

## **SATRIJA Privacy Policy**

### **1. General information**

- 1.1. This Privacy Policy applies to all personal data that you provide us with or personal data that is collected and processed by us when you are using SATRIJA website [www.satrija.lt](http://www.satrija.lt)
- 1.2. SATRIJA respects your privacy and protects your personal data that is provided by you or collected by us as stated in this Privacy Policy. This Privacy Policy explains why we collect your personal data and how we use it.

### **2. Candidates' Personal Data**

- 2.1. Candidates can submit their CVs directly to us via e-mail or via job posting websites, or by using an application form (where name, e-mail address, CV, motivation letter and position must be provided) available at [www.satrija.lt](http://www.satrija.lt) ("privacy policy" section). Personal data of the candidates is processed for the purpose of screening candidates. Personal data of the candidate is processed on the basis of his / her consent. Personal data of the candidates is stored as long as the recruitment process lasts. Personal data of the candidate can be stored for a longer period of time only if the consent of the candidate is obtained.
- 2.2. While screening candidates, we only process personal data that is related to qualification, professional skills and relevant qualities. We do not collect or process candidates' sensitive personal data.

### **3. Data retention period**

- 3.1. We process and store your personal data no longer than necessary for the purposes stated in this Privacy Policy.
- 3.2. After the recruitment process ends, we delete the CVs and other personal data provided by the candidates, unless we have obtained the consent of the candidate to process his / her personal data for longer in order to offer a job position later. In this case the personal data of the candidate is stored for a maximum of 1 years.

### **4. Data transfer**

- 4.1. Your personal data may be provided to the third parties who process your personal data in order to help us administrate our website and protect your personal data. Such third parties may include database software vendors, database management services providers, cloud service providers, etc. Your personal data may also be provided to the authorities of law enforcement agencies, such as police or supervisory authorities, but only upon request and only when required by applicable law or in order to protect our rights or to ensure the security of our customers, employees and resources.

### **5. Personal Data Protection**

- 5.1. We apply security and processing requirements set out in the Law on Legal Protection of Personal Data of the Republic of Lithuania and General Data Protection Regulation of the European Union.
- 5.2. SATRIJA has implemented appropriate technical and organisational measures in order to ensure personal data protection against unauthorised or unlawful processing, accidental loss, destruction or damage and against all other forms of unlawful processing.

## **6. Your Rights**

6.1. You have these rights in relation to your personal data:

6.1.1. to request that SATRIJA would allow access to personal data and correct or delete it, or to limit the processing of data;

6.1.2. the right to object to the data processing;

6.1.3. the right to receive your personal data in a structured, commonly used and machine-readable format (the right to data portability);

6.1.4. the right to withdraw consent at any time without affecting the lawfulness of processing based on consent before its withdrawal;

6.1.5. the right to lodge a complaint to the State Data Protection Inspectorate.

6.2. You can exercise these rights by contacting SATRIJA via e-mail [raseiniai@satrija.lt](mailto:raseiniai@satrija.lt) or by post Satrijos str. 3, LT-60180 Raseiniai, Lithuania

## **7. Validity and Amendments**

7.1. This Privacy Policy is valid from 25 May 2018. In case we change this Privacy Policy, we will publish its updated version on our website [www.satrija.lt](http://www.satrija.lt). The amendments and additions to the Privacy Policy come into force when they are published on our website.