

1 Privacy Policy

1.1 Data controller and contact information

Data controller for the processing of personal data is SIA "AA Projekts" (hereinafter referred to as AA Projekts), unified registration number 40003572522, legal address - Riga, Dzirnavu street 72, LV-1050.

The contact information for "AA Projekts" regarding questions concerning the processing of personal data is info@aaprojekts.lv. If "AA Projekts" processes your personal data, you have the right to ask questions related to the processing of your personal data by sending a request to the specified contact address or by addressing "AA Projekts" in person at their legal address.

1.2 The purpose for the processing of personal data

When processing personal data, "AA Projekts" shall comply with the existing laws and regulations that are in force in the Republic of Latvia, regulation (EU) 2016/679 of the European Parliament and of the EU Council on the protection of individuals in regard to the processing of personal data and the free movement of such data, which cancels the Directive 95/46/EC (General Data Protection Regulation) (hereinafter referred to as the Regulation), as well as other laws and regulations regarding privacy and processing of personal data. The purpose of the processing of personal data by "AA Projekts":

- To provide services within the framework of contractual obligations;
- To ensure the security of information, information systems and business;
- To provide information to national regulatory authorities and the subjects of its operational activities in the cases and extent specified in external regulatory enactments.

1.3 Types of personal data

"AA Projekts" processes the following types of data:

- Name, surname, contact details, work experience, education (including courses and certificates), personal health data that is needed to ensure the legal obligation applicable to the data controller, and that are derived from the fulfilment of contractual obligations, including as a result of concluding a contract of employment with an employee.

1.4 Categories of recipients of personal data

"AA Projekts" shall not transfer personal data to third parties, except in the cases specified in regulatory enactments.

1.5 Legal basis for processing of personal data

- For carrying out contractual obligations;
- In accordance with the consent of the data subject;
- For carrying out the duties specified in regulatory enactments.

1.6 The length of storage of personal data

"AA Projekts" shall keep and process personal data for as long as at least one of the following criteria exists:

- until complete fulfilment of contractual obligations (including the recording of conversation during which an oral contract / application for service is made);
- data is necessary for the purpose for which they have been gathered;
- until the time limit specified in the external regulatory enactments regarding the term for storing and keeping of data or until the time period when the data subject can fulfil his or her legitimate interests and rights (for example, to lodge an objection and/or make a claim in court);
- for as long as there is a legal obligation to keep the data (e.g. in accordance with the Accounting Act, all bills invoiced to a company have to be kept for 5 years, etc.);
- for as long as the data subject's consent for the relevant processing of personal data is valid unless there is another legitimate basis for the processing of data.

After none of the conditions specified in this paragraph no longer exist, the personal data of the data subject shall be deleted.

1.7 Rights of the data subject

Rights of the data subject shall apply to any individual whose data is processed by "AA Projekts" and they are applicable to processing of the person's data regardless of the way in which form you or any other individual has submitted the personal data: at the website of "AA Projekts", its information systems, in written format or via telephone. The data subject shall have the following rights:

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- to contact us when you have questions about the management of your data by writing to info@aprojekts.lv or by visiting us personally at our office in Riga, Dzirnavu street 72-2.
 - the right to access this data. If we process your data, we are obliged to provide information about the processing of your data free of charge. Before providing your personal data, we will verify your identity, thereby ensuring that information about your data is not passed on to third parties.
 - if the information stored by "AA Projekts" is incomplete or incorrect, you have the right to request that any discrepancies in your personal data be corrected.
 - the right to object against the processing of personal data carried out by "AA Projekts", if we no longer have the right to process it;
 - the right to demand the deletion of your data, if "AA Projekts" continues to store it after the storage term has expired, as well as to limit the processing of data in certain situations and/or to obtain copies in electronic format from the information that is at the disposal of "AA Projekts".

You may demand a fulfilment of these rights by contacting "AA Projekts" - by writing to info@aprojekts.lv or by visiting us in person in our office in Riga, Dzirnavu street 72-2 and we will comply with the requested amendments as far as they comply with the applicable laws and professional standards.

1.8 Policy changes

"AA Projekts" reviews this Privacy Statement once a quarter to include the latest privacy terms. In case of changes, we will specify the date of the latest corrections specified at the top part of this page. We will inform about any affecting changes to the processing of personal data described in the Privacy Statement through an appropriate communication channel.

1.9 Policy and its validity

"AA Projekts" works on protecting the privacy of your personal information online. If you have questions or comments about the administering of your personally identifiable information, please contact us by e-mail by writing to info@aprojekts.lv or in person at our office in Riga, Dzirnavu street 72-2.

This contact information can also be used to notify us of any problems you might encounter with regard to compliance with our online Privacy Statement.

We will provide an answer within one month of receiving your e-mail. If your question will be complicated or if we will receive a lot of questions, we will inform you that we will need more than one month for resolving the issue, and we will resolve it no later than within three months from the moment the matter was first presented.

At the same time, you maintain the right to lodge a complaint with the regulatory institution in Latvia, who is responsible for the protection of personal data, the National Data Inspection (<http://www.dvi.gov.lv>).

1.10 Security

"AA Projekts" protects the data of data subjects by using the capabilities of modern technology, taking into account existing privacy risks and the organizational, financial and technical resources that are reasonably available to "AA Projekts", such as data encryption, firewall, protection against hacking and other protective measures.