

Privacy Policy of the Digital Centre of Interior

General questions

1. The purpose of the Privacy Policy (hereinafter - Privacy Policy) of the Digital Centre of Interior (hereinafter - the Centre) is to provide information to a natural person (hereinafter - data subject) regarding the purposes for which the Centre processes personal data, the categories of personal data to be processed, the legal basis for the processing of personal data, the time period for the storage of personal data, recipients of personal data, as well as to inform regarding the rights of the data subject.

2. The privacy policy is based on the requirements of Article 12(1) of Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data and on the free movement of such data, repealing Directive 95/46/EC (General data Protection Regulation) (hereinafter referred to as “the Regulation”).

3. The privacy policy shall apply to any data subject whose personal data are processed by the Centre and shall apply to the processing of personal data, irrespective of the form in which the data subject has submitted personal data: On the website of the Centre, in paper format or electronically.

4. Information on the purposes of processing personal data relating to the photography and filming of visitors during the activities organised by the Centre, the selection of personnel, video surveillance by the Centre, the provision of electronic access control by the Centre is available on the Centre's website under the heading “processing of personal data” in the <https://www.idc.gov.lv>.

5. Information on the processing of personal data through the provision of the Centre's services is available on the Centre's website under the heading “processing of personal data” in the <https://www.idc.gov.lv>.

6. The Centre shall inform employees of the Centre separately regarding the processing of personal data.

7. The Centre shall not carry out profiling of data subjects.

Identity and contact details of the controller

8. Controller of the processing of personal data: The Digital Centre of the Interior, registration No 90000289913, address: Bruninieku Street 72B, Riga, LV-1009, email address: pasts@idc.gov.lv.

9. Contact details of the data Protection Officer of the Centre: personasdati@idc.gov.lv. The data Protection Officer of the Centre shall not provide general advice to third parties regarding the conformity of the processing of personal data with the Regulation and the Law on the processing of personal data, but shall perform the tasks referred to in Article 39 of the Regulation, as well as provide general information regarding the processing of personal data by the Centre.

Purposes of processing of personal data, legal basis, categories of data subjects and categories of personal data to be processed

10. The Centre shall process personal data for the performance of its functions. The Centre shall have the following functions:

10.1. to organise and manage the operation of the information systems under the control of the Centre;

10.2. to maintain the functionality and technical resources of such information systems, the holder of technical resources of which is the Centre;

10.3. to co-ordinate the work of the institutions subordinate to the Ministry of the Interior in the field of information and communication technologies;

10.4. to ensure the management, maintenance and development of information and communication technology solutions and infrastructure under the control of the Centre;

10.5. to establish, manage and maintain communication systems of the Ministry of the Interior and ensure the continuous operation and functionality thereof;

10.6. to ensure the accumulation, accounting, utilisation and preservation of the cases (documents and data) permanently and permanently stored by the Ministry of the Interior and institutions subordinate thereto and the criminal cases terminated by the Prison Administration until the transfer thereof to the State archives or destruction of the cases (documents and data) temporarily stored.

The legal basis, purposes, categories of data subjects for the processing of personal data, as well as the types of personal data to be processed in the implementation of the functions of the Centre shall be determined by Section 6(1)(c) and (e) of the Regulation, Cabinet Regulation No. 335 of 16 June 2026, by-laws of the Digital Centre of the Interior, State information systems Law, national Cybersecurity Law, Cabinet Regulation No. 397 of 25 June 2025, minimum Cybersecurity requirements, Cabinet Regulation No. 367 of 4 July 2023 “General Technical requirements for information systems”, the information Technology Security Law, the Archives Law, Cabinet Regulation No. 748 of 6

November 2012 “Regulations for the Management of documents and Archives” and other regulatory enactments for information systems, for example, the punishment Register Law, Cabinet Regulation No. 563 of 23 September 2014, Regulations regarding the provision and receipt of information from the punishment Register, Biometric data processing Law, Cabinet Regulation No. 234 of 6 May 2014, Regulations of the biometric data processing system and other regulatory enactments. Information on information systems under the responsibility of the Centre is available on the website under the “information systems” section of the <https://www.idc.gov.lv>.

11. Purpose: Management of information system user data.

The legal basis for the processing of personal data is Article 6(1)(c) and (e) of the Regulation, Cabinet Regulation No. 335 of 16 June 2026, by-laws of the Digital Centre of the Interior, Cabinet Regulation No. 397 of 25 June 2025, minimum Cybersecurity requirements.

The Centre shall process personal data of the following data subjects: employees of State and local government institutions (users of the information system) and employees of the Centre.

The Centre shall process the given name, surname, personal identity number, position of the data subject.

12. Purpose: Document Management.

The legal basis for the processing of personal data shall be Article 6(1)(c) and (e) of the Regulation, the application Law, the Administrative Procedure Law, the Freedom of information Law, the notification Law, the electronic documents Law, the Official electronic address Law, the Archives Law and other laws and regulations governing the circulation and management of documents by public authorities.

