SIA "ILE Projects"
PRIVACY POLICY

The purpose of the privacy policy (hereinafter referred to as the "Policy") of SIA "ILE Projects" (hereinafter referred to as "ILE Projects") is to provide you (the data subject) with information about the legal and factual circumstances of the processing of your personal data, including the purpose, scope, and protection of personal data processing, as well as other relevant information.

Please note that this Policy may be amended, supplemented, or updated. Any changes will be communicated to you by posting the updated information on our website.

We respect your privacy, and the security of your personal data is our priority. We use appropriate organizational and technical means to ensure permanent security of your personal data and compliance of data processing with the requirements of data protection laws and regulations, as well as our internal rules. However, please be aware that the transmission of personal data in the Internet environment cannot be recognized as safe. Therefore, you have the option to receive services offered by ILE Projects through alternative communication channels, such as by telephone.

The policy covers:

1. for employees of legal entities that receive ILE Projects services;

2. ILE Projects for job candidates;

3. to employees of various external service providers who provide or claim to provide services to ILE Projects;

4. to individuals, legal entities, representatives of state and local government institutions, non-governmental organizations, who contact ILE Projects by telephone, electronically or in writing regarding an issue of interest;

5. For visitors to the website and social network profiles managed by ILE Projects (hereinafter all together - Data Subject or You).

I. Controller and its contact information

The controller of personal data processing is ILE Projects, registration number: 40003472856, legal address: Gales street 19-16, Sigulda, LV-2150, Latvia, e-mail: team@fedemac.events; phone: +371 26119941, website: www.fedemac.events.

II. Purposes of personal data processing, their scope and legal basis for processing

2.1. ILE Projects processes only the personal data necessary and to the extent required for achieving the previously specified purpose, namely:

<table>
<tr><th>No.</th><th>Purpose of processing</th><th>Personal data categories</th><th>Legal basis</th></tr>
<tr><td rowspan="3">1.</td><td>Provision of FEDEMAC EVENTS services</td><td>Name, surname, contact information (phone number, e-mail address) of the recipient of the service, information related to the purchased service (frequency, type, amount, number, etc.), payment data (account number, invoice number, date, amount , payment date, debt amount), information on debt collection.</td><td>• Conclusion and execution of the service contract;
• Fulfillment of statutory obligations (Law on Legal Force of Documents, Accounting Law).</td></tr>
<tr><td colspan="3">Retention period: until full fulfillment of contractual obligations and/or until the statute of limitations for the purposes of exercising legal interests (commercial disputes - 3 years, data protection disputes - 5 years).</td></tr>
<tr><td colspan="3">Necessity of processing: the terms and nature of the provision of services require the specification of a certain amount of personal data (name, surname, personal identification number, contact information) when placing an order and making a payment to complete the order. The processing of contact information is necessary for the fulfillment of contractual obligations. If personal data is not provided, contractual obligations cannot and will not be established or fulfilled. Failure to provide updated contact information, in case of changes, can significantly hinder the proper performance of contractual obligations. The obligation to include personal data in justification documents is stipulated by the Accounting Law.</td></tr>
<tr><td rowspan="3">2.</td><td>Creating and maintaining a profile</td><td>Name, surname, e-mail address, IP address, profile creation date, orders placed.</td><td>• Consent of the Data subject;
• Conclusion and fulfillment of contractual obligations.</td></tr>
<tr><td colspan="3">Retention period: the personal data in the profile are stored until the day of correction, deletion of this data or until the day of deletion of the profile.</td></tr>
<tr><td colspan="3">Necessity of processing: creating a profile is the freedom of action of each recipient of the service. No service provider is required to create a profile on our website in order to receive the service. However, if You want to receive personalized offers, as well as services that can only be used by registered users,</td></tr>
</table>

