

Privacy Policy

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1. DEFINITIONS

1.1. **“Anonymizing”** means the transformation of Personal data so that they may not be anymore or without effort linked to a natural person. The anonymized data should not be considered as personal data and GDPR shall not be applied in relation to such information.

1.2. **“Processing of contractual data”** is the processing of Personal Data performed according to the assignment given by “BAGBAG”; there is a written contract concluded with the processor and there, among other issues, shall be indicated the purposes of Personal Data processing and processing instructions.

1.3. **“Data processing”** is any activity or a totality of activities performed with the Personal Data or the totalities of Personal Data, which is performed by means of automated instruments or without them, for example, access, collection, registration, organization, structuring, storage, adjusting or modification, retrieval, viewing, using, disclosure, by sending, disseminating or making them available in other ways, alignment or combination, restriction, erasure or destruction.

1.4. **“Data Register”** is the register of the personal data processing activities performed by “BAGBAG”; the register complies with the requirements of GDPR.

1.5. **“Data Subject”** is any natural person whose Personal Data are being processed.

1.6. **“GDPR”** is the General Data Protection Regulation No.679/2016 applicable in all Member States since 25 May 2018.

1.7. **“BAGBAG”** is “ADgett” LTD, legal address: Vagonu Street 35-12, Riga, LV-1009, contact persons regarding the personal data protection issues: Vagonu Street 35-12, Riga, LV-1009, data@adgett.com, [+371 2 5772259](tel:+37125772259)

1.8. **“Personal Data”** is any information related to an identifiable or unidentifiable natural person; identifiable natural person is a person who could be directly or indirectly identified, especially referring to an identifier, for example, to the person’s name, surname, identification number, location data, online identifier or to one or several factors of physical, physiological, genetic, mental, economic, cultural or social identity characteristic to particular natural person.

1.9. **“Violation of Personal Data protection”** is the violation of safety as a result of which there takes place accidental or illegal destruction, loss, modification, unauthorized disclosure or access to the send, stored or otherwise processed Personal Data.

1.10. **“Privacy Policy”** is this privacy policy determining the minimal standard that “BAGBAG” undertakes to ensure while processing Personal Data.

1.11. **“Pseudonymization”** is the processing of Personal Data performed in such way that the Personal Data could not be related to any particular Data Subject anymore without using additional information, providing that such additional information is kept separately and there are technical and organizational measures taken in relation to it in order to ensure that the Personal Data are not related to an identifiable or unidentifiable natural person. Pseudonymized Personal Data are still considered to be Personal Data according to GDPR.

1.12. **“Special Categories of Personal Data”** is the information about the racial or ethnical affiliation, political views, religious or philosophical belief, affiliation to labour union, about health or sex life, or sexual orientation, as well as genetic and biometric data, when their aim is to perform the person’s unique identification or authentication.

2. GENERAL INFORMATION

2.1. Introduction

“BAGBAG” has undertaken to ensure protection of and especially careful processing of Personal Data. It is important for “BAGBAG” to protect natural persons’ data at its disposal and to ensure privacy. Ensuring of privacy policy is an important element to implement values of “BAGBAG”.

2.2. Aim

This Privacy Policy determines the procedure how to handle Personal Data of employees, business partners, customers and other natural persons related to “BAGBAG”. It provides the minimum requirements and principles of “BAGBAG” for the processing and protection of Personal Data.

2.3. Scope of Application

This Privacy Policy shall be applied to any processing of Personal Data and it is binding to all employees of “BAGBAG”.

This Privacy Policy shall be applied in addition to the requirements of laws and regulations (including GDPR) applicable in the Republic of Latvia and reflects the minimum standard applicable to any Personal Data processing performed by “BAGBAG”. If the applicable regulatory enactments provide for more strict requirements than indicated in this policy, there shall be applied the requirements of the respective applicable regulatory enactments.

This Privacy Policy replaces all previous policies and guidelines of the respective sphere. Exception of this section are such internal rules that are in compliance with this Privacy Policy and comprise more detailed procedure for the implementation of an issue determined in this Privacy Policy.

The content of this Privacy Policy is applicable also to all Personal Data processors (cooperation partners), who perform processing according to the assignment given by “BAGBAG” and to whom “BAGBAG” transfers the Personal Data, including granting access to such data. In order to ensure appropriate data protection level, the responsible employee of “BAGBAG” transfers the requirements set in this Privacy

Policy also to the business partners of “BAGBAG” and, when concluding the contract, ensures their application and observation.