The Centre shall process personal data of the following data subjects:

12.1. personal data of such data subjects who submit documents to the Centre, for example, submissions, requests for information, complaints, proposals;

12.2. personal data of the data subjects to whom the Centre shall send the requested documents.

The Centre shall process personal data of the data subjects referred to in Sub-paragraphs 12.¹ and 12.² (given name, surname, personal identity number), contact information and other information indicated in the document.

13. Purpose: provision of a whistleblowing system.

The legal basis for the processing of personal data is Article 6(1)(c) and (e) of the Regulation, the whistleblowing Act, the Law on Prevention of conflict of interest in the activities of public Officials and other laws and regulations

determining the liability of employees of the State Administration for violations of rights.

The Centre shall process personal data of the following data subjects:

13.1. personal data of the lifter (employee of the Centre (employee or civil servant of the State civil service) or other data subject who raises an alarm regarding the violation);

13.2. personal data of the data subject, which has been notified by the whistleblower and which is related to the violation referred to in the whistleblower's report.

The Centre shall process the data subjects' identification data (given name, surname and personal identity number, if specified), contact details and other information specified in the whistleblower's report.

14. Purpose: Accounting and settlement with data subjects.

The legal basis for the processing of personal data is Article 6(1)(c) and (e) of the Regulation, the Accounting Law, Cabinet Regulation No 877 of 21 December 2021, Accounting arrangements.

The Centre shall process the personal data of the following data subjects: the data subjects with whom the services provided are settled.

The Centre shall process the data subjects' identification data (given name, surname, personal identity number), information regarding the service provided, the current account number and other information which is necessary for the accounting.

15. Purpose: organisation of public procurement and evaluation of tenderers.

The legal basis for the processing of personal data is Article 6(1)(c) of the Regulation, the Law on public Procurement, Cabinet Regulation No. 816 of 20 December 2022, Regulations on public electronic Procurement, Cabinet Regulation No. 104 of 28 February 2017, Regulations regarding the Procurement Procedure and procedures for the application thereof for projects financed by the Client, Cabinet Regulation No. 605 of 24 October 2023, Regulations on Procurement and concession Notices, Cabinet Regulation No. 154 of 9 April 2019, the applicable electronic Invoice Standard and the specification and procedures for the circulation of the basic elements thereof, the Law on the Prevention of waste of Financial resources and property of a public person and the laws and regulations issued on the basis thereof, Cabinet Regulation No. 397 of 25 June 2025, minimum Cybersecurity requirements.

The Centre shall process personal data of the following data subjects:

15.1. persons who submit offers for participation in the procurement, as well as persons, such as specialists, indicated in the submitted tender;

15.2. persons with whom a procurement contract has been entered into;

15.3. persons involved in the performance of the contract, for example specialists;

15.4. members of the procurement Commission.

The Centre shall process a person entitled to represent the candidate, tenderer or person who is a Member of the board or Council of the candidate or tenderer, a procurator or a person who is authorised to represent the candidate or tenderer in activities related to the branch, the person indicated by the candidate or tenderer, on the possibilities of which the candidate or tenderer is based in order to certify that his or her qualification conforms to the requirements specified in the contract notice or the procurement procedure documents; identification data, contact information, existence of a criminal record (ne) in accordance with Section 42, Paragraph two of the public Procurement Law, as well as other information (for example, information regarding work experience, education) provided by the person submitting the tender for participation in the procurement, indicated by the tenderer, the value of the construction works or services to be performed of which is at least *EUR* 10 000.

The Centre shall transfer personal data to the Constitution Protection Bureau or other State institutions, if it is determined by a regulatory enactment, for the performance of the examination.

The Centre shall keep personal data for 10 years from the conclusion of the procurement contract.

15. ¹ purpose: examination of tenderers prior to entering into an outsourced service contract in order to enter into an outsourced service provider which conforms to the requirements of regulatory enactments.

The legal basis for processing personal data is Article 6(1)(c) of the Regulation, Chapter 4.² of Cabinet Regulation No. 397 of 25 June 2025, minimum Cybersecurity requirements.

The Centre shall process as a possible outsourced service provider and the given name, surname, personal identity number, citizenship, speciality of the natural persons involved in outsourcing, as well as other information which is included in the consent of the natural persons involved in the performance of outsourcing for the performance of the inspection or the consent of the natural person as outsourced service provider for the performance of the inspection.

The Centre will transfer personal data to the Constitution Protection Bureau.

The Centre will store personal data for 10 years from the entering into of the procurement contract.

The Centre, taking into account the invitation of the Constitution Protection Bureau, is entitled to request the contracting party to the outsourced service contract to submit information regarding the given name, surname, date of birth, place of birth (city, state), nationality (citizenship), current actual address of the place of residence, number of the personal identification document, given name of the father (not all States) in order to ensure the performance of the examination in accordance with Chapter 4.2 of Cabinet Regulation No. 397 of 25 June 2025, minimum Cybersecurity requirements. The Centre will hand over the

abovementioned information to the Constitution Protection Bureau. The Centre will keep the referred to information for 10 (ten) years after entering into an outsourced service contract.

