

SIA LEAX Rēzekne RSEZ

Vienotais reģ. Nr. 42403026575

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PRIVACY POLICY

The purpose of the privacy policy of limited liability company “LEAX Rēzekne” RSEZ (further in the text - LEAX) is to provide the personal data subject with information on the purpose, scope and protection of the processing of personal data, as well as other information when processing the personal data of the data subject.

LEAX carries out processing of personal data in conformity with Regulation No 2016/679 of the European Parliament and of the Council on 27 April 2016 on protection of individuals with regard to the processing of personal data and on free movement of such data (General Data Protection Regulation) (hereinafter referred to as Regulation), as well as other legislation on data protection in Latvia. LEAX contact information: “Tēviņi”, Ozolaines village, Rēzekne County, LV 4601, phone: +37164638078, e-mail: info.rezekne@leax.com.

Processing of LEAX personal data, depending on the location and type of personal data, is carried out at LEAX legal address.

LEAX ensures confidentiality of personal data and has implemented appropriate technical and organisational measures in the field of personal data protection. Personal data protection specialist participates in the compliance of LEAX personal data processing.

You can contact LEAX personal data protection specialist Artūrs Mezītis in data protection matters by calling +371 27753113 or by writing to info@autosolutions.lv. We inform you that these types of communication with LEAX personal data protection professional are not intended for requests for information when exercising your rights as data subject.

We inform you that LEAX may change this Privacy Policy (hereinafter referred to as Policy), |That is why check this Policy to ensure that you are informed and familiar with its changes.

In cases where processing is based on your consent, you have the right to withdraw your consent at any time for such processing.

Access to your personal data will only be granted to those employees who need to process your personal data for the performance of their professional duties and for the fulfilment of their obligations. Your Personal Data will only be stored and processed for as long as it is required for data processing purposes.

This Policy describes how we process Personal Data related to:

- all matters relating to our employees, former employees and potential employees;
- all matters relevant to our customers and their representatives;

- all our statutory obligations arising from the Regulation, or any applicable Data Protection Law and any other regulatory enactments that may be applicable, including our obligations in terms of prevention of money laundering and international and national sanctions procedures;
- safety issues at LEAX premises.

THIS POLICY WAS LAST RENEWED on April 4th, 2024

Objectives, legal bases and principles for the processing of personal data

LEAX processes personal data primarily for the following purposes:

- management of staff, including recruitment, conclusion and performance of employment contract, fulfilment of accounting requirements in relation to the calculation of wages, including the corresponding justification for sorting of documents, provision of social benefits for employees (organisation of health insurance, etc.); control of working time and performance;
- establishing, maintaining and administering of contractual relations;
- fulfilment of the obligations laid down in regulatory enactments;
- for LEAX safety and security purposes.

LEAX processes your personal data on the following legal bases:

- in conformity with your clear, free and unambiguous consent;
- processing of data results from your contractual obligations as a data subject or from taking action on request before conclusion of the contract;
- processing is necessary in order to fulfil legal obligation applicable to LEAX;
- processing is necessary for the legitimate interests of LEAX, your or a third party.

The list of data processing objectives contained in this Policy is not complete, personal data of individuals may also be processed for purposes not covered by this Policy.

Video surveillance / CCTV

LEAX carries out video surveillance aimed at ensuring protection of property against illegal third-party activities by preventing property rights from being infringed, abused, damaged, theft, etc.

Video surveillance information is provided in the form of warning signs prior to the video surveillance area.

We inform that video surveillance records can only be accessed by LEAX authorised persons in relation to the achievement of personal data processing objectives.

Recipients of personal data

Personal data from LEAX may be received by State and local government authorities in accordance with the procedures specified in regulatory enactments, such as the State Revenue Service, insurance

company, educational institution for the purposes of raising professional competence etc.

LEAX does not transfer information to third parties without legal basis, as well as registers persons who have obtained information from LEAX in conformity with the procedures specified in regulatory enactments.

LEAX personal data processors may be used for processing personal data. In such cases LEAX takes the necessary measures to ensure that such personal data processors carry out the processing of personal data in conformity with LEAX instructions and according to the applicable laws and require appropriate safeguards to be taken.

We inform that personal data is not intended to be transmitted to any third country of the world. In specific cases, if it is necessary to transfer your personal data to a third country of the world, we will do so when we have the right to do it and ensure a sufficient level of protection.

Duration of storage of personal data

LEAX keeps personal data in accordance with the defined purposes of personal data processing and legal bases for personal data processing, as long as at least one of the following criteria exists:

- LEAX has a legal obligation to store data;
- LEAX needs to realise its legitimate interests;
- LEAX is required to fulfil its contractual obligations;
- consent of the data subject to the relevant processing of personal data is valid;
- personal data of potential employees/candidates are kept for 4 (four) months after the end of the current vacancy contest;
- video surveillance data are stored for a period not exceeding 15 (fifteen) days after recording and are deleted after the relevant deadline (except where video recordings are requested by law enforcement authorities for criminal investigation).

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

- In order to receive information regarding personal data processed by LEAX regarding the data subject, the data subject has the right to refer to LEAX and to obtain information in accordance with the procedures specified in regulatory enactments.
- The data subject has the right to request limitation of the processing of personal data, to object to personal data processing, to request rectification of personal data and, in certain cases, their deletion, in conformity with the provisions of Regulation.
- LEAX communicates with the data subject: personally on-the-spot, prior to it identifying the data subject; by post - sending the consignments to the person's designated address of residence as a registered mail; by e-mail in response to the same e-mail from which the data subject has sent an application signed with a secure electronic signature.

- In cases where breaches of personal data protection are detected or there is a suspicion of a potential breach, we ask you to refer to LEAX or contact the LEAX data protection specialist. Complaints regarding personal data protection violations may also be submitted to the personal data supervisor institution - State Data Inspectorate (address: 17 Elijas Street, Riga, LV-1050).

Profiling

Profiling is any kind of automatic processing of personal data to analyse or predict you. LEAX doesn't do it.