2.4. Liability

The board of “BAGBAG” undertakes the competence and responsibility for the content, maintaining, updating, implementation and observation of this Privacy Policy. The fulfilment of this task may be delegated to other persons (the respective structural units, their managers, to the data protection specialist etc.). In case of delegation there shall be ensured the direct submission of reports to the board. The responsibility in general for the actions of “BAGBAG” in relation to the Personal Data assumes the board of “BAGBAG”. As well as the employees are informed about its existence.

3. DATA PROTECTION PRINCIPLES

3.1. Lawfulness

Personal Data are collected and processed lawfully. The processing of Personal Data may have any of the following legal bases:

- a) Law. The processing of Personal Data is necessary in order to fulfil the duties provided by applicable regulatory enactments;
- b) Contract. The processing of Personal Data is necessary in order to fulfil the contract concluded with the Data Subject or in order to take measures upon the Data Subject’s request before the conclusion of contract;
- c) Consent. The processing of Personal Data may be performed on the basis of Data Subject’s consent;
- d) Legitimate interest. The processing of Personal Data is necessary in order to ensure the legal interests of “BAGBAG”. When identifying the legitimate interests of “BAGBAG”, there shall be carried out the balance test of the limits, caused by processing, of the legitimate interests of “BAGBAG” and of the Data Subject’s rights and freedoms; the respective activities shall be documented. “BAGBAG” evaluates the potential measures reducing the risk to the Data Subject’s rights and freedoms. If “BAGBAG”, as a result of balance test establishes that the Data Subject’s rights and freedoms are too limited and exceed the legitimate interests of “BAGBAG”, “BAGBAG” does not exercise such legitimate interest as a legal basis for the processing of Personal Data.

3.2. Limits regarding Purpose

Personal Data may be collected and processed only for the preliminary defined purpose. This purpose shall be documented. As soon as there is no more collection and processing purpose, Personal Data shall be erased or anonymized taking into consideration the determined data storage period.

The defining of purpose shall be unmistakable, expressed clearly and plain, as well as it shall comply with the actual processing. “BAGBAG” provides Data Subjects with information regarding the purposes of Personal Data processing in clear, plain and simple manner.

3.3. Limits regarding Data Volume

The Personal Data may be collected and processed only in the necessary volume. If it is sufficient for the envisaged purpose and the effort made is justified, there shall be used anonymized and/or pseudonymized data. It is particularly related to the Special Categories of Personal Data.

3.4. Information Provision Duty

Within the framework of data collection “BAGBAG” has a duty to provide the Data Subject, upon request, or, in another case, in conformity with the regulatory enactments (including GDPR) applicable in the Republic of Latvia, comprehensive information regarding the Data processing type, volume and purpose. Such information shall be provided in a simple and understandable manner, paying particular attention to the explanatory activities in case of the processing of children’s Personal Data.

If the Data Subject is an employee of “BAGBAG”, then by this Privacy Policy the employee is informed about the rights of the employee as the Data Subject, including the right to receive information, to access own data, the right to require the erasure or correction of data, the right to object against the processing or the right to require to limit the processing of Personal Data.

The employee as the Data Subject has the same rights in relation to exercising the Data Subject’s rights like any other Data Subject.

“BAGBAG” evaluates the most efficient ways for the exercising of Data Subject’s rights in order the employee could exercise his or her rights as the Data Subject in a simple, convenient and understandable manner.

3.5. Transparency

“BAGBAG” ensures the transparency of performed Personal Data processing, evaluating the most efficient methods and ways how to demonstrate the Data processing in a transparent manner.

The transparency is ensured by making easily accessible and understandable the information about the Personal Data processing, including the purposes of Personal Data processing, the volume necessary for ensuring processing, the information about the data processing risks and about the Data Subject’s rights and their exercising.

3.6. Voluntary Consent

If the processing of data is substantiated with the Data Subject’s consent, “BAGBAG”, before the commencement of processing, ensures the Data Subject’s voluntary, clearly and knowingly expressed consent to the collection and processing of Personal Data. Upon obtaining the consent, “BAGBAG” ensures clear, understandable information about the essence, limits, consequences of consent and about the Data Subject’s rights to revoke such consent at any time.

“BAGBAG” ensures that the Data Subject can revoke his/her consent at any time. The consent shall be appropriately documented.