15.² Purpose: making telephone conversation records to ensure quality monitoring, incident and complaint handling.

The legal basis for the processing of personal data is Article 6(1)(f) of the General data Protection Regulation.

Handles personal data in call records (telephone number, information provided during the call, caller voice, call recording, information about the call received).

Only authorised staff of the Centre who need it to perform their duties shall have access to call records.

Call records made to the Human resources Management and Document Management Unit shall be kept for three months and calls made to the Centre Service Service shall be kept for 1 (one) year.

Before the call, the Centre informs you that the call will be recorded. If you disagree with the conversation record, you can stop it and contact the center by email.

16. Purpose: conclusion of contracts for the receipt of services

The legal basis for processing personal data is Article 6(1)(b) of the Regulation (processing is necessary for the performance of a contract to which the data subject is a party or for the adoption of measures at the request of the data subject before the conclusion of the contract).

The Centre shall process the responsible person of the contracting party for the performance of the contract, personal data of the contact persons (given name, surname, personal identity number, if necessary, contact information) and other personal data, if they are necessary for the performance of the contract.

17. Purpose: receive news.

The legal basis for processing personal data is the consent of the data subject (Article 6(1)(a) of the Regulation).

The Centre shall process the data subject's e-mail address in order to be able to send updates in accordance with the request made by the data subject to the e-mail address.

The Centre shall keep the data subject's e-mail address with it when the data subject refuses to receive news in an e-mail.

Storage of personal data

18. The Centre shall keep personal data of the data subject until at least one of the following criteria exists:

18.1. while the Centre has the obligation specified in regulatory enactments to store the relevant data;

18.2. while the information referred to in the request/submission of the data subject is fully examined or executed;

18.3. until the consent of the data subject for the relevant processing of personal data is in effect, if there is no other legal basis for the processing of data;

18.4. while in accordance with the procedures laid down in the laws and regulations in force the Centre or data subject may exercise his or her legitimate interests (for example, to submit objections or to bring an action in court).

Recipients of personal data

19. The Centre may transfer data of data subjects to third parties in the following cases:

19.1. in order to perform the functions or tasks specified in external regulatory enactments, or to perform the tasks of a competent authority;

19.2. the persons provided for in external regulatory enactments upon a substantiated request thereof in accordance with the procedures and amount specified in external regulatory enactments;

19.3. The protection of the legitimate (legitimate) interests of the Centre or of third parties.

20. The Centre may transfer personal data to external service providers in order to ensure the fulfilment of the functions and tasks specified in regulatory enactments. External service providers receiving and processing personal data shall be considered as controllers of personal data within the meaning of the Regulation. The Centre shall enter into a written agreement with processors specifying the rights and obligations of processors in relation to the transfer of personal data.

Security of personal data

21. When processing personal data, the Centre shall ensure the requirements specified in regulatory enactments regarding the security of information systems, which are determined by the State information systems Law, the national Cybersecurity Law, Cabinet Regulation No. 397 of 25 June 2025, minimum Cybersecurity requirements, Cabinet Regulation No. 367 of 4 July 2023, General Technical requirements for information systems.

22. The Centre processes personal data using modern technology capabilities, taking into account existing privacy risks and the organisational, financial and technical resources available to the Centre.

Transfer of personal data to third countries

23. If Latvian or international law requires the Centre to transfer personal data to a third country (outside the European Union or the European Economic area) or to an international organisation, the Centre shall ensure fulfilment of this obligation.

Rights of the data subject

24. If the data subject considers that his or her rights and interests in the processing of personal data have been infringed, the data subject has the right to access his or her personal data, to request rectification, deletion, to request restriction of the processing of his or her personal data, to object to the processing of his or her personal data, as well as to submit a complaint regarding the processing of his or her personal data to the State Inspectorate of data (www.dvi.gov.lv) on Elijah Street 17, Riga, LV-1050 or an e-mail address: pasts@dvi.gov.lv.

25. The data subject may, in the exercise of his or her rights, refer the matter to the Centre in the following ways:

25.1. submitting a self-signed submission by post to the address: Bruninieku Street 72B, Riga, LV-1009;

25.2. when submitting an application electronically to an e-mail address: pasts@idc.gov.lv (the application must be signed with a secure electronic signature in order to be able to identify the submitter of the application);

25.3. by submitting an application, authorizing the portal www.latvija.gov.lv.

Privacy Policy changes

26. The Centre may make changes to privacy policy if certain circumstances affecting the framework for the processing of personal data change. The Center recommends that you visit this section regularly for up-to-date information.

27. The Centre reserves the right to amend privacy policy by publishing an up-to-date version of privacy policy on the Centre's website (www.ic.iem.gov.lv).

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