

**UAB BALTAS DOBILAS**  
**PRIVACY POLICY FOR PEOPLE SUBMITTING INQUIRIES VIA E-MAIL, SOCIAL**  
**NETWORKS, OR THROUGH A WEBSITE**

Date of the last update: 2018-09-10

UAB Baltas dobilas takes care of the protection of your information. We comply with the European Union General Data Protection Regulation (GDPR)<sup>1</sup> and other laws protecting your information that we collect, use and store in our Company. Read this Privacy Policy carefully to learn more.

**1. How should I read this Privacy Policy?**

This Privacy Policy will answer key questions about how we collect, use, and protect information about you. If you have any questions or any part of this report is unclear, our contact person is ready to assist you, as described in Section 13 of this Privacy Policy. Please note that any form of "we" in this Privacy Policy means our Company as set out in Section 2 of the Privacy Policy.

**2. Who is responsible for protecting my information?**

We are: UAB Baltas dobilas

Our company code is: 303346220

Our address: Konstitucijos Ave. 21C, Vilnius

**3. Why do you collect information about me?**

We handle inquiries, requests and complaints received via e-mail, Website or social networks. For this reason, we need to collect, use and store information about you.

**4. What information do you collect, use and store about me?**

- Identification data (name, surname, company, etc.);
- contact details (e-mail address, etc.);
- additional data required (if a request is made for logistics services – loading address, date of dispatch, unloading address, etc.);
- any other information you submit on your initiative that you consider relevant in the context of the inquiry or offer you make.

**5. What information should I provide to you and why?**

When making a request, you may be asked to provide additional information about you so that we can handle your inquiry properly.

**6. What is the legal basis for collecting information about me?**

We collect information about you legally because:

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<sup>2</sup> Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals 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) (Text is important to EEA)

- We have a legal obligation to keep the inquiries, requests and complaints received (Article 6 (1) (c) of the GDPR).

#### **7. Do you collect sensitive information about me?**

Please do not provide us with information about your racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sexual orientation, as well as genetic and biometric data (including photos and fingerprints).

If we receive, use it or protect sensitive information about you, you will be deemed to have given us the consent by providing us with such information.

#### **8. Do you make automatic decision making or profiling based on information about me?**

Automatic decision making is not implemented, you are not profiled.

#### **9. Do you share my information with other entities?**

Information about you can be transferred to entities providing legal services, auditors, IT services companies. Also, the information is transmitted to the e-mail service provider if the inquiry, request or complaint is sent by e-mail.

#### **10. Do you share my information with entities outside the EEA?<sup>2</sup>**

We don't share your information.

#### **11. How long do you keep information about me?**

We keep information about you in accordance with the Index of the Terms for Storage of General Documents, approved by the Office of the Chief Archivist of Lithuania or the applicable limitation period for legal relations, whichever is longer.

#### **12. What action can I take on my information in your company?**

If you would like to take the steps mentioned below, please contact our data protection coordinator as described in Section 13. Please note that these rights are subject to statutory conditions and exceptions.

- **To submit a request for information about you;**
- **To submit a request to correct information about you;**
- **To submit a request to delete existing information about you;**
- **To submit a request to restrict access to available information about you or its deletion;**
- **To challenge the collection, use and storage of your information in our company;**
- **To submit a request to export your data or move it to another company;**
- **To submit a complaint to the State Data Protection Inspectorate.**

#### **13. How can your contact person help me?**

If you have any questions, comments or complaints about how we collect, use and store data about you, we can help you. If you need help, please contact us by e-mail at [bdar@integre.lt](mailto:bdar@integre.lt).

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<sup>2</sup> The EEA consists of all the Member States of the European Union and Iceland, Liechtenstein and Norway.