

Privacy Policy

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General Privacy Policy of the Single Website Platform

The webmaster of the Single Website Platform highly values your privacy and data protection. We assume that you have read this Privacy Policy which requests your consent to the processing of your personal data before the provision of such personal data and that you agree to the processing of your data.

Public administration is committed to ensuring openness and transparency, therefore this Privacy Policy describes the methods and purposes for the processing of the personal data transferred by you for processing on the Single Website Platform. Before processing personal data, we evaluate the lawfulness of the data processing activity. We process personal data based on official mandate and legal obligations related thereto.

The Privacy Policy of the Single Website Platform aims to provide general information on the personal data processing activities organised and performed by the State Chancellery in accordance with the principles of personal data processing provided in Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (hereinafter – GDPR).

The personal data controller of the Single Website Platform is the State Chancellery. The personal data processors of the Website Platform are the institutions whose websites are placed on the Single Website Platform, the maintainer of the platform is the State Digital Development Agency (SDDA), the Web host is the Information Centre of the Ministry of the Interior (ICMI), and the technical service provider is the Latvia State Radio and Television Centre (LSRTC).

On the Single Website Platform, your personal data shall be processed for the achievement of the legal interests of State administration institutions, the fulfilment of obligations specified in legal acts, the fulfilment of contractual obligations, the provision of information to the public, and also other abovementioned purposes.

The legal basis for the processing of personal data within the scope of the services managed on the Single Website Platform is provided in the following legal acts:

[Section 10 of the State Administration Structure Law](#)

Cabinet Regulation No. 399 of 4 July 2017, [Procedures for Accounting, Quality Control and Provision of State Administration Services](#)

Cabinet Regulation No. 402 of 4 July 2017, [Regulations Regarding the Public Administration E-services](#)

Cabinet Regulation No. 445 of 14 July 2020, Procedures for Publishing Information on the Internet by Institutions

Employees of the parties involved in the operation of the Single Website Platform will only process personal data for the performance of their official duties or on behalf of or under the instruction of the institutions in compliance with the basic principles of personal data processing and confidentiality requirements set out in the institution's internal documents.

An employee may not process personal data obtained during the performance of official duties for his or her own or other persons' personal purposes. When processing personal data within the scope of their official duties, the personal data processors will minimise the risk of personal data coming into possession of unauthorised persons as a result of actions or omissions.

On the Single Website Platform, your personal data is processed in accordance with the confidentiality requirements and by ensuring the security of the data in held by the Single Website Platform. The personal data processors of the Single Website Platform take various security measures to prevent unauthorised access to your data, disclosure of data or other inappropriate

use of personal data. Based on the applicable level of security, proper processing and storage of data, and also data integrity is ensured. Proportionate and appropriate physical, technical, and administrative procedures and means to protect the personal data collected and processed on the platform are used accordingly. Security measures are constantly improved in accordance with the applicable security requirements and by complying with the relevant data protection principles, and to the extent necessary for the data processing purposes.

Personal data are protected with means of data encryption, firewall and other data network security breach detection solutions. The personal data processors of the Single Website Platform ensure the confidentiality of data and take appropriate technical and organisational measures to protect personal data against unauthorised access, unlawful processing, disclosure, accidental loss, distribution or destruction in compliance with appropriate data protection principles and to the extent necessary for the data processing purposes. Personal data protection measures are constantly improved and enhanced to prevent a decrease in the level of personal data protection.

Principles for the protection of personal data apply to:

- the personal data processed in the information technology infrastructure (servers, local computer networks, and application software);
- the personal data transmitted in the data transmission network, if any;
- the information systems used for the provision of work which are administered by the institutions whose websites are placed on the Single Website Platform;
- the electronic documents developed, registered and in circulation containing personal data.

You may withdraw your consent (if such has been requested from you and you have given it) to the collection, processing, and use of your personal data at any time. The personal data controller of the Single Website Platform will assess your claims based on its legal interests. If the personal data are no longer needed for the pre-defined processing purposes, they will be deleted.

The webmaster of the Single Website Platform is responsible for the personal data processing and processes personal data with means that must prevent the misuse, unauthorised disclosure, and alteration of personal data.

In order to improve the communication of State administration institutions, the personal data controller monitors the received personal data. Such data may be used in an aggregated form to draw up review reports that can be disseminated between the State administration institutions of Latvia. Reports are anonymised and do not contain any personal data.

The Single Website Platform contains access data of the registered and public users, usernames, information selection parameters, traffic information, and Internet Protocol (IP) access address information. The Single Website Platform uses cookies to provide information on visitor activity, visited pages, sources, and time spent on the site. This information is collected to improve the ease of use of the website and collect information on the interests of visitors in order to ensure that the best possible service is provided to you. Only the minimum amount of personal data that is necessary to achieve the processing purpose is processed.

