

## INSTITUTE OF HORTICULTURE PRIVACY POLICY

### I. General provisions

1. The aim of the privacy policy of Institute of Horticulture (hereinafter referred to as DI) is to provide a natural person (hereinafter referred to as a data subject) with the information on data processing performed by DI, including data processing purpose, legal basis, the data subject's rights, time period of the data processing etc.
2. The privacy policy is based on the requirements of the following regulatory enactments:
  - 2.1. 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 (hereinafter referred to as – Regulation);
  - 2.2. Law on Data Processing of Natural Persons and other regulatory enactments;
3. The Privacy Policy applies to ensuring the protection of privacy and personal data with respect to:
  - 3.1. DI employees, including vacancy applicants and employees who have terminated employment at DI;
  - 3.2. the third parties for providing or receiving a service, including business partners;
  - 3.3. users of websites and information systems managed by DI;
  - 3.4. visitors of events organized by DI;
  - 3.5. persons whose posts in social media are shared by DI.
4. Information about the data controller:

**Institute of Horticulture (DI)**  
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Registration No: 90002127692  
Phone: 28650011  
E-mail: darzkopibas.instituts@llu.lv  
Website: www.darzkopibasinstituts.lv

### II. Terms

5. Terms used in privacy policy:
  - 5.1. **personal data** – any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person;
  - 5.2. **data subject** – a natural person who can be directly or indirectly identified;
  - 5.3. **data processing** – any action or set of actions with personal data or sets of personal data, whether or not by automated means, such as collecting, recording, organizing, structuring, storing, adapting or modifying, retrieving, viewing, using, disclosing, transmitting data, distributing or otherwise making them available, as well as reconciliation or combining, limiting, deleting or destroying data;
  - 5.4. **data controller** – DI, which determines the purposes and means of processing personal data, as well as is responsible for the processing of personal data in accordance with the requirements of regulatory enactments

- 5.5. **data processor** – a natural or legal person, public institution, agency or other body which processes personal data on behalf of the controller;
- 5.6. **the third party** – a natural or legal person, public institution, agency or body other than a data subject, a controller, a processor or a person who is authorized to process personal data under the guidance of the controller or processor;
- 5.7. **the consent of data subject** – any freely given, specified, deliberate and unambiguous statement of a data subject’s wishes in the form of a statement or explicit consent by which he or she consents to the processing of his or her personal data.

### **III. Purpose and basis of personal data processing**

6. Data processing has one of the following purposes:
  - 6.1. provision and promotion of the research activities;
  - 6.2. establishment and maintenance of contractual obligations and protection of DI interests;
  - 6.3. execution of required regulatory enactments and implementation of management functions;
  - 6.4. payment administration and inventory management;
  - 6.5. provision of services provided by DI;
  - 6.6. personal identification and communication;
  - 6.7. dealing with complaints;
  - 6.8. work planning and analytics;
  - 6.9. promotion of DI publicity and communication;
  - 6.10. informing the society about newest events and other relevant topics;
  - 6.11. IT safety provision and administration;
  - 6.12. provision of information to public administration and law enforcement institutions in the cases and to extent specified in regulatory enactments;
  - 6.13. for other specified purposes on which a data subject is informed before data processing.
7. The processing of personal data at DI is based on one of the following conditions according to the law:
  - 7.1. consent of a data subject is required;
  - 7.2. signing and implementation of the agreement – in order to sign the agreement based on the data subject’s application and implement the agreement;
  - 7.3. to fulfil obligations according to regulatory enactments – to fulfil obligations specified in the binding regulatory enactments of DI;
  - 7.4. for the benefit of society – to perform tasks required for the benefit of society;
  - 7.5. to implement procedures required by the law – to implement necessary actions ensuring legal rights of DI based on the obligations between DI and a data subject, concluded agreements or regulatory enactments:
    - 7.5.1. fulfil contractual obligations or provide good quality service;
    - 7.5.2. to increase the awareness of DI and its employees among potential cooperation partners and their attraction;
    - 7.5.3. to inform the person regarding the DI public event or other information binding on the data subject;
    - 7.5.4. to monitor operation of information and communication technologies in order to identify and prevent technical problems, as well as illegal activities;
    - 7.5.5. to analyze “viewing statistics” of the website managed by DI and user’s interaction with it;
    - 7.5.6. to apply to law enforcement authorities to protect legal rights;

- 7.5.7. other legitimate necessities of which data subjects are informed prior to the provision of the data.
- 7.6. processing is necessary for archiving purposes in the public interest, for scientific or historical research purposes, or for statistical purposes.

