

**FOR PERSONS WHO APPLIED TO THE MINISTRY OF FINANCE WITH A REQUEST  
FOR THE EXERCISE OF THEIR RIGHTS AS DATA SUBJECTS OR WITH A  
NOTIFICATION OF A PERSONAL DATA BREACH**

**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. performing the controller's duties set out in Regulation (EUS) 2016/679 (incl. examination of data subjects' requests, assessment of a personal data breach, performing the functions of a data protection officer);

2.2. internal administration (document management).

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

3.1. of a person who submitted the request or the notification or a person who can provide further information on the circumstances referred to in the request or the notification;

3.1.1. identification data (first name, last name, personal identification number (e.g. when the request or notification is signed electronic signature, if applicable), a copy of the personal identification document (when the request or notification is send by post), name of the establishment where the person works, title, signature);

3.1.2. contact details (telephone number, e-mail address, correspondence address and/or address of an online delivery box);

3.1.3. data related to the request or notification (fact, date, time of submission of the request or notification to the Ministry of Finance (when recorded), content of the request or notification (and your personal data contained therein or annexes thereof), fact, date, time of reply to the request or notification (when recorded);

3.1.4. data related to the representative (representative's first name, last name (name), date of birth or personal identification number (code of the company), a copy of the document confirming representation);

3.1.5. other personal data submitted by you personally (correspondence information (when based on it, it is possible to identify a natural person));

3.2. representative of a person making the request or notification:

3.2.1. identification data (first name, last name, signature);

3.2.2. contact details (telephone number, e-mail address, correspondence address and/or address of an online delivery box);

3.2.3. data on the relationship with the represented person (representative's first name, last name, date of birth or name, a copy of the document confirming representation);

3.2.4. other personal data submitted by you personally (correspondence information ((when based on it, it is possible to identify a natural person));

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) 2016/679<sup>1</sup>. The Ministry of Finance will not be able to examine your request or notification and to reply if your personal data are not processed.

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

- 5.1. you personally;
- 5.2. your representative;
- 5.3. in the cases prescribed by law – other institutions (e.g. which forwarded your request or notification for examination, or when an request or notification relates to the competence of more than one institution etc.).

**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. courts, law enforcement or state institutions, bodies to the extent that such provision is provided for in the 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](mailto:dap@finmin.lt).

**8. Retention period of personal data.** Please be informed that your personal data will be stored: the requests for the examination of the exercise of data subjects' rights for 5 years, documents of examination of a personal data breach for 10 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.

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<sup>1</sup> Articles 12–21, 33–34, 38(4) of Regulation (EU) 2016/679, Minister for Finance Order No 1K-306 of 31 August 2018 on the protection of personal data in the Ministry of Finance of the Republic of Lithuania, Republic of Lithuania Law on Documents and Archives and other legislation governing the management of documents.

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.

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