APPROVED

Director of the Nature Research Centre

Order No.V-4 of 28 January 2019

**RULES ON THE PROCESSING OF PERSONAL DATA AT THE NATURE RESEARCH CENTRE (PRIVACY POLICY)**

1. **GENERAL PROVISIONS**
2. The Rules on the Processing of Personal Data at the Nature Research Centre (hereinafter referred to as the "Rules") regulate the legal basis for the collection, processing and storage of personal data, the purposes, the rights of data subjects and the procedure for their implementation.
3. The Rules shall be binding on the employees of the data controller, the Nature Research Centre (hereinafter referred to as the "Centre").
4. The Rules shall apply to the exercise of the rights of data subjects - persons whose data are processed by the Centre - to the protection of personal data.
5. The terms used in the Rules shall be understood as defined in 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, the Law on Legal Protection of Personal Data of the Republic of Lithuania and other legal acts regulating the protection of personal data.
6. **LEGAL BASIS FOR PROCESSING PERSONAL DATA**
7. Personal data shall be processed at the Centre under at least one of the following conditions:
	1. the processing is necessary for the achievement of the purposes set out in the Statutes of the Centre or for the performance of a task carried out in the public interest;
	2. the processing is necessary for compliance with a legal obligation to which the Centre is subject;
	3. the processing is necessary for the performance of a contract to which the data subject is a party or for pre-contractual activities;
	4. the data subject has given his or her consent to the processing of his or her personal data for one or more specified purposes.
8. **PERSONAL DATA PROCESSED AT THE CENTRE AND THE PURPOSES FOR WHICH THEY ARE PROCESSED**
9. Personal data shall be processed by the Centre:
	1. for staff management and administration purposes: name(s), surname(s), nationality, personal identification number, date of birth, signature, photograph, residential address, telephone number(s), e-mail address(es), curriculum vitae, length of service, education, qualifications, academic and/or teaching degree of current and former staff members, details of recruitment/reassignment, dismissal, marital status, names of family members and dependants, amounts of salary and social security contributions, current account number, details of holidays, missions, work schedule, salary, allowances, compensation, allowances, information on working time, performance appraisals, incentives, breaches of employment obligations, data on declarations of public and private interests, data relating to the person's health, data on temporary incapacity for work, data proving the employee's entitlement to the benefits provided for in the Labour Code (data on the employee's disability), passport and/or identity card data, data collected in accordance with Article 9 of the Law on Prevention of Corruption of the Republic of Lithuania, duties, as well as other data of an economic or social nature specific to the person which are necessary to be processed and any other data voluntarily provided by the person himself/herself;
	2. for the purpose of administering the doctoral study process: name(s), surname(s), personal identification number, nationality, photograph, home address, telephone number(s), e-mail address(es), curriculum vitae and activities, details of education, studies, current account number; name, surname, place of work, job title, academic and/or teaching degree, curriculum vitae and activities of members of the Centre's commissions and committees who are not employed by the Centre; and any other data voluntarily supplied by the individual;
	3. for the purpose of administering the student placement process: name, surname, personal identification number, nationality, home address, telephone number(s), e-mail address(es), curriculum vitae, education and activity data, study data, current account number, other data voluntarily provided by the individual;
	4. for the purpose of organising competitions and attestations for positions, and for the purpose of administering candidates: name, surname, residential address, telephone number(s), e-mail address, curriculum vitae, length of service, data on education, qualifications, academic and/or teaching degree; name, surname, place of work, position, academic and/or teaching degree, curriculum vitae, and any other data voluntarily supplied by the person concerned, of members of the Centre's commissions and committees who do not work at the Centre;
	5. for the purpose of contract performance and billing: name, surname, personal identification number, telephone number, e-mail address, current account number, organisation or institution represented, job title, data from identification documents used to identify the person, and any other data voluntarily provided;
	6. for the purpose of communication, publicity of activities: name, surname, telephone number, e-mail address, other voluntarily provided data; image of the person on the Centre's website and/or social networks during events organised by the Centre (e.g., conferences, seminars, PhD thesis defences, meetings of the Centre's staff, meetings of the Centre's Scientific Council), trips (for the purpose of cooperation, internships, etc.), visits of employees of other institutions to the Centre;
	7. for the purpose of servicing individuals: data voluntarily provided by individuals contacting the Centre;
	8. for law and order and security purposes: name, surname, signature, CCTV footage. Video surveillance of the Centre's building (Akademijos g. 2, Vilnius) is carried out in order to ensure the safety of persons and property, public order.
10. **COLLECTION, PROCESSING AND STORAGE OF PERSONAL DATA**
11. Personal data shall be collected at the Centre in accordance with the procedure laid down by law, either directly from the data subject, through formal requests from the entities processing the necessary information and entitled to provide it, or on the basis of contracts.
12. If there is no other legal basis for the processing of personal data, as specified in points 5.1 - 5.3 of point 5 of the Rules, personal data may be processed upon obtaining the data subject's Consent to the Processing of Personal Data (Annex 1 to the Rules).
13. Personal data shall be processed at the Centre in accordance with the following principles:
	1. the principle of lawfulness, fairness and transparency - the processing of personal data shall be lawful, fair and transparent;
	2. the purpose limitation principle - personal data shalle be collected and processed for clearly defined purposes;
	3. the principle of data minimisation - only the data necessary to achieve the stated purposes shall be processed;
	4. the principle of accuracy - accurate data shall be collected and updated where necessary; inaccurate or incomplete data shall be corrected, supplemented, destroyed or suspended;
	5. the principle of limitation of storage time - personal data shall be kept in such a form and for such periods as to permit identification of data subjects for no longer than is necessary for the purposes of the processing;
	6. integrity and confidentiality - the Centre shall ensure the confidentiality, integrity and resilience of its data processing systems and services and shall implement technical and organisational measures to protect personal data against accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or unauthorised access to, data transmitted, stored or otherwise processed.
