

PERSONAL DATA PROCESSING PROVISION

Human Resources Department

1. GENERAL INFORMATION

In the context of employee recruitment, employment relationships and termination of employment, RISEBA collects and processes the personal data of data subjects – natural persons – and is considered a data controller in accordance with the General Data Protection Regulation (“Regulation”). Consequently, RISEBA is committed to ensuring a transparent process and complying with the relevant data protection obligations.

2. STAFF RECRUITMENT

Throughout the recruitment process, personal data is obtained from the following sources:

- the application and curriculum vitae (“CV”) sent to the RISEBA email address specified in the job advertisement;
- applications and CVs sent to a publicly available RISEBA email address;
- interviews or other forms of assessment;
- from third parties, for example, references provided by the individual’s acquaintances;
- from third parties, such as references provided by the applicant’s former employers (RISEBA will only obtain information from third parties after a job offer has been made to the applicant and the applicant has been informed of this.)

When publishing a vacancy advertisement, the Human Resources Department staff member must ensure that candidates for the position have been informed of the provisions governing the processing of their personal data or that candidates have been given the opportunity to familiarise themselves with them.

The personal data obtained from candidates includes:

- First name, surname, town of residence, contact details (email address and telephone number)
- Information regarding the candidate’s qualifications, skills, experience and employability.

Legal basis for processing: RISEBA’s legitimate interests. The processing of candidates’ personal data is of crucial importance in the recruitment process, as well as for assessing and confirming a candidate’s suitability for the vacant position.

Purpose of processing: to assess the suitability of candidates for a vacant position. Furthermore, candidates’ personal data may be processed to respond to legal claims and to defend our rights.

Retention period for candidates’ personal data: if a candidate is not hired, RISEBA retains the candidate’s personal data and deletes the documents submitted by them within 2 months of the expiry of the application deadline specified in the job advertisement. This retention period is necessary to enable RISEBA to exercise its rights in the event that a candidate lodges a claim. After 2 months, the candidate’s personal data is permanently deleted from all systems, and paper documents are shredded.

A member of the Human Resources Department shall ensure that, prior to the commencement of the processing of a candidate's personal data, the candidate is provided with information regarding data processing and their responsibility for the content and volume of the information provided, as well as the personal data that they specify and submit to RISEBA. By submitting their personal data and other information, the candidate must confirm that they agree to the provisions for personal data processing.

The personal data of the selected candidate is used to prepare the employment contract.

2.1. VERIFICATION OF SUBMITTED DATA / JOB INTERVIEW

A member of RISEBA's Human Resources Department conducts a preliminary check of job candidates in accordance with the relevant laws, provisions and ethical standards, bearing in mind that such checks must be proportionate to the job requirements, the classification of the information to be accessed and the potential risks.

During job interviews with candidates, HR staff and/or the candidate's line manager must not collect excessive personal data, nor collect data that is prohibited by law.

Personal data submitted and created during a job interview shall be stored in such a way that it is not accessible to other unauthorised persons.

2.2. ENGAGEMENT OF THIRD PARTIES

When engaging external service providers for recruitment, the Human Resources Department staff member must ensure that a data processing agreement is concluded between the engaged party and RISEBA prior to the commencement of the processing of candidates' personal data. The drafting of the data processing agreement is handled by RISEBA's Data Protection Specialist (DPO). The Human Resources Department staff member must ensure that the DPO is provided with all details of the cooperation with the external service provider in a timely manner.

3. EMPLOYMENT RELATIONSHIPS

The employment contract is drafted and its signing is organised by a member of the Human Resources Department. The Human Resources Department staff member collects the employee's personal data required for drafting the employment contract from the employee.

Before the employment contract is signed, or at the same time as it is signed, the Human Resources Department staff member is obliged to ensure that the employee has the opportunity to familiarise themselves with the provisions governing the processing of their personal data and to obtain the employee's consent to such data processing, which is permitted only on the basis of the employee's express consent.

If, during the course of the employment relationship, it becomes necessary to use an employee's personal data for purposes not mentioned in the provisions or to collect additional personal data from the employee, the Human Resources Department staff member must first coordinate the collection of such additional data or the use of existing data for other purposes with the DPO (dpo@riseba.lv).

3.1. ADMINISTRATIVE DOCUMENTS

Lists of insured persons, timesheets, personnel orders and other personnel records shall be processed and stored only by staff members of those departments whose duties include the right to process such personal data.

When organising the circulation of personnel records, it must be ensured that personal data is not accessible to unauthorised persons and other employees whose direct duties do not involve working with such personal data.

3.2. REMUNERATION

Within the framework of the employment relationship, RISEBA may process employees' personal data for purposes related to remuneration (monthly salary, allowances, bonuses, cash rewards), based on the following legal grounds:

Personal data	Purpose of processing	Legal basis
Various information and data relating to remuneration, employees' work performance, skills, level of education, achievements, and incentive schemes, etc. (personalised, anonymised or pseudonymised).	Determination of, comparison, human resources planning, budget, and analysis of employee data.	Legitimate interests, compliance with a legal obligation.
Personal data necessary to determine and implement the provisions, criteria and conditions for the application of specific rights and remuneration principles (personalised).	Issuing internal provisions on the application of benefits and implementation of statutory allowances.	Fulfilment of a legal obligation, legitimate interests, the conclusion and performance of a contract to which the employee is a party and its performance.
Personal data, which is required for the compilation of statistics (anonymised)	Compilation of statistics	Fulfilment of a legal obligation

When exchanging data with other controllers (e.g., the Central Statistical Bureau, sectoral organisations, insurance companies, etc.), for the creation, maintenance and implementation of the remuneration and benefits system, the Human Resources Department staff member ensures the preservation of the anonymity of employees' personal data and the security of aggregated data, as well as ensuring that unauthorised persons cannot access the data.