	then creating a profile is necessary. Otherwise, this type of service will not be received.		
3.	**Business planning, promotion and development**	• Customer contact information; • Customer reviews, complaints about our service; • Satisfaction test, survey data.	Implementation of our legitimate interests (improvement of existing services, development of new services).
	Retention period: personal data is processed until the purpose of processing is achieved (e.g. preparation of statistical information, compilation of survey results, etc.).		
	Necessity of processing: the Data subject is not obliged to provide personal data to ILE Projects. However, ILE Projects obtains personal data through satisfaction tests, analysis of received complaints and feedback about the services provided, their quality, and possible misconduct by FEDEMAC EVENTS employees during interactions with the Data subject. Without processing this personal data, it would not be possible to improve service quality, enhance customer experience, and address shortcomings and deficiencies.		
4.	**Personnel selection**	• CV, cover letter and other information containing personal data for evaluation according to the requirements of the vacant position - name, surname, contact information (phone number, e-mail address), information about the candidate's experience, education and skills, as well as other information specified by the Data subject CV and which is available in attached documents, such as educational documents (in addition, such as qualifications obtained); • For organizing and documenting interviews – name, surname, content of answers to the questions asked, knowledge and other tests that are carried	• Your consent (for obtaining reviews from previous workplaces); • Realization of our legitimate interests (recruit an employee candidate who meets the requirements of the vacant position).

		out to get an idea of the candidate's experience, knowledge and skills necessary to fulfill the duties of the vacant position; • To obtain reviews from previous workplaces – name of the candidate, position held, time period, name of the previous workplace, review of the candidate; • For making and announcing the decision, concluding the personnel selection - name, surname, contact information, date, fact and substance of the decision.	
	Retention period: 6 months from the date of decision in the specific selection process.		
	Necessity of processing: the provision and processing of personal data for personnel selection purposes are mandatory prerequisites for ILE Projects to evaluate applicants' compliance with position requirements. Failure to provide personal data will result in the applicant being unable to participate in the job selection procedure and will not be evaluated.		
5.	**Provision of information to state administrative authorities, law enforcement authorities in the cases and to the extent specified in regulatory acts**	The information containing personal data (name, surname, personal identification number, contact information, nature of the request, purpose and other information included in the request and which is issued when fulfilling it.	• Fulfillment of a legal obligation (for example, regulatory acts governing administrative violations, criminal proceedings, which determine the obligation to provide information containing personal data); • Pursuing our legitimate interests (for example, reporting a criminal offense against us).
	Retention period: 5 years from the date of data processing.		
	Necessity of processing: the Data subject is not obliged to provide personal data to ILE Projects. Personal data is obtained and transferred to state administrative authorities, law enforcement authorities, courts in order to implement the interests		

	of ILE Projects, a third party or the public, including in compliance with the obligation to provide the information requested by the information requester as stipulated in the regulatory act regulating the relevant process.		
6.	**Performing clerical functions (processing and responding to correspondence)**	Name, surname, personal identification number, address, e-mail address and other information contained in the received document and prepared response.	• Fulfillment of a legal obligation (for example, the obligation established in the General Data Protection Regulation (hereinafter - GDPR) to exercise the rights of the Data subject, to prove the fulfillment of such obligation); • Implementation of our legitimate interests (for example, preservation of evidence to prove the legality of our actions with Your personal data, compliance with obligations set forth in regulatory acts and related aspects).
	Retention period: 5 years from the date of response.		
	Necessity of processing: regulatory enactments (for example, the Law on the Legal Force of Documents, etc., the regulatory enactments regulating the relevant procedure or process) provide for the obligation to indicate the specified amount of personal data, so that ILE Projects' submission, request or complaint can be evaluated and an answer given in substance. Without complying with the requirements of the legal force of the document, commercial secrecy, without indicating the required amount of data, ILE Projects will not be able to consider and evaluate Your request on its merits.		
7.	**Use of external services necessary for the performance of commercial activities**	Identifying information of the signatory of the service provider, identifying and contact information of the contact person of the contract, information containing personal data contained in financial and payment data.	• Conclusion and execution of the contract; • Implementation of our legitimate interests (receiving the service in accordance with the concluded contract; providing You with more convenient, more accessible services).
	Retention period: until full fulfillment of contractual obligations and or until the statute of limitations for the purposes of exercising legal interests (commercial disputes - 3 years, data protection disputes - 5 years).		