3.7. Limited Storage Term

“BAGBAG” ensures that the Personal Data are processed, including storage, only for a period of time that is necessary for the fulfilment of the respective purpose. The processing terms are determined by the structural unit of “BAGBAG” in relation to the processing of Personal Data performed at the unit by submitting the processing terms to the data protection specialist of “BAGBAG” for approval. The processing term may be determined on the basis of the terms provided by laws and regulations applicable in the Republic of Latvia, on the basis of terms for ensuring legitimate interests, by evaluating the essence of interest, as well as on the basis of other clearly substantiated considerations.

3.8. Legal Basis for the Processing of Personal Data

The processing of Personal Data is performed in compliance with the respective applicable legal grounds. The processing and use of Personal Data takes place only in cases, when it is permitted by GDPR or any other legal regulation, or if the Data Subject has clearly given consent to such processing.

3.9. Data Quality

The quality of processed Personal Data is very important for “BAGBAG”, especially, if there are decisions taken on the basis of such data. The data quality directly influences also the quality of decisions taken by “BAGBAG”. Therefore “BAGBAG” makes efforts to ensure the appropriate data quality.

In relation to this, “BAGBAG”, depending on data processing nature, takes technical and organizational measures in conformity with Paragraph 5 of this Privacy Policy. The above mentioned measures are taken with the aim to reduce to a minimum the risks of Personal Data processing errors. Wrong Personal Data are immediately erased or corrected in order to ensure higher level of data quality.

3.10. Integrated Data Protection and Default Data Protection

When applications, services and products are used for processing Personal Data, “BAGBAG” will take the appropriate measures in order, at the very beginning, to reduce the processing of Personal Data and ensure the observation of data protection principle according to default by taking the appropriate Personal Data protection measures, for example, encoding of application data.

3.11. Processing of the Special Categories of Personal Data

“BAGBAG” generally tries to avoid from the processing of the Special Categories of Personal Data. These data may be processed only in justified individual cases, strictly observing the respective applicable legal regulation, especially Article 9 of GDPR. If it is impossible to avoid from the processing of the Special Categories of Personal Data (for example, while in employment relations), “BAGBAG” applies special

safety measures to protect such information (for example, limits to utmost the access to such information).

4. CONFIDENTIALITY

“BAGBAG” employees may process the Personal Data only:

- a) to fulfil their professional duties and only in such volume that is necessary for the fulfilment of such duties; and
- b) they are not allowed to use such data for other, especially – for private, purposes; and
- c) they must not disclose or forward such data to other persons, unless “BAGBAG” has no right to forward such data, observing the legal regulation and this Privacy Policy; and
- d) they may, within their direct duties, transfer the Personal Data only to such cooperation partner who, on the basis of a written contract, processes the Personal Data according to the assignment given by “BAGBAG”. In this case, the Personal Data may be transferred only in a volume and for the purposes stipulated by written contract providing that the contract comprises the data processing and protection requirements in conformity with GDPR.

The employees who process the Personal Data ensure the observation of the confidentiality of such information. The employee has a duty to observe the confidentiality duty in relation to the natural person’s data is in force for indefinite period of time, including following the termination of the legal employment relations.

“BAGBAG” employees, who on an ongoing basis or regularly have access to the Personal Data, are regularly trained regarding all essential aspects of data protection, as well as such training is ensured before granting the access rights.

5. DATA SAFETY

While working with data and, especially, with the Personal Data, “BAGBAG” should implement the respective technical and organizational measures appropriate for the data protection needs. These measures are determined in the IT safety policy or in another document equal in content and applicability, which is determined by the Department of Information Technologies, and they shall be observed by all employees and cooperation partners performing the processing of the Personal Data according to the assignment given by “BAGBAG”.

6. DATA PROTECTION SPECIALIST

Regarding the data protection issues please contact Inese Briķena, data protection expert of the Company writing to the e-mail inese.brikena2@gmail.com or info@adgett.com:

All Data Subjects can contact the mentioned person to ask questions about data processing, present suggestions and complaints about data processing and protection and implement their rights previously described.

7. RIGHTS OF DATA SUBJECTS

7.1. Rights to Information

Every Data Subject is entitled to information, especially in conformity with Articles 13 and 13 of GDPR; “BAGBAG” informs the Data Subject thereof in an easy accessible and understandable manner.

The most efficient channels and manners are evaluated for informing employees as Data Subjects taking into consideration the nature and technical possibilities of data processing.

7.2. Rights to Access to Personal Data

Every Data Subject may request from “BAGBAG” the access to his or her Personal Data, as well as to provide information about the processing of Personal Data.

These data shall be available to the Data Subject upon his or her request.

“BAGBAG” shall elaborate separate rules for ensuring the exercising of such Data Subject’s rights.

