

PERSONAL DATA PROCESSING PROVISION

Information Technology Department

1. GENERAL INFORMATION

In maintaining and managing information systems (“IS”), Information Technology (“IT”) resources and IT infrastructure to ensure RISEBA’s operations, RISEBA processes the personal data of data subjects – natural persons. Consequently, RISEBA is considered a data controller in accordance with the General Data Protection Regulation (“Regulation”) and is committed to ensuring a transparent process and complying with the relevant data protection obligations.

2. PROCESSING OF DATA SUBJECTS’ PERSONAL DATA

In order to provide IS, IT resources and IT infrastructure, the IT Department processes the personal data of RISEBA employees, students and cooperation partners to the extent necessary and on the basis of the principles and legal grounds set out in the Regulation. In doing so, the IT Department operates in accordance with the recommendations of the Data Protection Specialist (“DPO”), RISEBA’s Information Security Policy, as well as the provisions of other guidelines and recommendations governing the granting, review and suspension of access rights, technical and organisational security measures, etc.

3. COOPERATION PARTNERS

Before commencing cooperation with a new cooperation partner or service provider, an IT department employee must inform the DPO, who is obliged to review and prepare contract amendments containing provisions on the processing of personal data.

It is prohibited to transfer data subjects’ personal data or grant access to third parties with whom RISEBA has not agreed on personal data processing provisions.

Taking into account the risks arising from the insecure processing of personal data, as well as the liability established by RISEBA, when selecting IT service providers, an IT department employee shall give preference only to those service providers whose reputation or experience is verifiable and whose product or service security is confirmed by product or service standards, guarantees, detailed information or the service provider’s willingness to provide guarantees or evidence confirming that data processing complies with the requirements of secure data handling standards.

The processing and transfer of personal data must take place in accordance with the provisions set out in the contract, and no processing or transfer of personal data that alters or deviates from these provisions is permitted. In the event of deviations or additional services, an IT department employee is obliged to report this to the DAS.

4. CCTV

The Head of the IT Department is responsible for the processing and protection of personal data obtained as a result of video surveillance at the following addresses:

- RISEBA Main Building – Rīga, Meža iela 3 and the surrounding area;

Document classification status: Information for internal use, 2020 edition No. 1

Approved by _____ Order No. _____: _____

- Victoria Vocational School – Riga, Meža iela 3, Block 6 (round building).

The Head of the IT Department manages video surveillance matters in accordance with the internal provisions on video surveillance.

5. DATA RETENTION PERIODS

RISEBA stores and processes data subjects' personal data in accordance with the time limits and procedures set out in the provisions, as well as RISEBA's file classification system.

When the processing of personal data is no longer necessary to fulfil provisions set out in a contract or by law, or the data processing period has expired, the Employee shall remove the personal data from all systems and records, irrevocably deletes and destroys the data and/or takes measures to anonymise it appropriately so that the data subject can no longer be identified, unless RISEBA is required to retain personal data to fulfil legal or regulatory obligations, or to preserve evidence in the event of an investigation into a breach.

If no retention period for personal data is specified in a regulatory act or in the Case Nomenclature, personal data must be retained for as long as is necessary to achieve the purpose of the processing of personal data. With regard to the processing of personal data for which the data subject has given consent, personal data shall be processed until such consent is withdrawn or until the date specified in the consent form.

If there are any doubts regarding the retention period and the legal basis, staff are obliged to contact the RISEBA data protection Specialist (dpo@riseba.lv).