	Necessity of processing: The Law on the Legal Force of Documents provides for the obligation to include the specified amount of personal data so that the document is legally binding for the contracting parties. The processing of contact information and contact data is necessary for the fulfillment of contractual obligations. In case of non-provision of personal data, contractual obligations cannot and will not be established. Failure to provide contact information, in case of changes, its current information can significantly limit the proper performance of contractual obligations.		
8.	**Verification of persons on sanctions lists**	Name, surname, date of birth, personal identification number, nationality of the natural person and relationship with a legal entity, the fact, type, justification, time period of the sanction imposed on the person, name of the country or organization that imposed the sanctions.	Fulfillment of legal obligations attributable to the administrator (Article 13.1 of the Law on International Sanctions and National Sanctions of the Republic of Latvia).
	Retention period: 10 years from the date of data processing.		
	Necessity of processing: the Data subject is not obliged to provide personal data to ILE Projects. It obtains and processes personal data by itself, in compliance with the obligations set out in regulatory acts regarding the verification of persons on sanction lists. The processing of personal data is a mandatory prerequisite for ILE Projects to be able to fulfill its legal obligations and to make a decision on the establishment of contractual obligations. By not processing personal data, ILE Projects is not able to fulfill the obligation set forth in the regulatory acts and is not entitled to establish contractual obligations with the subject of sanctions or the legal entity whose true beneficiary is included in the sanctions lists.		
9.	**Representation of ILE Projects, ensuring interests in legal proceedings, organization of enforcement of court rulings**	• Plaintiff, defendant: name, surname, social security number, address, e-mail, telephone number, nature of the dispute, factual and legal circumstances, fact of existence of damage/loss, type, amount, existence of out-of-court proceedings and their circumstances, content of documents supporting the	• Fulfillment of legal obligations (Civil Procedure Law, Criminal Procedure Law, Administrative Procedure Law, Law on Administrative Liability, Law on the Legal Force of Documents, etc.); • Implementation of our legitimate interests (prove the fulfillment of contractual obligations or the legality of actions, as well as the legality and reasonableness of the decision taken; receive compensation for the loss that

		dispute, legal proceedings information, court judgments, appeal information, court rulings that have entered into force, the result of the case examination and their execution. • Representative of the other party: name, surname, personal identification number, address, e-mail, telephone number, document certifying representation and their amount.	the contracting party or any other person has caused to ILE Projects through their actions or inactions.)
	Retention period: 10 years from the date of entry into force of the court decision or its execution in the relevant dispute.		
	Necessity of processing: the Data subject is not obliged to provide personal data to ILE Projects. It obtains personal data and transfers it to court instances itself, in compliance with the obligations defined in regulatory acts regarding information containing personal data to be included in documents.		
10.	**Maintaining and improving the website**	User's IP address; time of visit; pages visited and time spent there; browser type, operating system; web addresses from which the user has reached our website.	• Consent of the Data subject to the use of analytical cookies; • Implementation of our legitimate interests includes the use of mandatory cookies, which are essential for the operation, convenience, and safety of using the website.
	Retention period: according to the duration of each type of cookie specified in the section on the use of cookies in the privacy policy.		
	Necessity of processing: the website visitors are required to provide personal data to ILE Projects only if there is a desire to receive a personalized and relevant explanation based on the facts of the situation provided, as well as if there is a desire to use our website conveniently without re-entering personal data. information when placing an order, etc.		

