

Privacy Policy

Published: 26.01.2023.

General Privacy Policy of the Unified Website Platform

The webmaster of the Unified Website Platform highly values your privacy and data protection. We assume that you have read this Privacy Policy which requests your consent to the processing of your personal data before the provision of such personal data and that you agree to the processing of your data.

Public administration is committed to ensuring openness and transparency, therefore this Privacy Policy describes the methods and purposes for the processing of the personal data transferred by you for processing on the Unified Website Platform. Before processing personal data, we evaluate the lawfulness of the data processing activity. We process personal data based on official mandate and legal obligations related thereto.

The Privacy Policy of the Unified Website Platform aims to provide general information on the personal data processing activities organised and performed by the State Chancellery in accordance with the principles of personal data processing provided 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, and repealing Directive 95/46/EC (General Data Protection Regulation) (hereinafter – GDPR).

The personal data controller of the Unified Website Platform is the State Chancellery. The personal data processors of the Website Platform are the institutions whose websites are placed on the Unified Website Platform, the maintainer of the platform is the State Digital Development Agency (SDDA), the Web host is the Information Centre of the Ministry of the Interior (ICMI), and the technical service provider is the Latvia State Radio and Television Centre (LSRTC).

On the Unified Website Platform, your personal data shall be processed for the achievement of the legal interests of State administration institutions, the fulfilment of obligations specified in legal acts, the fulfilment of contractual obligations, the provision of information to the public, and also other abovementioned purposes.

The legal basis for the processing of personal data within the scope of the services managed on the Unified Website Platform is provided in the following legal acts:

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

Cabinet Regulation No. 399 of 4 July 2017, [Procedures for Accounting, Quality Control and Provision of State Administration Services](#)

Cabinet Regulation No. 402 of 4 July 2017, [Regulations Regarding the Public Administration E-services](#)

Cabinet Regulation No. 445 of 14 July 2020, Procedures for Publishing Information on the Internet by Institutions

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

An employee may not process personal data obtained during the performance of official duties for his or her own or other persons' personal purposes. When processing personal data within the scope of their official duties, the personal data processors will minimise the risk of personal data coming into possession of unauthorised persons as a result of actions or omissions.

On the Unified Website Platform, your personal data is processed in accordance with the confidentiality requirements and by ensuring the security of the data in held by the Unified Website Platform. The personal data processors of the Unified Website Platform take various security measures to prevent unauthorised access to your data, disclosure of data or other inappropriate

use of personal data. Based on the applicable level of security, proper processing and storage of data, and also data integrity is ensured. Proportionate and appropriate physical, technical, and administrative procedures and means to protect the personal data collected and processed on the platform are used accordingly. Security measures are constantly improved in accordance with the applicable security requirements and by complying with the relevant data protection principles, and to the extent necessary for the data processing purposes.

Personal data are protected with means of data encryption, firewall and other data network security breach detection solutions. The personal data processors of the Unified Website Platform ensure the confidentiality of data and take appropriate technical and organisational measures to protect personal data against unauthorised access, unlawful processing, disclosure, accidental loss, distribution or destruction in compliance with appropriate data protection principles and to the extent necessary for the data processing purposes. Personal data protection measures are constantly improved and enhanced to prevent a decrease in the level of personal data protection.

Principles for the protection of personal data apply to:

- the personal data processed in the information technology infrastructure (servers, local computer networks, and application software);
- the personal data transmitted in the data transmission network, if any;
- the information systems used for the provision of work which are administered by the institutions whose websites are placed on the Unified Website Platform;
- the electronic documents developed, registered and in circulation containing personal data.

You may withdraw your consent (if such has been 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 Unified Website Platform will assess your claims based on its legal interests. If the personal data are no longer needed for the pre-defined processing purposes, they will be deleted.

The webmaster of the Unified Website Platform is responsible for the personal data processing and processes personal data with means that must prevent the misuse, unauthorised disclosure, and alteration of personal data.

In order to improve the communication of State administration institutions, the personal data controller monitors the received personal data. Such data may be used in an aggregated form to draw up review reports that can be disseminated between the State administration institutions of Latvia. Reports are anonymised and do not contain any personal data.

The Unified Website Platform contains access data of the registered and public users, usernames, information selection parameters, traffic information, and Internet Protocol (IP) access address information. The Unified Website Platform uses cookies to provide information on visitor activity, visited pages, sources, and time spent on the site. This information is collected to improve the ease of use of the website and collect information on the interests of visitors in order to ensure that the best possible service is provided to you. Only the minimum amount of personal data that is necessary to achieve the processing purpose is processed.

Your personal data are stored on the websites only for as long as it is necessary for the purposes for which they were collected. The personal data processors of the Unified Website Platform who have access to such data are trained to handle them properly and in accordance with the regulatory data security framework.

Personal data are stored for as long as there is a legal obligation to store personal data. At the end of the data storage period, the data will be securely deleted or depersonalised so that they can no longer be attributed to the data subject.

