

## **FOR SPEAKERS AND MODERATORS OF CONFERENCES AND OTHER SIMILAR EVENTS ORGANISED BY THE MINISTRY OF FINANCE**

### **INFORMATION NOTICE ON PERSONAL DATA PROCESSING**

In accordance with Articles 13 and 14 of 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, and repealing Directive 95/46/EC (General Data Protection Regulation), we hereby provide you with information regarding the processing of your data:

1. **The controller** is the Ministry of Finance of the Republic of Lithuania (legal entity code 288601650, address of registered office Lukiškių str. 2, 01512 Vilnius, tel. (0 5) 239 0000, e-mail finmin@finmin.lt; contact details of the data protection officer (e-mail: dap@finmin.lt).

2. **Purposes of data processing.** The following personal data are processed for the following purposes:

2.1. organisation and administration of a conference or other similar event (dissemination of information about the event and the speakers, moderators participating in it, necessary communication before the event (sending reminders, logins and other relevant information about the event), preparation and presentation of event-related materials, organisation of catering);

2.2. ensuring effective external communication, ensuring the transparency of the activities of the Ministry of Finance, comprehensive public information about the events organised by the Ministry of Finance and the activities of the Ministry of Finance;

2.3. reaching a wider audience (enabling the widest possible range of interested persons who do not have the opportunity to participate in the conference to get acquainted with the content of the conference) - when the conference or other similar event is webcasted and/or the recordings of such event are published on the website and/or social media, individuals can follow the conference remotely live and/or view it later, at their convenience;

2.4. financial accounting - when catering for event speakers, moderators is organized;

2.5. internal administration (document management).

3. **Processed data.** Please be informed that we process the following your personal data:

3.1. identification data (first name, last name, title, name of the institution or company (in which the person is employed, or which is represented), professional activity data, a photography (the presentation of which is not mandatory));

3.2. contact details (communication number, e-mail address);

3.3. topic of the presentation, its content and other personal data provided during your presentation;

3.4. when the event is filmed and photographed, or is video and audio recorded using other information systems, – facial image, voice data, data related to participation in the event;

3.5. when catering for event speakers and moderators is organized, we may additionally process the data about your dietary needs;

3.6. correspondence information.

4. **Legal basis for the processing.** The legal basis for the processing of your personal data is Article 6(1)(a) (personal consent) of Regulation (EU) 2016/679, Article 6(1)(c) and (e) (processing is necessary for compliance with a legal obligation and for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller)<sup>1</sup> of Regulation (EU) 2016/679. Participation in the event is voluntary, therefore, making presentation is optional. If you

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<sup>1</sup>Law on Public Information of the Republic of Lithuania and other legal acts regulating issues of publicity of international aid, Law on Financial Accounting of the Republic of Lithuania, paragraph 5 of the Regulations of the Ministry of Finance of the Republic of Lithuania approved by Government Resolution No 1088 of 8 September 1998 on approval of the Regulations of the Ministry of Finance of the Republic of Lithuania, Law on Documents and Archives of the Republic of Lithuania and other legal acts regulating the document management.

decide to make presentation, then your identification and contact personal data listed above must be provided, as without them we will not be able to facilitate participation in the event.

5. **Source of data.** Your personal data received from you personally and/or the entity you represent.

6. **Recipients of personal data.** In the cases and in accordance with the procedure laid down by law, in line with the requirements of Regulation (EU) 2016/679, the recipients of your personal data may be:

6.1. visitors to the website of the Ministry of Finance *finmin.lrv.lt* and managers and operators of the portal ‘My Government’ – the Ministry of Economy and Innovation of the Republic of Lithuania and the State Digital Solutions Agency (the portal ‘My Government’ is part of the State Information Resources Interoperability Platform);

6.2. visitors to social media accounts of the Ministry of Finance and managers and operators of these social accounts;

6.3. data processors who provide contractual information system maintenance and event organization services to the Ministry of Finance;

6.4. in the case of organizing catering for event speakers and moderators, – the National Common Function Centre, as a data processor, which provides contractual financial accounting treatment services to the Ministry of Finance;

6.5 various media outlets. Media representatives will process video data in accordance with the requirements of the law to which they are subject. The Ministry of Finance is not liable for the actions of media representatives;

6.6. state institutions that participated in the event, if they have a legitimate purpose and legal basis for processing of personal data and would apply to the Ministry of Finance for the possibility to share photographs taken by the Ministry of Finance in their communication channels in order to inform the public about their participation in the event organised by the Ministry of Finance.

7. **Rights of data subjects.** Please be informed that you have the following rights: the right to request access to and rectification or erasure of your personal data where at least one of the grounds laid down in Regulation (EU) 2016/679 applies, the right to restriction of processing where at least one of the grounds laid down in Regulation (EU) 2016/679 applies and the right to object to the processing of personal data. You may exercise these rights in accordance with the procedure laid down in the Description of the Procedure for Processing Personal Data and Exercise of Data Subjects’ Rights in the Ministry of Finance approved by Minister for Finance Order No 1K-379 of 16 November 2023 on the protection of personal data in the Ministry of Finance of the Republic of Lithuania.

Applications for the exercise of rights must be submitted to the Ministry of Finance in writing (including in electronic format) and it must be possible to identify the person making the application and the data subject. The identity of the data subject is established on the basis of a personal identification document or by electronic means that allow proper identification of the person. If the data subject sends the application by post or courier, a notarised copy of the personal identification document of the data subject must be attached to the application. Where information about a person is sought by his representative, he must submit a document confirming representation or a copy thereof, certified in accordance with the procedure laid down by law.

For the exercise of rights of data subjects, please contact the data protection officer of the Ministry of Finance by e-mail: [dap@finmin.lt](mailto:dap@finmin.lt).

8. Where the processing is based on consent, you also have the right to **withdraw your consent** to the processing of your data at any time. The portion of video recorded of the event in which you made presentation will be removed immediately after you withdraw your consent. The withdrawal of consent does not affect the lawfulness of the processing of personal data based on consent carried out prior to the withdrawal of consent.

**9. Retention period of personal data.** Please be informed that your personal data for the purpose of organising and administering the event (information related to the organisation of the event) are stored for 5 years, for the purpose of financial accounting (accounting documents) – for 10 years, for the purpose of public information about the activities of the Ministry of Finance (record of the event, information about event moderators, speakers) – for no longer than it meets the public need to know such information, reviewing the necessity of storing personal data every 10 years, the data of the event intended to publicise the use of international investments are stored for 10 years after the closure of the funding programme . These terms may be extended if personal data are used or can be used as evidence or source of information in a pre-trial or other investigation, including an investigation conducted by the State Data Protection Inspectorate, in civil, administrative or criminal proceedings or in other cases established by law. In this case, the personal data may be stored for as long as necessary for these data processing purposes and destroyed immediately when they are no longer needed.

**10. Automated individual decision-making.** Please be informed that these your data will not be used for automated decision-making concerning you, including profiling.

**11. Right to lodge a complaint:** Please be informed that you have the right to lodge a complaint with the State Data Protection Inspectorate and a court against the actions (omission) of the Ministry of Finance, as well to lodge a complaint with a court against the actions (omission) of the State Data Protection Inspectorate.

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