperate with each other on the basis of the adopted regulations. If you have any questions or complaints regarding the processing and protection of personal data, report it to the State Chancellery by writing to the e-mail vk@mk.gov.lv, where the information submitted by you will be registered and evaluated, or contact the responsible person for data processing appointed by the State Chancellery. The responsible personal data controller shall be Aldis Apsītis (e-mail address: aldis.apsitis@mk.gov.lv). Data subjects may submit complaints regarding the use of personal data to the Data State Inspectorate (www.dvi.gov.lv), if the subject considers that the processing of his or her personal data violates his or her rights and freedoms in accordance with the applicable laws and regulations.

Cookies 



The Single Website Platform uses cookies, by warning the website users and visitors thereof.

The Single Website Platform uses cookies to comply with the obligation specified in Clause 23 of the Cabinet Regulation of 4 July 2017 No. 399 "[Procedures for the Accounting and Provision of Quality Control of Public Administration Services](#)", as well in [Section 10 of the Public Administration Structure Law](#) to obtain attendance and usage statistics in order to improve your convenience of use of the Single Website Platform. We ensure that you can read the Cookie Policy and make a choice on whether to give your consent to the collection of statistics.

Cookies are small text files, sent to your computer's memory when visiting a website. During each next visit cookies are sent back to the website of origin or to any other website recognising the cookies. Cookies operate as memory of the particular website, enabling the site to remember your computer during next visits, including that cookies may remember your settings or improve user convenience.

The cookies used can be divided into technologically necessary cookies, without which the performance of the service is technologically impossible or significantly difficult, and analytically statistical cookies.

By using the website, you agree that the analytical statistical cookies placed on this website are used for the purpose of improving the quality of services in compliance with the principles of public administration described in Section 10 of the [Public Administration Structure Law](#) that public administration is organised in a way that is as convenient as possible and accessible to an individual, as well as an the obligation of the public administration to improve the quality of services provided to the public, to simplify and improve procedures for the benefit of natural persons.

The website uses the following cookies:

Required:

SESSdb34877a4022e0a5c40d60cffaeb5307 This cookie is only required for content administrators for authentication.

maintenance_message - This cookie is required for all users to prevent the content or platform administrator's notifications from reappearing (those which the content user has read and clicked the "Close" button).

allowCookies - This cookie determines whether you have agreed to the terms of use of cookies and whether to display a statement about the use of cookies in the future.

Statistics:

This webpage uses the application "Google Analytics" made by the company Google Inc., using cookies that are stored on your computer to enable analysis of how you use the relevant webpage. The information established by the cookies about how you use the webpage is sent to the Google server in the USA and stored there. Your IP address, when applying IP anonymisation, is shortened within the territory of the European Union or the European Economic Area and may only be


delivered for processing to Google servers located in the USA in exceptional cases. Google uses the information in order to assess how you use the particular webpage, in order to prepare reports for webpage providers about activities on the relevant webpages and to provide other services related to the use of webpages and the internet. Google shall never link the IP address received here with any other information being at the disposal of Google. In case of need, Google provides this information to third parties, if it is stipulated in the law or if third persons perform the processing of such data on the assignment of Google.

_ga, _gat, _gid - These three cookies are required for all users to allow traffic data to be passed to the google analytics statistics collection tool.

If you do not accept the use of statistics cookies, traffic data will not be included in google analytics statistics.

Social media:

_cfduid - This cookie is required for all users to share a content item on their social networks.

Disabling the use of cookies 



You may object to the creation, storage and processing of such statistics by manually disabling the use of the cookie handling mechanism in your browser at any time.

You can change or delete your cookie settings in your web browser settings. We add links to cookie management information resources for the most popular browsers:

[Firefox](#)

[Chrome](#)


[Safari](#)

[Opera](#)

[Edge](#)

[Explorer](#)

More information on how to control cookies according to your device's browser can be found at:www.aboutcookies.org.

Processing of personal data in the Agricultural Data Centre 



Privacy Policy

This Privacy Disclaimer lays down the procedure for personal data processing by Lauksaimniecības Datu Centrs [*Agricultural Data Centre* in English] ('LDC') as a personal data controller pursuant to the General Data Protection Regulation No 2016/679 ('the Regulation'), Latvian Law on Personal Data Processing, and other laws and regulations in force in the Republic of Latvia.

LDC Contact Information. Registered address: Republikas laukums 2, Rīga, LV-1010, Latvia; phone: [+371 67027240](tel:+37167027240); email: ldc@ldc.gov.lv.

LDC ensures confidentiality of personal data and has implemented appropriate technical and organisational measures for

personal data protection. In case of any questions about data protection contact LDC personal data protection specialists Uldis Sīpols (phone No [+371 26658265](tel:+37126658265)) or Āris Augstkalns (phone No [+371 2622244](tel:+3712622244)). or write to: datuaizsardziba@ldc.gov.lv. These methods of communication with LDC personal data protection specialists are not intended for information requests when using your rights as a data subject.

LDC may make changes to this Privacy Policy ('the Policy') at any time. Please read this Privacy Policy to stay informed and up to date.

THIS DISCLAIMER WAS LAST UPDATED ON 6 SEPTEMBER 2022.