The personal data stored on the Unified Website Platform is considered restricted access information and can only be disclosed to third parties in the cases and in accordance with the procedures, and to the extent specified in legal acts or concluded agreements. When transferring personal data to the contractual partners of the Unified Website Platform (independent controllers), additional provisions for the processing of personal data are included in the agreements.

Websites contain links to other sites which have different terms of use and personal data protection rules.

The cooperation between the institutions involved in the implementation of the Unified Website Platform is governed by the adopted legal acts. If you have any questions or complaints relating to the processing and protection of personal data in the Unified Website Platform, please contact the State Chancellery by sending an e-mail to pasts@mk.gov.lv or the responsible personal data controller of the State Chancellery Aldis Apsītis (e-mail address: aldis.apsitis@mk.gov.lv).

The person responsible for the processing of personal data on the website <https://www.lzp.gov.lv/l>, according to the contract No. 2-6.1e/24/36, personal data protection specialist, Raivis Grūbe, provides LZP data protection specialist services. Data protection specialist Raivis Grūbe, e-mail: raivis@grubesbirojs.lv

Data subjects have the right to submit complaints regarding the use of personal data to the State Data Inspectorate (www.dvi.gov.lv) if the subject believes 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 Unified Website Platform uses cookies and warns the website users and visitors thereof.

The Unified Website Platform uses cookies to fulfil the obligation specified in Paragraph 23 of the Cabinet Regulation No. 399 of 4 July 2017, [Procedures for Accounting, Quality Control and Provision of State Administration Services](#) as well as in [Section 10 of the State Administration Structure Law](#) to obtain traffic and usage statistics in order to improve the ease of use of the Unified Website Platform. You are provided with the possibility to read the Cookie Policy and decide whether to give your consent to the collection of statistics, as well as to choose the option to share the content in social media. In the opt-in consent window, you are given the option to opt out of cookies by selecting "Reject". The exception is the mandatory technical cookie which is enabled by the browser for the duration of the connection session. You can change your cookie preferences in the footer of the website by selecting the link "Changing cookie preferences".

Cookies are small text files which are stored on the memory of your computer or mobile device when visiting a website. During each next visit, the cookies are sent back to the website of origin or to any other website recognising the cookies. The cookies operate as a memory of the particular website, enabling the site to remember your computer or mobile device during next visits, and the cookies can also remember your settings or improve the user experience.

The cookies used can be divided into essential technological cookies without which the provision of the service is technologically impossible or significantly restricted, performance cookies and social media cookies.

By using the website you agree that the performance cookies placed on this website are used for the purpose of improving the quality of services in compliance with the State administration principles specified in Section 10 of the [State Administration Structure Law](#) which provide that the State administration must be organised in a way that is easily accessible to an individual and also the fulfilment of the obligation of the State administration to improve the quality of services provided to the public, to simplify and improve procedures for the benefit of natural persons.

When using third-party resources embedded on this website (for example, YouTube, Flickr, etc.), third-party cookies might be placed on your browser.

The website uses the following cookies:

Essential cookies:

- SESS<ID> – this cookie is essential only for content administrators to ensure authentication (ID is replaced by a unique name created for each session).

- maintenance_message – this cookie is necessary for all users to prevent the content or platform administrator's notifications from reappearing (those which the content user has read and closed with 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.

Performance cookies. This webpage uses the Google Analytics service made by Google Inc. which uses the cookies stored on your computer to enable analysis of how you use the relevant website. The information generated by the cookies about how you use the website is sent and stored to the Google server. Your IP address, when applying IP anonymisation, is shortened within the territory of the European Union or the European Economic Area. Google uses the information in order to assess how you use the particular website in order to prepare reports for website providers about activities on the relevant websites and to provide other services related to the use of websites and the internet. Google will never link the IP address received here with any other information being at the disposal of Google. In case of need, Google may provide this information to third parties if it is stipulated in laws or if third persons perform the processing of such data on the assignment of Google.

- _ga, _gat, _gid – these three cookies are necessary 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 performance cookies, traffic data will not be included in Google Analytics statistics.

Social media cookies:

- _cfduid – this cookie is necessary for all users to share a content item on their social networks.

Refusing cookies

Refusing cookies

You may reject 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 browser settings. We have added 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.

Personal data processing at the Latvian Council of Science

Your privacy and data protection are very important to the Latvian Council of Science(the Council). In order to ensure legal, fair and transparent processing of personal data, the following information is provided about the processing of personal data carried out by the Council. Please note that the information provided is not exhaustive and may be amended, clarified, supplemented.

Controller:

Latvian Council of Science,

Registration number. 90000048222

Address: Smilšu iela 8, 5th floor, Riga, LV - 1050

Phone: [+371 62801521](tel:+37162801521)

E-mail: pasts@lzp.gov.lv

According to the contract No. 2-6.1e/24/36, personal data protection specialist, Raivis Grūbe, provides LZP data protection specialist services.

