

# Proceeding and Protection of the Personal Data within the Ministry of Finance

Published: 05.09.2020.

Providing order of proceeding and protection of the personal data is prescribed in this statement. When you are providing personal data, we suppose that you have acquainted with this statement and accepted proceeding and protection of your personal data.

## Charge of the personal data and contact information of the data protection chair institution

Liable institution is Ministry of Finance of the Republic of Latvia, registration number: 90000014724. Smilšu street 1, Riga, LV-1919. Phone: 67095405, e-mail: [pasts@fm.gov.lv](mailto:pasts@fm.gov.lv).

E-mail address of the personal data protection chairman: [datu.aizsardziba@fm.gov.lv](mailto:datu.aizsardziba@fm.gov.lv).

## Purpose and legal basis of the personal data proceeding

We are proceeding your personal data for the fulfillment of obligations stated in the laws and regulations, and agreements, for implementation of the legal interests, for informing the society, as well as for other previously mentioned purposes.

## Categories of personal data

Following data are available for data proceeding for the Ministry of Finance in both paper and electronic form:

- General contact information, name, surname, address, phone number and e-mail address;
- Photos, videos and voice recordings made at the Ministry of Finance and public events outside the premises of Ministry of Finance;
- Ministry building is under television surveillance for prevention or exposure of crimes related to property protection and protection of interests which are crucial for individuals;
- In order to ensure internal regime, individuals are allowed to visit Ministry of Finance only with previously registered passes;
- Information provided by applicants taking part in public procurements (CV, copies of degrees and certificates);
- Access data (including username, IP address and audit log), of registered and public users of information systems supervised by the Ministry of Finance.
- Cookies used in web pages let us know about activities of web page visitors, views, sources and time spent using the web page. We acquire this information in order to make web page more convenient for its visitors and provide a good service. ([Additional information](#))

## Security and Protection of the Personal Data

Ministry of Finance processes your personal data, obeying confidentiality requirements and taking care of the personal data which are entrusted to us. Ministry of Finance implements various security measures to preclude unauthorized access to personal data, disclosure of the personal data and other inappropriate usage of the personal data. Ministry of Finance provides appropriate proceeding, preservation, integrity and security of the personal data. Ministry of Finance implements appropriate physical, technical and administrative means and procedures for protection of the aggregated and proceeded personal data. We continuously improve our security measures, according to established security requirements.

Personal data are protected by the means of enciphering, firewalls, as well as other disclosing means of the data network security violations.

Ministry of Finance is responsible for the proceeding of the personal data by the means which must preclude data abuse, non-authorized disclosure or modification.

#### Preservation of the Personal Data

Ministry of Finance preserves your personal data, as long as it is necessary for particular purposes. Officials, who have access to these personal data, are instructed how to operate with them, according to internal laws and regulations of the Ministry of Finance.

#### Other Provisions

For the proceeding of the data, Ministry of Finance may involve processor of the personal data. In such cases, Ministry of Finance implements measures in order to ensure that data processor proceeds personal data according to the laws and regulations of the Ministry of Finance and requires implementation of corresponding security measures.

#### Your Rights

According to the laws and regulations, you have rights to obtain particular information about the processing of your personal data, as well as demand Ministry of Finance access to your personal data, supplement them, correct them, delete them or limit processing of your data. You have rights to object to processing of your personal data and object to processing of your personal data for the legitimate interests of the Ministry of Finance. You also have rights for portability of your personal data and rights to withdraw processing of your personal data.

If you attend events organized by the Ministry of Finance and you do not want to be filmed or photographed, we ask you to let us know about it.

If you have any questions or objections related to proceeding and protection of the personal data in the Ministry of Finance, contact us by the e-mail [pasts@fm.gov.lv](mailto:pasts@fm.gov.lv) or at our legal address. Your information will be registered and analyzed.

