

PRIVACY POLICY

We, UAB "Stevila", respect your privacy and undertake to protect it in accordance with this Privacy Policy. We therefore process your personal data in accordance with the Law on Legal Protection of Personal Data of the Republic of Lithuania, Regulation (EU) 2016/679 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, and requirements of other legal acts regulating the legal protection of personal data.

WHAT PERSONAL DATA DO WE PROCESS AND WHY?

Your data may be processed in the following cases:

- Cookies on our website.
- Contacting by email or phone number for employment
- Video surveillance when visiting Stevila

COOKIES

A cookie is a small information file sent from a web server to your browser and saved and stored on your computer's hard drive.

Stevila uses cookies on the website to track the traffic and user characteristics, collect information about the actions and priorities of site visitors, and collect aggregate statistic data to help optimize Stevila's online services.

The information provided by cookies is anonymised and cannot identify the exact user.

Cookies will be stored on your computer for as long as they expire or are deleted. If you do not want us to use cookies, you can switch off this option in your web browser at any time.

JOB OFFERS

Your data may be collected, processed, and stored in case you submit a request to Stevila for a vacancy in Stevila.

Your personal information is collected for this purpose: Your name, surname, date of birth, address of residence, email address, phone number, Curriculum Vitae (CV), cover letter, or other information you provide yourself.

Stevila processes these personal data for you to assess your candidacy before you enter into an employment contract (if any).

Upon request for a vacancy, Stevila may ask you to provide additional information in order to answer your question properly or to evaluate your candidacy.

VIDEO SURVEILLANCE

Stevila carries out video surveillance and manages the personal data captured by video surveillance equipment in the company's territory and in the production facilities marked with the video surveillance sign.

Video data captured by video surveillance devices: video recordings, date and time of video record, and location are processed to ensure your and Stevila's property protection and the lawful interests of Stevila when damage to you or Stevila's property is made.

Cameras in Stevila are equipped so that considering the video surveillance purpose, video surveillance would be carried out in a larger part of the indoor or outdoor area than is necessary and sufficient

data would be collected to achieve the above-mentioned objectives.

You can find out more about the personal data processed in the table attached to this policy as an appendix.

PERSONAL DATA STORAGE TERMS

Your personal data provided will only be stored By Stevila to the extent necessary for the purposes of this Privacy Policy.

Once the set goal is reached, your personal data will be deleted unless the law obliges Stevila to store the information for tax purposes or the data may be needed to investigate a particular event.

Personal data submitted to the vacant post shall be stored for 4 months after the end of the recruitment.

WHO CAN WE DISCLOSE YOUR PERSONAL DATA TO?

Your personal data processed by Stevila may be transferred to those data recipients to whom Stevila is obliged to provide such personal data in order to fulfil the obligations established by legal acts.

Stevila may transfer your personal data to the following recipients: municipal and (or) state authorities, pre-trial investigation officers, police officers, courts, etc., as required by law and to companies providing services to Stevila, lawyers, IT maintenance companies, web site administrators, accountancy companies, debt collection companies, or other third parties.

YOUR RIGHTS

When you apply to Stevila and identify yourself properly, i.e. provide Stevila with your identification document, which will only be used for identification and will not be stored, or you are properly identified by electronic means, Stevila will realise your following rights:

- Your right to request correction of your personal data processed if your personal data is inaccurate;
- Your right to require the deletion of your personal data or the restriction of the processing of personal data, except for storage, when the accuracy of the data is contested when the processing of personal data is unlawful, when Stevila no longer needs personal data for the data processing purposes;
- Your right to data portability (if applicable);
- Your right of access to your personal data, i.e. to obtain information on the purposes of personal data processing, the storage period, the recipients of data, the sources of personal data and information on how and in which cases you may exercise the right to request the correction or deleting of personal data, or to restrict or refuse the processing of personal data;
- if your personal data is processed for the lawful interest of Stevila, you have the right to express disagreement on your personal data for specific reasons. In this case, Stevila undertakes not to process your personal data unless Stevila processes such personal data for lawful reasons that are higher than your interests.

Stevila may not create condition for exercising the above-mentioned rights when, in the cases provided for by law, the prevention, investigation and detection of offenses against crime, official or professional ethics, as well as the protection of the rights and freedoms of you or others must be ensured.

If another person wants to access your personal data, he or she must provide Stevila with a notarized power of attorney or representation agreement.

Reply to your complaint, notification or request Stevila will submit within 30 (thirty) calendar days from the date of receipt of the complaint, notification or request.

In exceptional cases requiring additional time, Stevila, upon notification, has the right to extend the term of submission of requested data or other claims specified in your complaint, notification or request

for up to 60 (sixty) calendar days from the date of your request.

SECURITY

During processing of your personal data Stevila ensures the security of your personal data and implements appropriate technical and organizational measures to protect your personal data against unauthorized destruction and (or) accidental change and (or) distribution and (or) disclosure and other illegal use.

Stevila's work procedure is organized in such a way as to ensure the safe management and transfer of computer data and (or) documents and their archives.

Access to your personal data is provided only to those Stevila employees who are required to perform their job functions and only those who have signed confidentiality agreements and are familiar with other internal procedures within the scope of personal data processing.

For data processing purposes Stevila has appointed only those data processors (service providers) who provide adequate technical and organizational means to protect personal data against unlawful destruction and (or) accidental deleting and (or) distribution and (or) disclosure and (or) any other illegal use.

CHANGES OF PRIVACY POLICY

We regularly review our Privacy Policy. If it is decided to change this Privacy Policy, Stevila will post the changes on the website.

CONTACT INFORMATION

If you have questions about personal data processing, requests, comments, do not hesitate to contact us:

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