The provision of information and the content of information shall be documented in an appropriate manner and submitted to the Data Subject in the corresponding form. The information shall be submitted within the respective term in conformity with the requirements of regulatory enactments (including GDPR) applicable in the Republic of Latvia.

7.3. Correction and Erasure / Right to be Forgotten

The Data Subject has the right to correct wrong Personal Data and to supplement incomplete Personal Data. The Data Subject may also request the erasure of his or her data, if these data have been collected unlawfully or are unnecessary anymore for the data processing purpose, as well as in other cases provided by GDPR.

If there are storage terms provided by law or if the erasure is impossible due to other legitimate grounds, “BAGBAG” evaluates other applicable measures to ensure the Data Subject’s rights (for example, reduces the access to such Personal Data to minimum).

“BAGBAG” elaborates separate regulations for ensuring the exercising of such Data Subject’s rights.

7.4. The Right not to be the Subject to the Computerized Individual Decision, including Profiling

Every Data Subject has the right not to be the subject to such decision, which is based only on computerized processing (without the involvement of people), including profiling, that causes legal consequences for the Data Subject or significantly influences him or her in a similar way.

“BAGBAG” shall elaborate separate rules for ensuring the exercising of such Data Subject’s rights.

Before taking such computerized decisions, “BAGBAG” carefully evaluates the influence of such activity on the protection of Personal Data.

7.5. The Right to Ask for the Limitation of Processing and to Object Against the Data Processing

Every Data Subject has the right, in the cases provided by GDPR, to ask “BAGBAG” to limit the processing of Personal Data for a definite period of time, as well as to object against the processing of Personal Data, including the right to object against the processing of Personal Data for the direct marketing purposes – in case of a justified objection such processing is discontinued.

“BAGBAG” shall elaborate separate rules for ensuring the exercising of such Data Subject’s rights.

7.6. Exercising of Data Subject’s Rights

Every Data Subject has the right to apply to the persons indicated in Paragraph 11 with questions and complaints regarding the implementation of this Privacy Policy.

“BAGBAG” ensures that justified claims would be dealt with within the determined period of time and that the Data Subject would be provided the respective information within the terms stipulated in the regulatory enactments (including GDPR) applicable in the Republic of Latvia.

The Data Subject has the right to submit a complaint to the Data State Inspectorate, as well as the right to apply to court, if the Data Subject finds that the processing of his or her Personal Data violates the provisions of GDPR.

7.7. The Right to Compensation

The Data Subject has the right to receive remuneration or compensation depending on the circumstances, if his or her rights under this Privacy Policy have been infringed.

8. TRANSFER OF PERSONAL DATA

8.1 Processing of Contractual Data

“BAGBAG” may allow other persons to process the Personal Data on its behalf, still being responsible for processing and in such case concluding a written contract in conformity with GDPR provisions.

“BAGBAG” assumes all responsibility for all processes of Contractual Data processing that “BAGBAG” has ordered outside the European Union or European Economic Area.

For the transfer of Personal Data within the framework of cooperation shall be applied the corresponding safety measures for the protection of information, for example, the transferable data shall be codified and the key of code shall be

transferred to the recipient through a channel different from the one through which the information is provided.

The processing of Personal Data may be assigned to a processor, if the following preconditions are fulfilled:

7.1.1. General Information

“BAGBAG” may order data processing only, if it authorized to perform itself.

Data processors shall be selected very carefully, and the processor shall prove that the safety and protection of data are ensured using the appropriate technical and organizational instruments. Data processor may process the Personal Data only according to instructions given by “BAGBAG”.

7.1.2. Contractual Liabilities

Data processor shall sign the corresponding written agreement in order to ensure high level of data protection in conformity with GDPR provisions. In order to ensure the appropriate data protection level, such agreement may include special provisions for data protection. The sample of contract used by “BAGBAG” may be obtained from the respective data protection specialist.

7.1.3. Control of Measures

Before ordering data processing and commencing the cooperation with a processor, there shall be verified, whether there have been taken technical and organizational measures for data protection and safety, and such control shall be appropriately documented.

The control may be replaced by other evidence regarding the processor’s compliance to the provisions of GDPR and requirements set by “BAGBAG”, if the processor can prove technical and organizational measures in (external) audit or by an appropriate certificate (for example, there has been issued an actual and appropriate opinion of external audit) and “BAGBAG” has recognized such audit or certificate as sufficient to ascertain for the Personal Data protection provided by processor.

The control shall be repeated on a regular basis and it shall be documented.