3.3. STAFF DEVELOPMENT

TRANSFER OF EMPLOYEES TO ANOTHER POSITION

In cases where an employee is to be appointed to another post or promoted, as well as to assess the employee's suitability (fit) for the relevant post or the employee's suitability for the post to be filled (for example, in the event of reorganisation, the abolition of an employee's post or a reduction in staff numbers), the employee's personal data (achievements, education, performance appraisal results, etc.) may be processed by the following persons:

- Head of Human Resources
- The employee's line manager
- Other heads of relevant departments

Data relating to the comparison of employees' professional and social competencies is processed only by those persons for whom such data processing forms part of their job duties or is determined by legitimate interests.

Data on employee transfers or employee comparisons shall be retained for the period during which relevant claims may be brought, but for no longer than 6 months or the period specified in regulatory provisions.

EMPLOYEE QUALIFICATION ENHANCEMENT MEASURES

Information and personal data relating to employee training, training and development plans, qualification-related reports, test results, training activities, reports on conference attendance, professional development measures, as well as diplomas, licences, certificates and permits issued, which serve as the basis for assessing an employee's abilities, professional knowledge and social skills, decisions regarding the completion of a probationary period, etc., are processed only by those persons for whom such data processing is specified in their job description or where such data processing arises from the direct duties of the post.

Data retention period: for the duration of the employment relationship.

3.4. DISCIPLINARY SANCTIONS, SUSPENSION, DEDUCTIONS

Personal data relating to disciplinary sanctions, suspension and deductions against employees may only be processed by those persons involved in the assessment and enforcement of the specific case.

Legal bases and retention periods for the processing of personal data relating to disciplinary sanctions, suspension and deductions against employees, as well as the testimony and explanations of other employees:

Purpose of use:	Imposition of disciplinary sanctions	Provision of evidence in the context of potential legal proceedings
Legal basis for processing	Legal obligation	Legitimate interests
Retention period	1 year (requirements of regulatory acts)	Throughout the duration of the employment relationship and for 6 months after the termination of the relationship

In the process of assessing and applying disciplinary measures and suspension, certain types of special categories of data may also be processed, for example, regarding being under the influence of alcohol or other intoxicating substances.

Legal basis for data processing: grounds for the application of disciplinary sanctions/suspension arising from legislation.

4. TERMINATION OF EMPLOYMENT

Upon termination of the employment relationship, a member of the Human Resources Department is obliged to immediately remove the personal data of the departing employee from all internal lists, as well as to inform the following RISEBA departments of the termination of the employment relationship with the employee:

1. Information Technology Department – to terminate the departing employee’s access rights and to close or transfer/assign their email account to another employee;
2. Marketing and Communications Department – to remove the photographs and contact details of the employee who has left their post from RISEBA’s websites.

In the event of termination of employment or an employee’s prolonged absence, passwords and other access rights to RISEBA systems must be immediately revoked by sending the necessary information to the RISEBA Information Technology Department.

4.1. EMPLOYEE CONTACT INFORMATION

The RISEBA Human Resources Department retains employee contact information, which is stored and used as follows:

1. Given that a new RISEBA employee may require assistance in taking over the duties and work of a former employee, RISEBA may use the former employee’s contact details to contact them regarding work-related matters for a period of three months following their departure.
Basis for storing contact details: RISEBA’s legitimate interests relating to the effective handover of duties, as well as for the purposes of maintaining integrity, in cases where such a handover was carried out poorly or incompletely.
2. After the expiry of the 3-month period, RISEBA may retain the contact details of the former employee in order to contact them regarding RISEBA’s formal events to which the former employee is invited. For this purpose, RISEBA retains the employee’s contact details for 50 years.
Legal basis for storing contact details: legitimate interests.
3. Upon expiry of the aforementioned period, the contact details of former employees are permanently deleted from all systems.

4.2. STORAGE OF PERSONAL DATA

Lists of insured persons, timesheets, personnel orders, attendance sheets and other personnel records, as well as their electronic copies, are stored and processed in accordance with the time limits specified in the File Classification System and the requirements of regulatory acts.

Other personal data which has archival value or whose storage is required by regulatory acts shall be organised and stored in accordance with relevant provisions and regulatory acts, such as Cabinet of Ministers Provision No. 690 of 13 November 2018 "Provisions on documents certifying a person's employment or service history and education which have archival value, and their retention periods", Cabinet of Ministers Provision No. 219 of 10 March 2009 "Procedure for conducting mandatory health checks", the Law "On Accounting", Cabinet of Ministers Provision No. 749 of 6 November 2012 "Procedure for Transferring Documents to Permanent State Storage at the National Archives of Latvia", regulatory acts governing tax matters, etc.

Upon expiry of the provisions for retention, accounting records are destroyed or transferred to the archives.

5. CLASSIFICATION OF PERSONAL DATA AND ORGANISATIONAL MEASURES

Employees' personal data processed by RISEBA on legal grounds is classified as restricted-access information.

Employees' personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, health data, or data concerning a natural person's sex life or sexual orientation is classified as special category data.

The Human Resources Department staff organise their daily work in such a way that restricted information and special category data are not accessible to other persons not involved in personnel management, unless such access to the data is necessary for the performance of their duties and is justified by the requirements of legislation and/or a contract.

Where possible, staff in the Human Resources Department collect and store documents containing restricted information and special categories of data relating to employees in lockable cupboards and desk drawers, and only remove these documents when necessary to carry out their duties.