

**FOR PARTICIPANTS OF THE MEETINGS, CONSULTATIONS OF WORKING
GROUPS, COMMISSIONS, COMMITTEES AND OTHER 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 the meetings, consultations of working groups, commissions, committees and other events (administration of the registration of participants to the event, necessary communication before the event (sending reminders to participants to the event), provision of relevant information on the event, examination of requests, questions of participants and sending replies/answers to them);

2.2. digital video and audio records of the meetings, consultations or other events – administration of decisions of the meetings, consultations or other events (drawing up the minutes, recording the progress of meetings and ensuring the objectivity of the evaluation, the uniqueness, reliability and integrity of the recording of meetings, consultations or other events, etc.);

2.3. 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, body or organisation which is represented, signature);

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

3.3. digital video and/or audio records of the meeting, consultation or other event;

3.4. in the case of remote meeting, consultation or other event, – logins (first name, last name), a photograph, comments made;

3.5. correspondence information.

4. **Legal basis for the processing.** The legal basis for the processing of your personal data is Article 6(1)(c) and (e) (the processing of data is carried out in accordance with the requirements of law) of Regulation (EU) 2016/679¹. Participation in the event is voluntary, however if you decide to attend the event, you must provide the aforementioned personal data, as without them we will not be able to register you to the event and afterwards communicate with you concerning the event.

5. **Source of data.** Your personal data received from you personally and/or your employer.

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

¹ Republic of Lithuania Law on Public Administration and other legislation in accordance with fields of activity of the Ministry of Finance, Republic of Lithuania Law on Documents and Archives and other legislation governing document management.

6.2. 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);

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

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.

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, contained in the documents of the meetings, consultations or other events, digital video and/or audio records, are stored in accordance with the Republic of Lithuania Law on Documents and Archives and its secondary legislation. Specific retention periods are set out in the Rules of Procedure of commissions, committees and working groups of the Ministry of Finance, records of processing activities of the Ministry of Finance, documentation plan of the Ministry of Finance, also in legislation governing the execution of the meetings, consultations or other events. Retention periods 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.