8.2. Data Transfer to the Third Countries

If “BAGBAG” transfers (including makes available) the Personal Data to the third country in the meaning of GDPR or to the international organization in the third country, “BAGBAG” shall ensure strict compliance to the provisions of this Privacy Policy and GDPR, including ensuring that the data are transferred on the grounds of legal basis and the substantiation has been carefully evaluated.

Before the transfer of Personal Data, “BAGBAG” agrees and submits for the recipient’s approval the data protection and data safety requirements, as well as verifies, whether the recipient has fulfilled such requirements. The data may be transferred only if the recipient of Personal Data can ensure the appropriate protection level for Personal Data and the compliance with the data processing requirements, which are not less than provided by GDPR.

The Data Subjects, in conformity with the provisions of GDPR, are informed about the transfer of Personal Data to the third countries. Before the transfer of such data, there shall be taken the necessary measures to ensure the informing of Data Subject.

8.3. Report on All Transfers of Data

The report on the transfer of Personal Data by “BAGBAG”, including the respective types of Personal Data, the types and purposes of data processing, the persons involved and the respective third countries are included into the Data Register of “BAGBAG”.

9. DATA REGISTER

“BAGBAG” ensures maintaining the Personal Data processing register in conformity with the requirements of GDPR. “BAGBAG” evaluates the most efficient type of the maintaining and management of Personal Data register.

In the Personal Data processing register shall be included also information about the data controller, data protection specialist (their names, surnames or names of organizations and contact information), processing purposes, description of Data Subjects and Personal Data categories, categories of data receivers, including in the third countries, data erasure terms (if possible), general description of technical and organizational measures (if possible).

The Personal Data processing register shall be maintained in relation to both processing activities performed by “BAGBAG” as a data controller and the activities performed by “BAGBAG” as a processor.

10. VIOLATION OF PERSONAL DATA PROTECTION

In case of the violation of Personal Data protection or in case of suspicions of such violation, “BAGBAG” promptly evaluates the essence of violation or suspicions and takes immediate measures for reducing and/or eliminating the negative consequences.

If “BAGBAG” establishes that there has happened the violation of Personal Data protection in relation to those Personal Data, which “BAGBAG” processes as the data controller, “BAGBAG” immediately, but not later than within 72 hours since the violation has been known about, notifies the Data State Inspectorate.

In case of the violation of Personal Data protection “BAGBAG” evaluates the necessity to inform the Data Subjects taking into consideration the requirements set in GDPR.

“BAGBAG” ensures that the processors of Personal Data promptly provide “BAGBAG” with the information about the suspicions regarding violation of Personal Data protection - whether it has already happened or is happening.

In relation to such processing activities, when “BAGBAG”, as a processor, performs the Personal Data processing according to an assignment given by another data controller, “BAGBAG” ensures the immediate notification of the respective data controller about the suspicions regarding the violation or the violation of Personal Data protection that has happened in conformity with the requirements of GDPR.

Every employee of “BAGBAG” has a duty to inform promptly the persons in charge about the data processing issues and information safety and protection, if the employee has suspicions about the violation of Personal Data protection that has happened, is happening or is expected.

All above mentioned activities “BAGBAG” registers in a transparent manner.

11. CONTACT PERSONS

Regarding the Personal Data protection issues, please contact to:

- a) “BAGBAG” data protection specialist by writing to the e-mail address: data@adgett.com or calling to phone number [+371 2 5772259](tel:+37125772259)
- b) Regarding the data safety issues, please contact the Head of Information Technologies Department by writing to the e-mail address: data@adgett.com or calling to phone number [+371 2 5772259](tel:+37125772259).

All employees and other Data Subjects may contact the above mentioned persons to ask questions, express their proposals and complaints on data processing and protection. The employees contact to the persons indicated in this section in case of any suspicions about the violation of Personal Data protection.

12. COOPERATION WITH DATA STATE INSPECTORATE AND OTHER ISSUES

“BAGBAG” cooperates with the Data State Inspectorate and, especially, replies to requests and accepts suggestions.

“BAGBAG” ensures communication and consulting with the Data State Inspectorate regarding all cases provided for by GDPR.

“BAGBAG” data protection specialist regularly, but not less than 1 (once) a year checks and revises the compliance of this Privacy Policy with the Personal Data processing carried out by “BAGBAG” and with the laws and regulations applied in the Republic of Latvia; if necessary, he initiates the respective amendments to both this policy and practice to be applied.

In case of any changes, “BAGBAG” ensures easily accessible information on the respective changes by providing data processors with such information.

13. COMING INFO EFFECT

This Privacy Policy becomes effective as of 1 July 2018.