#### **IV. Collection and storage of personal data**

- 8. Personal data shall be obtained for data subjects:
  - 8.1. according to the terms of agreement after its conclusion;
  - 8.2. data subjects submit personal data themselves;
  - 8.3. data subjects perform activities requiring submission of personal data, for example, by successfully connecting to the information system managed by DI;
  - 8.4. data subjects are present at an event organized by DI.
  - 8.5. according of regulatory enactments or from public registers.
- 9. DI may obtain information on personal data from other national information systems and authorities. DI cooperates only with those institutions and organizations that are able to guarantee the requirements specified in regulatory enactments regarding the proper storage and protection of personal data. Personal data may be obtained from customers if it is not the same person and the customer has indicated the data subject as the payer for the service.
- 10. Personal data are processed in case of at least one of the following criteria:
  - 10.1. while personal data are necessary to fulfil the data processing purpose;
  - 10.2. contractual obligations are in force with data subjects;
  - 10.3. it is necessary to implement DI legal rights;
  - 10.4. personal data are stored for the time period determined in the regulatory enactments;
  - 10.5. while data subjects have not withdrawn their prior consent unless there is another legal reason for data processing;
  - 10.6. to ensure evidence while someone may bring legal claims and/or initiate legal proceedings against DI.
- 11. The storage period of personal data is determined by the regulatory enactment or by the DI in accordance with it. The storage period also depends on the type of document or contract and the basis for the processing of personal data.
- 12. If the storage of personal data does not correspond to any of the criteria for the processing of personal data anymore, the personal data shall be deleted or anonymized.
- 13. Data from backup copies of information systems managed by DI are deleted as soon as the backup copy expires.

#### **V. Recipients of personal data**

- 14. DI does not disclose to the third parties the personal data of the data subject and information obtained during the contractual obligations, except for:
  - 14.1. if the data must be transferred to the respective third party according to the concluded agreement in order to perform a function necessary for providing a service or required by the law;
  - 14.2. in accordance with the clear and unambiguous consent of data subjects, which does not contradict the requirements of regulatory enactments;
  - 14.3. in the cases specified in regulatory enactments, which require provision of information to a certain extent to third parties, public administration and law enforcement institutions.

## **VI. Transfer of personal data to a third country or international organization and automated decision making**

15. DI does not intend to transfer personal data to third countries or international organizations. If it is necessary to transfer personal data outside the European Union or European Economic Zone, DI implements the specified procedures for ensuring the level of personal data processing and protection in accordance with regulatory enactments.
16. Automated decision making in DI is not performed.

## **VII. Data subjects' rights and obligations**

17. Data subjects have the following rights regarding their personal data:
  - 17.1. to ask for a copy of their personal data, as well as ask to add additional data, correct or delete them;
  - 17.2. to receive the information stated in the regulatory enactments regarding the DI personal data processing;
  - 17.3. to object to processing of the personal data or restrict it;
  - 17.4. to withdraw the consent to process the personal data, if the legal basis for data processing is the consent of data subjects.
  - 17.5. to request the transfer of your personal data, if that is not contrary to Article 20 of the Regulation;
18. The obligation of data subjects is to provide DI with correct personal data, as well as, if necessary, to report and request correction or deletion of their data, if they have changed.
19. If data subjects have any objections, claims or complaints in connection with the processing of personal data by DI, they must contact a staff member in charge of data processing or an Information system security manager. If it is not possible to resolve the issue within DI, a data subject has the right to submit a complaint to the Data State Inspectorate or law enforcement bodies.