11.	**Administration and maintenance of social network profiles**	User's name, user feedback on published messages and comments, content of received and sent messages.	legitimate interests of ILE Projects (organize information campaigns, advertisements, provide answers to questions of interest).
	Retention period: the information obtained as part of the communication is processed until the day of the response.		
	Necessity of processing: the obligation to provide personal data to ILE Projects arises only when the Data subject wishes to receive a personalized response or consultation on a matter of interest to them.		
12.	**Organization and administration of the procurement (price survey) process**	Name, surname, personal identification number, contact information (e-mail, telephone number), information on the technical and professional abilities of the applicant's staff or invited specialist (experience, education, knowledge, qualification, position) and documents confirming this; the existence of cases of exclusion of the applicant and their actual circumstances, other information provided by the Data subject, fulfilling the requirements stipulated in the regulations. The manager, as a customer, processes personal data only to the extent specified in the documents attached to the procurement (price survey) regulations, as well as in accordance with the requirements set forth in the Law on International and National Sanctions of the Republic of Latvia.	Taking the necessary steps to enter into a service contract.
	Retention period: offers and other procurement documents are kept by ILE Projects for 10 years after the conclusion of the procurement contract.		

	Necessity of processing: the procurement (price survey) regulations determine the amount of personal data that ILE Projects as the customer has the right to process, while the procurement (price survey) participants are obliged to provide. Failure to provide personal data or providing it in an incomplete amount prevents the possibility to participate in the procurement (price survey) procedure.		
13.	**Newsletter outbox and tracking**	The e-mail address of the newsletter recipient, content and date of the newsletter, if and when an e-mail was opened by a Data subject, and which links in the e-mail were called up by Data subjects.	• ILE Projects' legitimate interests (to inform existing and potential customers about news, promotions and new services).
	Retention period: personal data is processed until the processing purpose is achieved, that is, until the news is sent.		
	Necessity of processing: the Data subject, if he wants to receive ILE Projects news, must provide ILE Projects personal data (e-mail, first name, last name, company, country). The processing of personal data is a mandatory prerequisite for receiving news. Without providing and processing personal data, ILE Projects will not be able to send and the Data subject will not be able to receive ILE Projects news. In addition, the email is initially required to accept the confirmation of receipt of news.		
14.	**Evaluation of information technology security incident and personal data protection violation, reporting to supervisory authority and Data subjects**	Name, surname and other information containing personal data that has been affected by an information technology security incident or personal data protection violation, the nature of the incident or violation, its actual circumstances, causes of occurrence, including workstation monitoring research data, date and time of occurrence, of the affected Data subject and the number of categories of personal data, the possible consequences of the incident or violation for the rights and freedoms of the Data subject, the level of risk found in the assessment, the decision of ILE Projects to report or not to report the incident or violation to the supervisory	• Fulfillment of a legal obligation (Articles 33 and 34 of the GDPR; Article 6 of the Information Technology Security Law); • Implementation of the legitimate interests of ILE Projects (identify the cause/s of the occurrence of an incident or data protection violation, take necessary measures to prevent a personal data protection violation, including and reduce its possible adverse consequences for Data subjects, prove compliance of actions with data protection requirements).

		authority, the Data subjects, the content, date and time of the report. In case of reporting – contact information of the Data subject (e-mail address, postal address).	
	Retention period: 5 years from the date of detection or establishment of an incident or data protection violation.		
	Necessity of processing: the Data subject is not obliged to provide personal data to ILE Projects, except if the Data subject wants to report an incident or personal data protection violation to ILE Projects. In other cases, ILE Projects obtains personal data by itself, analyzing the information received from third parties about a possible incident or violation of personal data protection. The obligation to process the personal data of the Data subject affected by the incident is provided by the GDPR in order to investigate, prevent the violation and mitigate the adverse consequences for the Data subject related to the violation. By not processing personal data, ILE Projects will not be able to fulfill the obligation of the manager to investigate incidents and violations of personal data protection, including informing the Data subject if the violation poses a high risk to the rights and freedoms of the Data subject.		

2.2. The aforementioned purposes of data processing are indicative and personal data may also be processed for purposes not directly mentioned, which are closely related to those indicated above and are necessary to fulfill the requirements of regulatory acts.

2.3. The specific amount of information depends on the specifics of the respective service provided, the purpose of data processing and the applicable laws and regulations that regulate the conditions of service provision.