14. Access to personal data shall be granted only to those employees of the Centre who need such data for the performance of their functions as defined in their job descriptions or to carry out the tasks of the Centre's administration. Employees shall acquire the right to process personal data only after signing the Commitment to Protect Personal Data (Annex 2 to the Rules).
15. Personal data shall be processed at the Centre by automated means (in digital form, e.g. in an information system, by means of video cameras, etc.) and non-automated means (in structured collections on paper, e.g. in filing cabinets, personal files, etc.).
16. Employees of the Centre who are authorised to process personal data must comply with the legal acts of the Republic of Lithuania regulating the protection of personal data, the Rules for the Identification and Use of Confidential and Commercially Secret Information of the Centre, the Rules of the Ethics of Work of the Nature Research Centre.
17. Employees of the Centre whose computers store personal data are obliged to use and periodically update their passwords and to ensure the confidentiality of their passwords, and to comply with the rules of computer work and the rules of Internet use and digital behaviour of employees approved by the Director of the Centre.
18. The time limits for the retention of personal data shall be laid down in the annual documentation plan of the Nature Research Centre approved by the Director of the Centre. When personal data are no longer necessary for the purposes of their processing, they shall be destroyed, except for those which must be transferred to the appropriate archives in the cases provided for by law. Data shall be destroyed in accordance with the Rules on the Management and Record-keeping of Documents approved by Order of the Chief Archivist of Lithuania and the Rules on the Management and Record-keeping of Documents approved by the Director of the Centre.
19. The Centre shall by implementing technical and organisational measures for the protection of personal data ensure:
	1. the security of the premises where personal data are stored by restricting unauthorised access to the Centre's archives;
	2. strict compliance with fire safety requirements;
	3. protecting computer equipment from malicious software by installing and periodically updating anti-virus programmes;
	4. keeping the internal documents governing the protection of personal data up-to-dated and accessible to the Centre's staff.
20. Personal data may be provided to third parties:
	1. in the cases and according to the procedures established by the laws and other legal acts of the Republic of Lithuania (to the State Social Insurance Fund Board, the State Tax Inspectorate, the credit institution where the accounts are opened, the Centre for Educational Information Technologies (by entering data into the Register of Teachers and Other Researchers, the Student Register), the Lithuanian Academic Libraries' Network (by entering data into the Database of Scientific Publications), and so on.);
	2. on a contractual or other basis for the purpose of cooperation, provision of services, research work, etc., subject to the employee's written Consent to the Transfer of Personal Data (Annex 3 to the Rules).
21. The processing of personal data is described in more detail in the Records of Data Processing Activities (Annex 4 to the Rules). Records of data processing activities may be kept in electronic form. The responsibility for the records of the Data Processing Activities shall lie with the Centre's staff authorised by order of the Director of the Centre to process personal data.
22. **RIGHTS OF THE DATA SUBJECT AND PROCEDURES FOR EXERCISING THEM**
23. The data subject whose data are processed at the Centre has the right to:
	1. access to personal data, the purposes for which they are processed, and the period of retention of personal data (if any);
	2. require the rectification of inaccurate personal data and/or the completion of incomplete data;
	3. require the Centre to erase personal data relating to him or her without delay under any of the following conditions:
		1. the personal data are no longer necessary for the purposes for which they were collected or otherwise processed;
		2. the data subject withdraws consent (if the data was processed on the basis of consent and there is no other legal basis for processing the data);
		3. the data subject objects to the processing and there are no legitimate grounds for the processing;
		4. personal data have been processed unlawfully;
		5. the personal data must be erased in accordance with a legal obligation imposed on the controller by law;
	4. require the Centre to restrict the processing of the data under any of the following conditions:
		1. the data subject contests the accuracy of the data for a period of time within which the controller may verify the accuracy of the personal data;
		2. the processing of the personal data is unlawful and the data subject objects to the erasure of the data and requests instead that its use be restricted;
		3. the controller no longer needs the personal data for the purposes of the processing, but the data subject needs them to assert, exercise or defend legal claims;
		4. the data subject has objected to the processing, pending verification that the controller's legitimate reasons override those of the data subject.
24. In order to exercise his or her rights, the data subject may submit a written request to the Centre in person, by post or by electronic means. The data subject shall be obliged to confirm his or her identity when submitting the request.
25. The data subject may exercise his/her rights himself/herself or through a representative by submitting a document attesting the representation or a copy thereof, certified in accordance with the procedure laid down by law.
26. The Centre shall provide the data subject or his or her representative with information on the action taken on the request no later than 30 calendar days after receipt of the request. The time limit may be extended, if necessary, up to 60 calendar days, depending on the complexity of the request and the number of requests received. The Centre shall inform the data subject within 30 calendar days of such extension, stating the reasons.
27. The Centre shall reply to the data subject or his representative in the official language.
28. The Centre may refuse to comply with a data subject's request if the request is manifestly unfounded or disproportionate,
29. If the Centre refuses to process the data subject's request, it shall inform the data subject or his or her representative of the reasons for the refusal as soon as possible, but at the latest within 30 calendar days of receiving the request.
30. **FINAL PROVISIONS**
31. Heads of the Centre's structural units shall ensure compliance with the Rules in their units.
32. Employees of the Centre who suspect possible breaches of the security of personal data may contact the heads of the structural units, the person designated as responsible for data protection at the Centre or the Director of the Centre.
33. Persons who violate these Rules shall be liable in accordance with the procedure established by the legislation of the Republic of Lithuania.
34. The Trade Union of the Nature Research Centre has been informed and consulted on the adoption of these Rules.