If you consider that Ministry of Finance violates your rights and interests in the process of proceeding your personal data, you have rights to sue a complaint to Data State Inspectorate ([www.dci.gov.lv](http://www.dci.gov.lv)).

Ministry of Finance has rights to make changes or supplementations to this statement and publish its current version in the web page of the Ministry of Finance [www.fm.gov.lv](http://www.fm.gov.lv)

## Video surveillance in the territory of the Ministry of Finance

This is the notice of personal data processing performed by the Ministry of Finance of the Republic of Latvia, reg. No. 90000014724, Smilšu Street 1, Riga, LV-1919, telephone: +371-67095405, e-mail: [pasts@fm.gov.lv](mailto:pasts@fm.gov.lv) (hereinafter – the Ministry) and the State Joint Stock Company *State Real Estate* (“*Valsts nekustamie īpašumi*”), reg. No. 40003294758, Valņu Street 28, Riga, LV-1980, telephone: +371-80002000, e-mail: [yri@vni.lv](mailto:yri@vni.lv) (hereinafter – the SRE), by ensuring the video surveillance in the building, inner yards, outer perimeter of the Ministry (in Smilšu Street 1, Riga) (hereinafter – the Territory of the Ministry).

Personal data controller: there are two joint controllers of the personal data obtained as a result of video surveillance - the Ministry and the SRE (hereinafter both jointly referred to as the Controller, we); The SRE ensures the maintenance of the territory of the Ministry, on the basis of the agreement concluded between the Ministry and the SRE.

Contact information of the personal data protection officer: [datu.aizsardziba@fm.gov.lv](mailto:datu.aizsardziba@fm.gov.lv).

Purpose of personal data processing: prevention or discovery of crime with respect to property protection and protection of vitally important interests of persons.

Legal basis for personal data processing: processing of the personal data obtained as a result of the video surveillance is necessary for observance of the legitimate interests of the Controller.

Legitimate interests of the Controller: video surveillance is performed, in order to control the access to the Territory of the Ministry, ensure the safety of the infrastructure, employees and visitors of the Ministry, *inter alia*, in order to prevent, discover and investigate the thefts of the items owned by the Ministry, its employees or visitors, to prevent or discover physical threats to the safety of the employees and visitors of the Ministry.

Personal data recipients: access to the video surveillance records is granted to authorised persons only, within the context of particular purposes of personal data processing, or, alternatively, to ascertain that the video surveillance system is well-functioning. Video surveillance records are not transferred to a third party, without a legal basis; they may be transferred to the law enforcement authorities under the procedure prescribed by the legal framework and security company, which is processing personal data only in accordance with the instructions of the Controller and may not use them for any other purposes. The security company in accordance with the legal framework and the contract is assigned to protect your personal data.

Transfer of personal data to a third country: personal data obtained as a result of the video surveillance are not transferred to a third country.

Personal data storage period: the video surveillance record is stored for the period of 20 days from the day of creation thereof, except for the cases, when unlawful offences are detected or requests from the law enforcement authorities are received, with respect where to it is necessary to additionally process the video surveillance records for a particular time period.

Your rights: You have the right to obtain from us confirmation as to whether your personal data are being processed by us, and, where that is the case, request the access to your personal data. To exercise the above mentioned rights, please submit a written application to us, using the contact information specified herein below.

Please note that, in light of the specificity of the video surveillance process, it is not possible to rectify your personal data and the possibilities of erasing them are limited.

You have the right to lodge a complaint with the Data State Inspectorate regarding undue processing of your personal data.

If you need any additional information about the processing of your personal data with respect to the video surveillance in the Territory of the Ministry, please contact the Controller, by using the contact information specified herein below.

Contact information: Ministry of Finance of the Republic of Latvia, Smilšu Street 1, Riga, LV-1919, telephone: +371-67095405, e-mail: [pasts@fm.gov.lv](mailto:pasts@fm.gov.lv).

<https://www.fm.gov.lv/en/proceeding-and-protection-personal-data-within-ministry-finance>