

**FOR PERSONS WHO LODGED A COMPLAINT, REQUEST OR ENQUIRY WITH 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. informing persons, handling requests and complaints;
- 2.2. 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, personal identification number, signature);
- 3.2. contact details (address, telephone number, e-mail address);
- 3.3. information indicated in the complaint, request or enquiry (incl. special categories of personal data);
- 3.4. information received during examination of a complaint, request or enquiry;
- 3.5. date and number of the document (reference number of the document received by the Ministry of Finance);
- 3.6. date and number and number of the document (personal reply).

4. **Legal basis for the processing of data.** The legal basis for the processing of your personal data is Article 6(1)(c) (the processing of data is carried out in accordance with the requirements of law) of Regulation (EU) 2016/679¹. The Ministry of Finance will not be able to give you information, to examine your request, complaint or enquiry and to reply to you if your personal data are not processed.

5. **Source of data.** Your personal data received from:

- 5.1. you personally;
- 5.2. in cases provided for by law:
 - 5.2.1. other state or municipal institutions, bodies and state registers they manage, information systems, as well as other persons when personal data held by them are necessary for examination of your request, complaint or enquiry, or when a request or notification relates to the competence of more than one institution;
 - 5.2.2. other state or municipal institutions, bodies which forwarded your request or notification for examination.

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:

¹ Republic of Lithuania Law on Public Administration, Republic of Lithuania Law on the Right to Information and Data Reuse, Rules for Examination of Individuals' Requests and Complaints in Public Administration Entities approved Government Resolution No 875 of 22 August 2007 on the approval of the Rules for Examination of Individuals' Requests and Complaints in Public Administration Entities, Republic of Lithuania Law on Documents and Archives, and other legislation governing the management of documents.

6.1. courts, law enforcement authorities or state and municipal institutions, bodies, organisations and other entities to the extent that such submission is established by law governing the processing of personal data;

6.2. data processor contracted to provide the Ministry of Finance with maintenance services for information systems;

6.3. administrator and main processor of the common information system for document management (Ministry of the Interior of the Republic of Lithuania and Information and Communication Department under the Ministry of the Interior of the Republic of Lithuania).

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 and the right to restriction of processing where at least one of the grounds laid down in Regulation (EU) 2016/679 applies. 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.

Requests 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 request 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 request by post or courier, a notarised copy of the personal identification document of the data subject must be attached to the request. 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.

8. Retention period of personal data. Please be informed that your personal data will be stored for 5 years. This term 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.

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

10. 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.