Your personal data are stored on the websites only for as long as it is necessary for the purposes for which they were collected. The personal data processors of the Single Website Platform who have access to such data are trained to handle them properly and in accordance with the regulatory data security framework.

Personal data are stored for as long as there is a legal obligation to store personal data. At the end of the data storage period, the data will be securely deleted or depersonalised so that they can no longer be attributed to the data subject.

The personal data stored on the Single Website Platform is considered restricted access information and can only be disclosed to third parties in the cases and in accordance with the procedures, and to the extent specified in legal acts or concluded agreements. When transferring personal data to the contractual partners of the Single Website Platform (independent controllers), additional provisions for the processing of personal data are included in the agreements.

Websites contain links to other sites which have different terms of use and personal data protection rules.

The cooperation between the institutions involved in the implementation of the Single Website Platform is governed by the adopted legal acts. If you have any questions or complaints regarding the processing and protection of personal data, report them to the State Chancellery by sending an e-mail to pasts@mk.gov.lv, and the State Chancellery will register and assess the information submitted by you, or contact the person appointed by the State Chancellery who is responsible for data processing . The responsible personal data controller is Aldis Apsitis (e-mail address: aldis.apsitis@mk.gov.lv) Data subjects have the right to submit complaints regarding the use of personal data to the State Data Inspectorate (www.dvi.gov.lv) if the subject believes that the processing of his or her personal data violates his or her rights and freedoms in accordance with the applicable laws and regulations.

Cookies



The Single Website Platform uses cookies and warns the website users and visitors thereof.

The Single Website Platform uses cookies to fulfil the obligation specified in Paragraph 23 of the Cabinet Regulation No. 399 of 4 July 2017, [Procedures for Accounting, Quality Control and Provision of State Administration Services](#) as well as in [Section 10 of the State Administration Structure Law](#) to obtain traffic and usage statistics in order to improve the ease of use of the Single Website Platform. You are provided with the possibility to read the Cookie Policy and decide whether to give your consent to the collection of statistics, as well as to choose the option to share the content in social media. In the opt-in consent window, you are given the option to opt out of cookies by selecting "Reject". The exception is the mandatory technical cookie which is enabled by the browser for the duration of the connection session. You can change your cookie preferences in the footer of the website by selecting the link "Changing cookie preferences".

Cookies are small text files which are stored on the memory of your computer or mobile device when visiting a website. During each next visit, the cookies are sent back to the website of origin or to any other website recognising the cookies. The cookies operate as a memory of the particular website, enabling the site to remember your computer or mobile device during next visits, and the cookies can also remember your settings or improve the user experience.

The cookies used can be divided into essential technological cookies without which the provision of the service is technologically impossible or significantly restricted, performance cookies and social media cookies.

By using the website you agree that the performance cookies placed on this website are used for the purpose of improving the quality of services in compliance with the State administration principles specified in Section 10 of the [State Administration Structure Law](#) which provide that the State administration must be organised in a way that is easily accessible to an individual and also the fulfilment of the obligation of the State administration to improve the quality of services provided to the public, to simplify and improve procedures for the benefit of natural persons.

The website uses the following cookies:

Essential cookies:

- SESS01af4db02e7fe8e0a4b362fe87de3156 – this cookie is only required by content administrators for authentication purposes.
- maintenance_message – this cookie is necessary for all users to prevent the content or platform administrator's notifications from reappearing (those which the content user has read and closed with the "Close" button).
- allowCookies – this cookie determines whether you have agreed to the terms of use of cookies and whether to display a statement about the use of cookies in the future.

Performance cookies. This webpage uses the Google Analytics service made by Google Inc. which uses the cookies

stored on your computer to enable analysis of how you use the relevant website. The information generated by the cookies about how you use the website is sent and stored to the Google server. Your IP address, when applying IP anonymisation, is shortened within the territory of the European Union or the European Economic Area. Google uses the information in order to assess how you use the particular website in order to prepare reports for website providers about activities on the relevant websites and to provide other services related to the use of websites and the internet. Google will never link the IP address received here with any other information being at the disposal of Google. In case of need, Google may provide this information to third parties if it is stipulated in laws or if third persons perform the processing of such data on the assignment of Google.

- `_ga`, `_gat`, `_gid` – these three cookies are necessary for all users to allow traffic data to be passed to the Google Analytics statistics collection tool.

If you do not accept the use of performance cookies, traffic data will not be included in Google Analytics statistics.

Social media cookies:

- `_cfduid` – this cookie is necessary for all users to share a content item on their social networks.

Refusing cookies



You may reject the creation, storage, and processing of such statistics by manually disabling the use of the cookie handling mechanism in your browser at any time.

You can change or delete your cookie settings in your browser settings. We have added links to cookie management information resources for the most popular browsers:

[Firefox](#)

[Chrome](#)

[Safari](#)

[Opera](#)

[Edge](#)

[Explorer](#)

More information on how to control cookies according to your device's browser can be found at: www.aboutcookies.org.