

LEGAL GROUNDS FOR THE PROCESSING OF PERSONAL DATA

Personal data	Legal basis
Name, surname, personal identification number, date of birth, pers. ID No, address of residence	Fulfilling a legal obligation: <ul style="list-style-type: none"> - Labour law - Cabinet of Ministers Regulation No. 625 (14.09.2021.) "Requirements for supporting documents for cash receipts and cash expenditure and for keeping a cash book" - Cabinet of Ministers Regulation No. 219 (10.03.2009.) "Procedures for the Performance of Mandatory Health Examinations" - Immigration Law - Labour Protection Law and other related laws and regulations on occupational health and fire safety training and the recording of training.
Bank account no.	Fulfilling a legal obligation: <ul style="list-style-type: none"> - Labour law - Law "On State Social Insurance" - Law "On Personal Income Tax" - MK noteikumi 827 (15.09.2010) " Regulations Regarding Registration of Persons Making Mandatory State Social Insurance Contributions and Reports Regarding Mandatory State Social Insurance Contributions and Personal Income Tax "
CV, application letter, references from previous jobs and transcripts of the selection interview	Legitimate interest: <ul style="list-style-type: none"> - to provide the Company with the personnel required - to plan staff succession and career development
Information about the person's state of health	Fulfilling a legal obligation: <ul style="list-style-type: none"> - Labour law - Cabinet of Ministers Regulation No. 219 (10.03.2009.) "Procedures for the Performance of Mandatory Health Examinations" - likums "Par maternitātes un slimības apdrošināšanu"
Nationality / citizenship / legal status of the person (foreigner) in Latvia	Fulfilling a legal obligation: <ul style="list-style-type: none"> - Immigration Law
Photos, videos (employees and their family members)	Legitimate interest: <ul style="list-style-type: none"> - photo of employees to ensure efficient Company management processes (more effective communication with customers, suppliers and improved cooperation between them) - photos and videos of Company events to inform employees and the public about our activities.

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Video, card system	Legitimate interest: <ul style="list-style-type: none"> - The purpose of video surveillance is the prevention or detection of criminal offences related to the protection of property and the safeguarding of vital interests of individuals, including life and health; - The purpose of the electronic access control system is to identify and monitor employees.
The national registration number of a vehicle owned or used by the person and parked on the premises of the Company	Legitimate interest un personas piekrišana: <ul style="list-style-type: none"> - enable the Company to contact the owner/driver of the vehicles; - the owner/user for parking and moving vehicles on the Company's property.
Information about the trainee (name, surname, personal identification number, address, e-mail address, telephone number, bank account number) educational institution, study programme, course	Fulfilling a legal obligation: <ul style="list-style-type: none"> - Cabinet of Ministers Regulation No. 481 (31.08.2023.) "Organisation of traineeships and insurance for trainees" For the traineeship agreement