



AGENCY OF THE UNIVERSITY OF LATVIA
P. STRADINS MEDICAL COLLEGE OF THE UNIVERSITY OF LATVIA
Reg. Nr. 90000031813, Vidus prospekts 38, Jūrmala, LV-2010
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APPROVED
by the Council meeting
of P. Stradins medical college
of the University of Latvia
18 December 2018, protocol Nr. 6

PRIVACY POLICY

Jurmala

Issued in accordance with Section 72, Paragraph one,
Clause 2 of the State Administration Law

1. Purpose of the Privacy Policy

- 1.1. The goal of the privacy policy is, in accordance with General data protection regulation (further in the text – GDPR) Article 13, to provide the natural person (data subject) with information on the purpose, scope, protection and term of processing of personal data.
- 1.2. The Manager takes care of the User's privacy and protection of personal data, respects the right of individuals to the lawfulness of the processing of personal data in accordance with applicable law and this privacy policy.

2. Manager 's identity and contact information

- 2.1. Manager is the P. Stradins medical college of the University of Latvia . Registration No.: 90000031813.
- 2.2. Manager 's contact information – Vidus prospekts 38, Jūrmala, LV-2010, +371 25448404, +371 26530342, lupsk.kanceleja@gmail.com, www.psk.lu.lv.

3. Contact information of the data protection specialist

- 3.1. The manager's data protection specialist is Lauris Klagišs, lauris.klagiss@datuspecialists.lv, t. 29470425.

4. Purposes of processing for which personal data are intended as well as the legal basis for the processing

Purpose	Goal	Legal basis
For selection of potential students, provision of the study process, provision of library services, scientific activity.	Attracting students and concluding a contract, administration of studies, performance of examinations, issuance of diplomas, etc.	GDPR Article 6, subparagraphs b and f (processing is necessary for the conclusion of the contract, the performance of the contract and the safeguarding of legitimate interests).

For accounting and personnel records.	Accounting and personnel accounting needs.	GDPR Article 6, subparagraphs b and f (processing is necessary for the conclusion of the contract, the performance of the contract and the safeguarding of legitimate interests).
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5. Legitimate interests of the manager

- 5.1. To provide an opportunity to obtain higher education for all those interested.
- 5.2. To conduct business in the field of education provision.
- 5.3. Check the Customer's identity before concluding the contract.
- 5.4. Analyze the operation of website applications, develop and implement improvements.
- 5.5. Administer payments.
- 5.6. Other interests related to the provision of the study process, accounting and personnel accounting.

6. Recipients of personal data or categories of recipients

- 6.1. The data is disclosed to those employees of the Manager who need it for the performance of their direct duties in order to fulfil or conclude the relevant service contract.
- 6.2. In obtaining and using personal data, we partially use the services of external service providers who, in accordance with the agreement, strictly follow our instructions and which we control before and continue to use the service.
- 6.3. We do not disclose personal information to third parties, except:
 - 6.3.1. if the relevant third party has to transfer the data within the framework of the concluded agreement in order to perform any function necessary for the performance of the agreement or delegated by law (for example, to the bank within settlement or to provide another service about which the Customer is informed in the respective service agreement);
 - 6.3.2. to the persons provided for in external regulatory enactments, upon their justified request, in accordance with the procedures and to the extent specified in internal and external regulatory enactments;
 - 6.3.3. in cases specified in external regulatory enactments for the protection of our legitimate interests, for example, by applying to a court or other state institutions.

7. Transfer of data to a third country or international organization

- 7.1. The received data will not be transferred outside Latvia, the European Union or the European Economic Area, nor will it be transferred to any international organization.

8. Duration of data storage

- 8.1. Unless otherwise stated in the data protection guidelines, we will delete personal data no later than three months after the original reason for retention no longer applies, unless we have a legal obligation to retain the data.

9. Data subject 's access to personal data

- 9.1. The data subject shall have the right to access the personal data of the data subject within one month from the date of the request.
- 9.2. The data subject may submit a request for the exercise of his / her rights in writing in person, at the legal address of the Manager (upon presentation of an identity document) or by e-mail, signing with a secure electronic signature.
- 9.3. Upon receipt of a request from the Data Subject for the exercise of his / her rights, the Manager shall verify the identity of the Data Subject, evaluate the request and execute it in accordance with regulatory enactments.
- 9.4. The data subject has the right to receive the information specified in regulatory enactments in connection with the processing of his / her data, the right to request access to his / her personal data, as well as to request the Manager to supplement, correct or delete them, restrict processing or the right to object to processing, in so far as this right does not conflict with the purpose of the processing (conclusion or performance of contracts).
- 9.5. The data subject does not have the right to receive information if the disclosure of this information is prohibited in accordance with the law in the field of national security, national defence, public security, criminal law, as well as for the purpose of ensuring the public financial interests in tax matters or the supervision and macroeconomic analysis of financial market participants.

10. Right to complain to the supervisory authority

- 10.1. The data subject has the right to submit a complaint to the supervisory authority (Data State Inspectorate). Documents are accepted at the Data State Inspectorate by post, electronic mail (documents signed with a secure electronic signature), as well as they can be left at 11/13 Blaumaņa Street, Riga, on the 1st floor mailbox. The Data State Inspectorate accepts e-mails received at the e-mail address info@dvi.gov.lv.