- Data protection specialist Raivis Grūbe, tel.: [+371 67419000](tel:+37167419000), e-mail: raivis@grubesbirojs.lv

Communication on personal data protection issues

If you have any questions regarding this notice or the processing of your personal data, you can contact us: using the contact information specified in point 1 or by writing to e-mail: pasts@lzp.gov.lv.

For communication with the Council's data protection specialist, you can write: using the contact information specified in point 1, marking the envelope as "Data protection specialist" or by writing to e-mail pasts@lzp.gov.lv with the tag "Data protection specialist".

General characteristics of personal data processing

The data is processed in compliance with confidentiality requirements and taking care of the security of the personal data at the Council's disposal. The Council uses various security measures to prevent unauthorized access to data, disclosure of data or other inappropriate use of data. The Council ensures proper processing, storage, data integrity of this information with an appropriate level of security. Proportionate and appropriate physical, technical and administrative procedures and means are used to protect personal data held by the Council and its processing. The security measures taken are constantly improved in accordance with security requirements.

In the Council, personal data is processed by employees or directly authorized persons who need it for the performance of work duties, in cases determined by the legal acts of state and local government institutions.

The council processes the following data: name, surname, personal identification number, place of residence, contact information, age, gender and other personal identifying data in order to achieve the relevant purpose of data processing. The Council does not request or collect information about a person that is not necessary for achieving a specific purpose.

The Council constantly evaluates the security of data processing in order to prevent unauthorized access to personal data, misuse, alteration, deletion, etc. of personal data as far as possible.

Purpose and legal basis of personal data processing

The Council processes personal data for the fulfillment of obligations set forth in regulatory acts, fulfillment of obligations set forth in contracts, informing the public, realization of the legal interests of the Council, as well as for other

predetermined purposes.

The basis of processing in each specific case is one of the 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 which repeals Directive 95/46/EC ([the General Data Protection Regulation](#)) for points of Article 6 (Lawfulness of processing).

Mainly, the Council carries out personal data processing on the basis of subsections of Article 6:

- b) 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;
- c) processing is necessary for compliance with a legal obligation to which the controller is subject;
- e) 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 controller;

Categories of recipients of personal data

For the purpose of processing personal data of the Council, the data may be transferred to other persons in accordance with the procedures specified in the regulations, for example, third parties who may be cooperation partners, authorized persons in accordance with regulatory enactments, concluded contracts, as well as controlling authorities, law enforcement authorities. Before transferring data to third parties, the Council carefully evaluates whether there is an appropriate legal basis for such data transfer.

Provision of personal data to countries outside the European Union or the European Economic Area

The Council does not release data to countries outside the European Union or the European Economic Area.

Personal data storage period

Personal data are stored as long as their storage is necessary in accordance with the relevant purposes of personal data processing, as well as in accordance with the requirements of applicable laws and regulations. Storage purposes may change. For example, first of all, data processing takes place in order to consider your application in substance. When the decision is made, the data is stored both in accordance with the current regulatory enactments on the need to store relevant documents, as well as to ensure the Council's legitimate interests, which could result from possible disagreements.

Rights of the data subject in the process of personal data processing

You have the right to access your personal data and control it, limit data processing, correct, delete, object to data processing, therefore, upon receiving your request, the Council will respond to it within the time limit specified in the regulatory acts and, if possible, correct or delete it accordingly Your personal data.

If the data processing is carried out on the basis of the consent given by the data subject, the data subject has the right to withdraw the consent to the processing of his personal data at any time, without affecting the data processing that took place before the withdrawal of consent. The Council will evaluate your claims according to its legal interests. If the personal data are no longer necessary for the previously defined processing purposes, they will be deleted.

You can obtain information about your personal data at our disposal or exercise your other rights as a data subject as follows:

by submitting the application in person at the Council office at Smilšu street 8, 5th floor, Riga, every working day at 9.00-17.00;

submitting the application electronically by sending it to the e-mail address pasts@lzp.gov.lv. The submission must be signed with a secure electronic signature.

Upon receiving your submission, the Council will evaluate its content and your identification possibilities and, if necessary, ask you to submit additional information in order to ensure as much as possible that the data will be sent to the relevant data subject and reduce the risk of abusive use of your data.

If you visit the Council, participate in the events organized by the Council and do not want to be photographed or filmed, please let us know in advance.

Right to file a complaint

If you have any questions or objections related to the Council's processing of your personal data, please contact the Council as indicated in point 2 of this notice.

If, however, you believe that we have not been able to mutually resolve the issue and the Council violates your right to the protection of your personal data, you have the right to submit a complaint to the Data State Inspectorate (<http://www.dvi.gov.lv/lv/funkijas/kontaktinformacija/>) Blaumaņa street 11/13-11, Riga, LV-1011.

<https://www.lzp.gov.lv/en/privacy-policy>