Purposes, legal basis and principles of personal data processing

LDC performs certain functions and tasks delegated by the State under a legal obligation and provides a range of other services. A large amount of various personal data is processed as a result.

Personal data are mainly processed by LDC for the following purposes:

To perform the legal obligations laid down by legislation, for example, to perform the obligations laid down by the Latvian Law on Animal Production and Breeding, and related legislative enactments;

To establish and maintain contractual relations with natural persons;

To implement tasks in the public interest and to fulfil the tasks delegated by LDC;

For purposes of personnel management;

For financial management and administration of payments.

Legal basis for personal data processing by LDC: performance of a contract (*acc. to Article 6.1(b) of the Regulation*), compliance with a legal obligation (*acc. to Article 6.1(c) of the Regulation*), performance of tasks in the exercise of official authority (*acc. to Article 6.1(e) of the Regulation*) and, in certain cases, consent of the data subject (*acc. to Article 6.1(a) of the Regulation*).

The list of data processing purposes contained in this Privacy Disclaimer is not exhaustive, personal data of natural persons may also be processed for purposes other than those specified in this Privacy Disclaimer.

Categories of subject data processed by LDC:

Item No	Data Category	Examples
1	Personal identification data	Name, surname, personal identity No/ID No, date of birth, signature
2	Personal contact information	Address, telephone/fax, email address, postal address
3	Data of natural person's contact	Name, surname, email address, postal address, phone, position
4	Natural person's data	Contract number, date of registration, status

5	Data of certified persons	Certificate number, date of issue, scope, status
6	Billing data	Payment system account No (if any), bank account No, invoice No, date, amount, invoice receipt method, payment date, amount owed
7	Call recording data	Phone conversation recordings of natural persons, date, time
8	Video and photo data	Video surveillance data at LDC facilities, date of recording, photographs
9	System access data	User name assigned to a natural person and password created by the person
10	Site location data	Location address, geographic coordinates
11	Communication data	Incoming/outgoing communication, phone calls, correspondence, content, delivery status
12	Survey data	Survey title, date sent, date of reply, survey questions and answers received
13	Product purchase data	Product name, product code, date of purchase, delivery note number, method of receipt of product, price, method of payment, receipt information, delivery note information
14	Technical data	Session cookies, permanent cookies, LDC information systems audit records, IP addresses
15	Implicit identifiers	Herd number

Please note that you are responsible for providing accurate personal data to LDC and, in case of any changes, you are obliged to make corrections to your personal data by informing LDC accordingly.

Audio recordings of phone conversations and video surveillance

LDC conducts video surveillance for purposes of ensuring public order and reducing the risk of threats to public safety, prevention or identification of criminal offences related to the protection of property, including LCD information and communication technology systems.

Information on video surveillance is displayed on the warning signs placed in front of the area covered by video surveillance.

LDC keeps recordings of phone conversations to maintain the high quality of LDC services.

These recordings can be accessed only by persons authorised by LDC to achieve the purposes of personal data processing.

Recipients of personal data

LDC does not disclose the personal data of natural persons or information about natural persons obtained in the course of provision of any services and during the contract term to any third parties, except where the data are to transferred to

the respective third party:

- under a contract to perform a function required for contract performance or delegated by law;
- according to the clear and unequivocal consent of the Data Subject;
- to the persons specified in external regulations according to the procedure and in the extent specified in such regulations upon receipt of valid requests from such persons;
- to protect the lawful interests of LDC in the cases provided for by external regulations.

LDC may use personal data processors to process personal data. In such cases LDC will take the necessary measures to ensure that personal data are processed by such personal data processors in accordance with LDC instructions and applicable laws and regulations, and will require appropriate security measures to be taken.

We inform you that any personal data are not intended to be sent to any third countries or international organisations.

Length of storage of personal data

LDC stores personal data in accordance with the defined purposes of personal data processing and the legal basis for personal data processing, provided that at least one of the following criteria exists:

- LDC has a legal obligation to store data;
- LDC needs to pursue its lawful interests;
- LDC needs to perform the assumed contractual obligations;
- Valid consent by the data subject to the respective processing of personal data.

Access to your personal data and other rights of the data subject

In order to receive information about personal data processed by LDC in respect of a person, the person has the right to contact LDC and obtain information in accordance with the procedures laid down by regulatory enactments.

A natural person is entitled to request the restriction of personal data processing, object to the processing of personal data, request the correction of personal data and, in certain cases, deletion of personal data pursuant to the provisions of the Regulation.

LDC communicates with the data subject: in person on the spot, subject to previous identification of the data subject; by post by sending items to the specified address of residence of the person by registered post; by communicating via email, by replying to the same email address used by the data subject to send a submission signed with a secure electronic signature; by receiving a submission on the www.latvija.lv website; using the LDC unified sign-in module.

In case of any violations or suspicion of possible violations of personal data protection contact LDC or LDC data protection specialists. Complaints about breaches relating to personal data protection may also be filed with the personal data supervisory authority, State Data Inspectorate (address: Elijas iela 17, Riga, LV-1050, Latvia).

Profiling

Profiling is the automatic processing of personal data by any means for the purpose of analysing or predicting you. We do not perform any profiling.