



UAB „Žemaitijos spauda“

Private company, company code 142108236, Svajonės g. 40, LT-94101 Klaipėda,
tel./fax (8 46) 49 55 89, VAT payer code LT421082314, Data are collected and stored in the State
Enterprise Centre of Registers, Klaipėda branch

PRINCIPLES OF PERSONAL DATA PROCESSING

Valid from 25 May 2018

These **Principles of Personal Data Processing** (hereinafter referred to as the Principles) provide information on how UAB Žemaitijos spauda processes personal data.

These Principles shall apply to the relationship between UAB Žemaitijos spauda and the Clients who use, have used, have expressed their intention to use or are in any other way related to the services provided by UAB Žemaitijos spauda, including the relationship with the Clients established prior to the entry into force of these Principles.

1. DEFINITIONS

Client means any **natural person** who uses, has used, has expressed an intention to use or is in any other way related to the services provided by UAB Žemaitijos spauda.

Personal data means any information relating directly or indirectly to the Client.

Processing means any operation performed on Personal Data (including collection, recording, storage, modification, access, querying, transmission, etc.).

UAB Žemaitijos spauda means a legal entity or a branch of a legal entity belonging to UAB Žemaitijos spauda, with its registered office at Minių g. 2, Klaipėda, and which acts as a Data Controller.

2. GENERAL PROVISIONS

2.1. These Principles **contain general provisions** on how UAB Žemaitijos spauda **processes Personal Data**. Additional information on the processing of Personal Data may be provided in service agreements or other documents related to the services, as well as on the websites of UAB Žemaitijos spauda.

2.2. UAB Žemaitijos spauda shall ensure the confidentiality of Personal Data in accordance with the requirements of the applicable legal acts and the implementation of appropriate technical and organisational measures to protect Personal Data from unauthorised access, disclosure, accidental loss, alteration or destruction, or other unlawful processing.

2.3. UAB Žemaitijos spauda may use data processors to process personal data. In this case, UAB Žemaitijos spauda shall take the necessary measures to ensure that such processors process Personal Data in accordance with the instructions of UAB Žemaitijos spauda and applicable laws and shall require the implementation of appropriate security measures for Personal Data.

3. CATEGORIES OF PERSONAL DATA

3.1. Name, surname, contact data, etc.



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3.2. Data needed to provide services or sell goods: order data, billing information, payment data, etc.

3.3. Video data captured by the video surveillance equipment of UAB Žemaitijos spauda when the Client visits the territory and premises of UAB Žemaitijos spauda.

3.4. Other data that may be collected on the basis of the Client's consent, which are defined in detail at the time consent is sought from the Client.

4. PURPOSES OF PERSONAL DATA PROCESSING

UAB Žemaitijos spauda normally processes personal data for the following purposes:

4.1. for the provision of publishing house-printing services, for the purpose of concluding and executing contracts, for the purpose of administering the Client database.

4.2. for the provision of e-commerce services.

4.3. for direct marketing, including sending newsletters.

4.4. for debt management.

4.5. for assurance of the security of Clients, employees and premises (video surveillance).

4.6. for other purposes related to internal administration.

5. GROUNDS FOR PERSONAL DATA PROCESSING

5.1. UAB Žemaitijos spauda may collect the Client's personal data only on the basis of lawful processing grounds specified in the legislation. This is the legal basis for the conclusion and performance of a contract, when the Client concludes a contract for the provision of services or another contract with UAB Žemaitijos spauda, when the Client submits an order to UAB Žemaitijos spauda.

5.2. The legitimate interests of UAB Žemaitijos spauda may be the grounds for processing data when, for example. UAB Žemaitijos spauda sends newsletters and informs about services or goods, manages and/or collects debts.

5.3. The Client's consent is the grounds on which UAB Žemaitijos spauda may process personal data.

5.4. Legal obligations are the grounds for UAB Žemaitijos spauda to process the Client's personal data (to comply with the requirements of regulatory acts, to provide answers to lawful requests of the state or municipalities, etc.).

6. STORAGE PERIOD

6.1. UAB Žemaitijos spauda shall process the Client's personal data for no longer than required by the purposes of data processing or provided for by legal acts, if they provide for longer data storage.



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7. RECIPIENTS OF PERSONAL DATA

7.1. Data processors who perform certain works and services for UAB Žemaitijos spauda (information technology companies, which process data to ensure the development, improvement and maintenance of information systems, sending notifications to the Client, providing security services and other services).

7.2. Companies that maintain joint debtor files or administer debts.

7.3. Courts, law enforcement agencies or public authorities to the extent that such provision is required by law.

7.4. Other persons with the consent of the Client, if such consent is obtained on a case-by-case basis.

8. THE CLIENT'S RIGHTS AS A DATA SUBJECT

8.1. To contact UAB Žemaitijos spauda with a request to provide information about your personal data processed by UAB Žemaitijos spauda.

8.2. To apply to UAB Žemaitijos spauda with a request to correct the Client's personal data and/or to suspend the actions of such personal data, except for storage, in the event that the Client, after having familiarised himself/herself with the personal data, finds out that the data are incorrect, incomplete or inaccurate.

8.3. To apply to UAB Žemaitijos spauda with a request to destroy the personal data or to suspend the processing of such personal data, except for storage, in the event that, after familiarising himself with the personal data, the Client determines that the data are processed unlawfully or unfairly, that the personal data are processed in an excessive manner, or that there are any other grounds set out by the legislation.

8.4. To object to the processing of the Client's personal data where such data is processed or intended to be processed for direct marketing purposes.

8.5. To receive, in a structured, commonly used and computer-readable format, his/her personal data that the Client has provided to UAB Žemaitijos spauda and to transmit such data to another data controller, or to require UAB Žemaitijos spauda to transmit such data directly to another data controller, where technically feasible (the right of data portability).

9. CONTACT INFORMATION

9.1. The Client may contact UAB Žemaitijos spauda for the exercise of his/her rights or complaints by coming to the address Svajonės g. 40, Klaipėda, by e-mail info@zemaitijos-spauda.lt or by phone 8-46-495589.

9.2. If the Client believes that his Personal Data is being processed in violation of his rights and legitimate interests in accordance with the applicable legislation, he may lodge a complaint regarding the processing of Personal Data with the State Data Protection Inspectorate www.ada.lt.