

Privacy Policy

We, the AlenMed Promotion Limited Liability Company (hereinafter referred to as the Manager), are committed to protecting and respecting your privacy.

The Controller processes personal data in accordance with the Regulation of the European Parliament and of the Council of the European Union of April 27, 2016 (EU) 2016/679 "On the protection of individuals in the processing of personal data and the free movement of such data" (hereinafter - the Regulation), as well as other regulatory acts in force in Latvia.

Manager's contact information: Limited Liability Company AlenMed Promotion, legal address Ruses iela 4-19, Riga, LV-1019, phone +371 671 421 23, e-mail: office-riga@alenmedpromotion.com.

E-mail of the Data Protection Officer : datu.specialists@alenmedpromotion.com.

Manager ensures the confidentiality of personal data and has implemented appropriate technical and organizational measures in the field of personal data protection.

This Policy explains the limitations of liability, how the Controller processes personal data, procedures for exercising the rights of the data subject and other issues related to the protection of personal data.

This Privacy Policy applies to individuals or clients of the Manager (potential, past and present) and visitors to the Manager's website.

Please note that the manager may change this privacy policy, so please check it back to be aware of any changes.

THIS POLICY WAS LAST UPDATED IN 2019 ON AUGUST 15TH

Purpose, legal basis and principles of personal data processing

When processing personal data, the Manager processes them for the preparation and conclusion of contracts, the provision of services (fulfillment of contractual obligations), staffing needs, financial management, and other purposes.

The controller processes personal data mainly for the following purposes:

- Consideration of candidates, receiving your CV and a cover letter, according to your expressed desire to apply for a vacancy (based on Article 6 of the first part a) clause of the Regulations);
- Conclusion of an agreement so that the client can use the service (based on the 6th article of the first part b) clause of the Regulations);
- Personnel management (based on the 6th article of the first part b) paragraph of the Regulations)
- Fulfillment of legal obligations specified in legal acts (based on the 6th article of the first part c) clause of the Regulations);
- For video surveillance, in order to prevent or detect criminal acts related to the protection of people and property, the protection of the legitimate interests of the Manager or a third party and the protection of the vital interests of people, including life and health (based on the 6th article of the first part f) clause of the Regulations);
- For communication with the client, using web page www.alenmedpromotion.com (based on Article 6 of the first part of a) clause of Council Regulation);
- To prepare an invoice for the client, based on the services provided by the Manager (based on the 6th article of the first part b) and c) clause of the Regulations);

The list of data processing purposes included in this privacy policy is not exhaustive, personal data of individuals may also be processed for purposes not mentioned in this privacy policy.

Data collected about individuals

Consideration of the candidate: *name , surname , e-mail address , telephone number , information provided in the CV and covering letter ;*

For contracts: *name , surname , identity number , residential address , email address , phone number ;*

To issue an invoice to the recipient of the service: *name, surname, personal code, address of residence;*

For video surveillance: *When an individual enters the Manager's premises or its territory, where video surveillance is conducted, the subject's video image and the time of his visit can be processed;*

To communicate with the client via the website www.alenmedpromotion.com: *name , e-mail address, telephone number ;*

We draw your attention to the fact that you are responsible for the accurate provision of personal data to the Limited Liability Company "AlenMed Promotion", and if they change, you are obliged to correct your inaccurate personal data by notifying the Manager.

Recipients of personal data

Personal data can be obtained from the Administrator of State and Local Government Institutions in accordance with the procedure laid down in regulatory enactments on the basis of a written request.

Please note that personal data is not intended to be transferred to a third country or international organization. Of course, if there are times when it becomes necessary, we will do so with legitimacy and sufficient safeguards.

Personal data storage period

The controller must store personal data in accordance with the specific purposes of processing personal data and the legal basis for processing personal data, subject to at least one of these criteria:

- The controller has a legal obligation to store the data;
- The manager needs to fulfill his legitimate interests;
- The manager needs to fulfill his contractual obligations;
- There is a valid consent of the data subject to the appropriate processing of personal data;
- Video surveillance recordings for the purpose of preventing or detecting offenses related to the protection of people and property, protection of the legitimate interests of the Manager or a third party will be stored for a period not exceeding thirty (30) calendar days, in order to be able to help the Manager or third parties to protect their legal interests. In this case, the video in question can be retrieved and stored until the legitimate interest is satisfied.

Access to your personal data and other rights of the data subject

- In order to obtain information about the personal data that the Controller processes about a person, a natural person has the right, in the manner described in regulatory enactments, to contact the Controller and receive information about the category of the person's data that is

at the Controller's disposal, about the purposes of data processing, about recipients, data and storage periods;

- An individual has the right to demand restrictions on the processing of personal data, to object to the processing of personal data, to demand the correction of personal data, in some cases to delete it, to withdraw prior consent to specific data processing;
- The manager communicates with an individual: personally, having previously identified the individual; communication by email in response to the same email from which the data subject sent the request.

Profiling

Profiling is any form of automatic processing of personal data in order to analyze or predict. We do not do this.

Ensuring data security

To ensure the security of the information collected, the Manager has introduced electronic, physical and administrative security measures. Your data is safe. They are protected from unauthorized access, disclosure, alteration or destruction by any organization or individual. The website www.alenmedpromotion.com is hosted on secure servers equipped with the latest data protection technologies.