## **VIII. DI obligations in personal data processing**

20. DI shall, within the framework of the processing of personal data, ensure:
  - 20.1. provision of data subjects with the information included in Privacy Policy;
  - 20.2. compliance with the provisions of the Regulation regarding data subjects, including the possibility for data subjects to exercise their rights regarding the protection of personal data;
  - 20.3. performing technical and organizational measures to protect personal data against accidental, unauthorized or unlawful access, disclosure, correction or loss, taking into account the organizational, financial and technical resources available at DI;
  - 20.4. to report to a data subject personal data breaches without undue delay in order to prevent damage to the rights and freedom of individuals;
  - 20.5. processing of personal data shall be performed only by those persons subordinate to the DI who are entitled to perform it in accordance with the duties of the work.

## **IX. Procedure for implementing data subjects' rights**

21. In order to exercise the rights specified in the Regulation, a data subject must submit a completed request form or a written application to DI office manager.
22. Upon receipt of the request, the specific data subject is identified: an identified person is considered to be the data subject if he/she has applied in one of the following ways:

- 22.1. arrived in person at DI and produced personal ID document;
- 22.2. sent a request to DI e-mail darzkopibas.instituts@llu.lv by signing this document with a secure electronic signature;
- 22.3. submitted a request by logging in the website: Latvija.lv
23. If the request for the rights of a data subject is made by its legal representative, it shall be made only on basis of a document which approves the representation of the rights of the data subject.
24. In certain cases, data subjects may exercise their rights in other ways, such as by objecting orally during an event or by sending an e-mail stating that they do not wish to receive commercial messages, provided that the objection is received from the same e-mail address to which the commercial message was sent.

## **X. Processing cookies**

25. Cookies are used to provide effective functionality of DI websites; data subjects are informed about them when visiting the website for the first time.
26. Data subjects have the right to change the settings of the web browser so that cookies are not used. In this case, the functionality of the particular website may be affected.
27. Information on types of cookies used by DI and their processing is available on the website: [www.darzkopibasinstituts.lv](http://www.darzkopibasinstituts.lv).

## **XI. Taking photos and filming during DI public events**

28. In order to inform the society about DI activities, promote the publicity of DI and record the fact of a significant event, photography, filming or live video streaming can be performed at events organized by DI.
29. DI informs about the photography and filming performed at the events by placing a warning sign at the entrance to the event or by including a relevant notice in invitations, posters and other informative materials about the event.
30. The photos and videos from events can be posted on DI websites, social media, as well as in informative materials.
31. In cases when a data subject does not want to be photographed or filmed at DI event, it is necessary to contact the organizer of the event with a request.
32. Data subjects have the right to apply to the DI with a request to delete the photograph or video taken, in which the specific data subjects are depicted.
33. The DI have rights to transfer photos or video recordings of public events organized by the DI to third parties in order to reflect the ongoing activities of the DI to a wider audience.
34. DI is not responsible for photographs or videos taken and published by the third parties.

## **XII. Guarantees of personal data security**

35. DI ensure, continuously review and improve safeguards to protect personal data from unauthorized access, accidental loss, disclosure or destruction. To ensure this, DI uses modern technologies, complies with technical and organizational requirements.
36. DI shall process personal data in a lawful, fair and transparent manner for the data subject.
37. DI collects personal data only for specific, explicit and legitimate purposes and their further processing is not carried out in a way incompatible with those purposes.
38. DI employees who process personal data shall ensure the confidentiality. The employee's obligation to observe the obligation of confidentiality in relation to the data of a natural

person is valid for an indefinite period of time, including after the termination of the employment relationship.

### **XIII. Other provisions**

39. Privacy Policy may be changed; its current version is posted in the DI website: [www.darzkopibasinituts.lv](http://www.darzkopibasinituts.lv).
40. Additional information on data subjects rights at DI or other information related to personal data protection can be obtained by contacting the DI by sending a message to e-mail: [darzkopibasinituts@llu.lv](mailto:darzkopibasinituts@llu.lv).
41. This Policy is approved by the Director of DI and shall enter into force on the date of approval.