

Approved at a meeting of the Senate
of the Art Academy of Latvia on
1st April 2020

Art Academy of Latvia's Privacy Policy

The aim of the Privacy Policy is to provide natural persons with information about the purpose, scope, protection and processing period for the processing of personal data and the data subject's rights during the data acquisition period, as well as for the processing a customer's personal data.

The Privacy Policy has been developed in accordance with Regulation 2016/679, dated 27th April 2016, of the European Parliament and of the Council on the protection of natural persons, with regard to the processing of personal data and on the free movement of such data (the Regulation) and other applicable legislation in the field of privacy and data processing.

The Controller and its Contact Information

1. Personal data processing controller - Art Academy of Latvia (hereinafter – AAL), Registration Number: 90000029965, Legal Address: Kalpaka bulvāris 13, Rīga, Latvia, e-mail: dati@LMA.lv
2. AAL contact information on questions associated with the processing of personal data: dati@LMA.lv.

Sphere of Application of the Privacy Policy

3. Personal data is any information relating to an identified or identifiable natural person.
4. The Privacy Policy applies to data processing, independently of the type of form and/or the environment in which the personal data is provided (on the AAL's internet home page, in paper format or by telephone) and in what kinds of AAL systems, or paper form, they are processed.

Categories of Data Subject

5. The categories of data subjects, whose personal data is processed by the AAL are listed below:
 - Students;
 - Graduates;
 - Candidates for stipends;
 - Employees;
 - People listening to courses;
 - Students attending preparatory courses;
 - Persons who communicate with the AAL using email, mail or the contact form indicated on the home page;
 - Persons, who enter the video surveillance detection zone;
 - Attenders at public events (for example, visitors to exhibitions)

Personal Data Processing Purposes

6. The AAL processes personal data for the following purposes:
 - to provide responses to requests from data subjects;
 - for the organization of everyday teaching, research and administrative work;
 - to comply with obligations prescribed by laws and regulations;

- for the performance of its contractual obligations and requests for the performance of its contractual obligations;
- for preventative purposes – to observe or detect crimes in relation to the protection of the entity’s property or people’s vital interests, including protecting lives and health;
- to ensure the controller’s publicity;

Legal Basis for Personal Data Processing

7. The AAL processes the personal data of the mentioned categories of data subject, based on the following legal bases:
 - Consent of the data subject;
 - Performance of contractual obligations;
 - Compliance with its legal obligations;
 - For the vital interests of the data subject or other persons;
 - For the legitimate interests of the controller or a third party, balancing these with the interests of the data subject.

The Protection of Personal Data

8. The AAL protects the personal data of the categories of data subjects, using the means of contemporary technology, taking account existing risks to privacy and the AAL’s reasonably accessible organizational, financial and technical resources, using the following security measures among others:
 - encryption;
 - pseudonymisation;
 - a firewall;
 - other security measures in keeping with current technical development options.

Categories of Data Recipient

9. The AAL withholds the personal data of the categories of data subjects mentioned or any kind of information obtained while providing services or during the operation of a contract to third parties, except:
 - if the data must be provided to the corresponding third party within the framework of a signed contract, to perform some function required for the performance of the contract or delegated by law (for example, within the framework of bank payments or to provide a service);
 - in accordance with the clear and unambiguous agreement of the data subject;
 - to persons at their legitimate request, in the procedure and to the degree provided for by external laws and regulations;
 - in cases provided for by external laws and regulations for the protection of the AAL’s legitimate interest, for example, in turning to the court or other state institutions against the person, who has violated these legitimate interests of the AAL.

Term of Storage of Personal Data

10. The AAL stores personal data while they are necessary to fulfil the aim for which they were collected.

Access to personal data and other rights of the data subject

11. A data subject has the right to receive the information related to the processing of his data as prescribed by laws and regulations.

12. A data subject has the right to request access to his personal data from the AAL, as well as to request the AAL to make additions, rectify or erase, or restrict processing in relation to himself, or the right to object to processing (including against the processing of personal data, which has been performed based on the legitimate interests of the AAL), as well as rights to data portability in accordance with laws and regulations.
13. A data subject can submit an application for his rights to be exercised:
 - in written form to any of the AAL's affiliates or at the legal address by presenting an identification document;
 - In the form of electronic mail by signing with a secure electronic signature.
14. On the receipt of an application by a data subject about the exercise of his rights, the AAL must verify the identity of the data subject, assess the application and execute it in accordance with laws and regulations.
15. The AAL sends its response to the data subject by mail to the contact address indicated by him, by registered mail, or taking into account the method of receipt indicated by the client.
16. The AAL ensures the execution of the data processing and protection requirements in accordance with the laws and regulations and in the case of an objection by the data subject, undertakes the appropriate actions to resolve the objection. However, if this is unsuccessful, the data subject has the right to turn to the supervisory institution – the State Data Inspectorate.

Communication

17. The AAL communicates with data subjects using the contact information indicated by them (telephone number, e-mail address and postal address).
18. The AAL communicates about the performance of its contractual obligations for services on the basis of the signed contract.

Other provisions

19. The AAL has the right to make amendments to the Privacy Policy, making the most current version of it available to the data subject, by placing it on the AAL's home page.