

MERITI SIA	PERSONAL DATA PROCESSING POLICY	
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APPROVED by
SIA MERITI Chairman of the Board

E. Vasils

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PERSONAL DATA PROCESSING POLICY

INTRODUCTION

This Personal data processing policy regulates the basic conditions in relation to personal data processing and applies to the data that is gathered and/or processed in processes such as:

- recruitment of internal and external (freelance) staff;
- provision of translation services.

This Personal data processing policy has been developed and personal data processing processes at SIA "MERITI" (hereinafter – MERITI) are organised in line with 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.

Terms and definitions

"Personal data" means any information relating to an identified or identifiable natural person ("data subject"); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

"Processing" means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

"Controller" means the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data.

"Processor" means a natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller.

"Recipient" means a natural or legal person, public authority, agency or another body, to which the personal data are disclosed, whether a third party or not.

"Third party" means a natural or legal person, public authority, agency or body other than the data subject, controller, processor and persons who, under the direct authority of the controller or processor, are authorised to process personal data.

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“Consent” of the data subject means any freely given, specific, informed and unambiguous indication of the data subject’s wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her.

1 PROCESSING OF PERSONAL DATA RELATED TO SUBCONTRACTORS AND SUPPLIERS

MERITI processes the personal data of its subcontractors and suppliers for the purposes of human resources management, as well as in administrative and managerial processes and in its internal registers, furthermore, only to the extent necessary for the execution of these processes. These data may be transferred or otherwise disclosed to a third party within or outside of the EEA, including to:

- state institutions (in line with applicable laws and regulations, orders and rulings of state institutions, to the extent that it is required for the protection of MERITI rights and property);
- finance auditors and auditors of quality management system;
- service providers (e.g., IT system and network maintenance services, IS development services, outsourced accounting services, recruitment services (if applicable), external consultants (e.g., lawyers, finance and management consultants etc., to the extent necessary for the protection of MERITI interests and rights);
- MERITI’s existing and potential clients (to facilitate and ensure the provision of services, and to facilitate the establishment of collaboration with new clients) where the respective contacts are (or would be) involved in the execution of their orders.

Personal data may only be transferred outside the EEA where the EU Commission has decided that the third country in question ensures an adequate level of protection in line with EU data protection standards or there are appropriate safeguards in place to protect personal data.

2 PROCESSING OF PERSONAL DATA – RECRUITMENT AND ESTABLISHMENT OF CONTRACTUAL RELATIONSHIPS

As part of the recruitment of in-house and freelance staff and the conclusion of a co-operation or employment agreement, MERITI may collect personal data provided by applicants, including but not limited to: name, information on professional experience, education, nationality, gender, age, ID number and/or registration number (for legal entities and the self-employed), contacts and address, contractual terms (including remuneration rates, services provided, etc.), tax payer’s status and data, bank account details, performance-related historical data, information on the available IT resources and membership in professional associations, language skills, references regarding previous experience and knowledge of the supplier, credentials for access to MERITI IT systems, as well as any other voluntarily provided information.

Information may be shared with the third party – provider of recruitment services (if engaged with the purpose of filling the respective vacancy).

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Candidates have the right to refuse to provide the requested information for the above-listed purposes. However, in that case MERITI most probably will not be able to include the candidate in the recruitment and application processes and will not be able to establish a contractual relationship with the candidate.

The collected personal data are retained for as long as necessary for the particular data processing purpose and in accordance with the requirements of applicable laws and regulations, however, no less than the validity period of the contractual relationship.

3 PROCESSING OF PERSONAL DATA – EXECUTION OF CONTRACTUAL LIABILITIES AND MERITI BUSINESS OPERATIONS

In the course of MERITI business operations, personal data may be processed for the following purposes:

- to carry out obligations under service contracts and in connection with other working relationships;
- for communications including surveys, performance evaluation, instructions, security and training;
- to ensure the management activities and operations of the company;
- to execute financial liabilities under concluded contracts (to issue and settle invoices);
- to manage the contract termination process;
- to provide access to and work in MERITI IT systems;
- for other general purposes related to a potential or actual contractual relationship with the person (including all of the activities that need to be undertaken before and after a contractual relationship);
- to fulfil legal requirements (e.g. to prepare and submit tax and employment reports) and to execute the legitimate interests of MERITI;
- to prove compliance of the qualification of personnel involved in the execution of projects (to confirm compliance with quality standards and client-specific requirements towards the qualification of personnel, professional experience, education, skills and knowledge);
- to maintain the database of in-house and freelance personnel;
- to prevent fraud or criminal activity, sabotage, misuse of MERITI services, as well as compromising of the security of MERITI IT systems and resources (e.g. by conducting background checks);
- to investigate complaints and breaches of contractual conditions, as well as for the purposes of legal proceedings (if applicable).

Prior to collecting and processing personal data MERITI determines if the data and such processing are necessary and do not violate the rights and freedoms of the data subject.

4 STORAGE AND PROTECTION OF PERSONAL DATA

MERITI stores the collected personal data in its centralised information systems and/or other systems that are hosted on secure servers located in the Republic of Latvia. MERITI uses appropriate organisational, technical and administrative procedures to protect against unauthorised or unlawful access, processing, disclosure, alteration, destruction or accidental loss of data.

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MERITI collects, processes and maintains personal data in accordance with the practices described in this Personal data processing policy, MERITI quality management documentation and applicable laws and regulations.

MERITI limits access to and the use of personal data to authorised persons only.

MERITI will retain personal data for as long as needed to fulfil the purposes as described in this Personal data processing policy and in accordance with applicable laws and regulations. Personal data that no longer needs to be retained will be destroyed.

5 RIGHTS OF THE DATA SUBJECT

Personal data subject has the following rights in relation to his/her personal data:

- right of access to one's personal data (to ascertain what type of personal data MERITI holds about the data subject and how the data is used, also to receive a copy of this information);
- right to rectification (to have any inaccurate or incorrect personal data which MERITI holds about the data subject updated or corrected);
- right to restrict access to one's personal data (to stop MERITI from using the personal data of the particular data subject for certain purposes or in particular cases, for instance, when the data is reasonably considered imprecise or its use is unlawful. In this case no data processing will be performed until the situation is clarified and resolved);
- right to object and/or request the erasure of one's personal data (in the execution of such a request MERITI shall also consider legitimate grounds and contractual liabilities that require retaining the respective personal data);
- right to data portability (to the extent it is technically feasible);
- right to lodge a complaint with a supervisory authority in the European Union if the personal data subject is not satisfied with the way his/her personal data is processed;
- right to object to automated decision-making and/or profiling.

To exercise any of these rights, the personal data subject may contact MERITI via e-mail vendors@merititranslations.com or by writing to MERITI legal address: Raunas 43-44, Riga, LV-1084.

MERITI relies on the trueness and preciseness of the personal data provided by the data subject.

6 UPDATING THE PERSONAL DATA PROCESSING POLICY

MERITI reserves the right to amend, update and change this Personal data processing policy. Upon making any changes to this document, the date and version number of the document will also be corrected accordingly. The valid Personal data processing policy is available on the MERITI website.

Contacts for additional information regarding MERITI Personal data processing policy and procedures:

E-mail: vendors@merititranslations.com

Post address: Raunas 43-44, Riga, LV-1084, Latvia.