

## PRIVACY POLICY

This Privacy Policy is applied to all personal data that you provide to us or that we collect and process when you use the website [www.ellex.lv](http://www.ellex.lv) of the Latvian law firm Ellex Klavins.

Your data that we collect in our website are processed by the Latvian law firm Ellex Klavins (office address: K. Valdemara 62, Riga, Latvia LV-1013), acting as a Controller in their respective country.

We respect your privacy and protect your personal data that you provide to us via this website. This Privacy Policy explains why we collect your personal data and how we use them.

### Newsletter

We use and process your personal data (e-mail address) for the purpose of direct marketing on the basis of the consent that you express by entering your personal data in the section "Subscribe to our newsletter" of our website. Should you decide not to provide your personal data, we will not be able to inform you about current news.

### Career

We process personal data (name, surname, e-mail address, phone number, CV and motivational letter) of candidates who sent their CV directly to us by email or through jobs portals or by using the application form available in the section "Career" of our website for the purpose of personnel selection. Such personal data of the candidates are processed at the request of the data subject in order to take steps prior to entering into an employment contract. Should you fail to provide your personal data, we will not be able to call you for an interview and evaluate your candidacy for a job position.

While performing selection to job positions, we process only such personal data of candidates that are related to qualification, professional competences and characteristics. We do not collect or process special categories of personal data of candidates, unless required by law.

### Contact form

We use and process your personal data (name, surname, e-mail address and the content of your inquiry) you entered in the section "Contact form" of our website for the purpose of giving answers to your enquiries on the basis of our legitimate interests, in particular, related to carrying out professional activity and ensuring control over information security and confidentiality requirements. Should you fail to provide your personal data, we will not be able to answer your enquiry.

### Term of storing data

We process and store all your personal data not longer than needed for the purposes stipulated in this Policy.

We store and process your personal data for direct marketing purposes for the duration of your consent.

We store personal data of the candidates for as long as the selection to the specific position is taking place. Upon expiration of the period of the selection to the specific position, we delete the CV and other data sent by the candidates, unless we have obtained the candidate's consent for processing his or her

personal data longer in order to enable us to offer a job position. In such case we store the candidate's personal data for 1 year.

Your personal data for the purpose of preparation of answers to enquiries are stored not longer than for 1 year.

### **Data transfer**

We can transfer your personal data for processing to third persons who help us to administer our website and protect its data. Such persons can be suppliers of data base software, providers of data base administration services, providers of direct marketing services, providers of cloud services, etc. Your personal data can be disclosed to third parties only when required under the applicable law, for example to the government or law enforcement institutions, e.g., police or supervisory institutions, or in order to ensure our rights or safety of our clients, employees and resources.

### **Data protection**

We process data in accordance with the safety and processing requirements established in the European Union Regulation 2016/679 (the General Data Protection Regulation) and the applicable data protection laws in Lithuania, Latvia and Estonia.

We take due technical and organisational measures in order to ensure the security of personal data processing against accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed.

### **Your rights**

You have the following rights related to your personal data:

- 1) right to request from us access to, and rectification or erasure of, personal data, or restriction of processing;
- 2) right to object to processing of data;
- 3) right to receive your personal data in a structured, commonly used, machine-readable format and the right to transmit those data to another controller without hindrance (right to data portability);
- 4) right to withdraw consent;
- 5) right to lodge a complaint with the Latvian Data Protection Inspectorate (Blaumana 11/13 – 11, Riga, LV-1011, Latvia; e-mail [info@dvi.gov.lv](mailto:info@dvi.gov.lv)).

If you want to exercise these rights or have any questions with regard to our processing of your personal data, please contact us at [contact@ellex.lv](mailto:contact@ellex.lv).