III. Use of cookies

3.1. The ILE Projects website uses cookies. Cookies are small text files that are created and saved on Your device as an Internet user (computer, tablet, mobile phone, etc.) when visiting our website (https://www.fedemac.events/). On each subsequent visit, cookies are sent back to the origin or another website that recognizes the cookie. Cookies "remember" basic information about Your website visit, thereby improving the ease of use of the website. You can get additional information about cookies, as well as how to manage or delete them, on the website www.aboutcookies.org.

3.2. ILE Projects uses cookies to: ensure efficient and secure website operation and improve it; improve its functionality and information availability; to obtain statistical information on website visitation in a certain period of time and visitors' interests in ILE Projects service types, etc.

3.3. All cookies that are not recognized as mandatory (technically necessary) can only be used with Your prior consent. We draw Your attention to the fact that mandatory cookies are a condition for using the website, so their use does not require consent. The website uses both mandatory cookies, ILE Projects does not obtain consent for their operation, as well as analytical cookies:

Necessary (3) - Necessary cookies are used to make a website function properly and are generally not used for tracking. They are often used for user authentication, so that a website can remember who is logged in when the user navigates to different pages or refreshes the site. Necessary cookies can also be used to keep track of items in a shopping cart or to provide load balancing information.

Name	Domain	Aim	Duration
PHPSESSID	.fedemac.events	Cookie generated by applications based on the PHP language. This is a general purpose identifier used to maintain user session variables. It is normally a random generated number, how it is used can be specific to the site, but a good example is maintaining a logged-in status for a user between pages.	Session
_abck	.list-manage.com	Akamai bot manager / Fraud prevention	a year
bm_sz	.list-manage.com	Akamai bot manager / Fraud prevention	4 hours

Preference (2) - preference cookies are used to remember information that customizes how a website looks or behaves for each user. This may include storing the user's preferred language, region, currency, or color theme.

Name	Domain	Aim	Duration
ak_bmsc	.us13.list-manage.com	This cookie is used by Akamai to optimize site security by distinguishing between humans and bots. bm_sv. This cookie is necessary for the Akamai cache function. A cache is used by the website to optimize the response time between the visitor and the website.	2 hours
AWSALB	www.fedemac.events	Amazon Web Services cookie. This cookie enables us to allocate server traffic to make the user experience as smooth as possible. A so-called load balancer is used to determine which server currently has the best availability. The information generated cannot identify You as an individual.	7 days

Analytical (2) - Analytical cookies are not essential, but they are used to collect valuable information on how a website is being used. This information can help identify issues and figure out what needs to be improved on the site, as well as what content is useful to users. In most cases, the information collected by analytical cookies is anonymous, but some analytics services may collect information that can be used to identify the user.

Name	Domain	Aim	Duration
_ga_*	.fedemac.events	Contains a unique identifier used by Google Analytics 4 to determine	a year

		that two distinct hits belong to the same user across browsing sessions.	
_ga	.fedemac.events	Contains a unique identifier used by Google Analytics 4 to determine that two distinct hits belong to the same user across browsing sessions.	a year

Other cookies (2)			
Name	Domain	Aim	Duration
mozCartID	-	-	Persistent
mozCart	-	-	Persistent

3.4. When You visit our website for the first time in a pop-up window, You will be asked to confirm (button [confirm all]) the use of all cookies, as well as given the opportunity (button [customize]) to choose which other types of cookies You want to enable on Your device. You can express Your consent by ticking the fields opposite each type of cookie by pressing the pop-up cookie bar.

3.5. Third parties do not have access to the cookies used on the website.

IV. Categories of recipients of personal data

4.1. In order to provide services appropriate to Your interests and needs, the conduct of ILE Projects business, the rights of ILE Projects, employees, and third parties, as well as to achieve the purposes of personal data processing, Your personal data may be received by third parties:

- state administrative authorities (Data State Inspectorate, etc.) - in case of receiving a complaint about the actions of ILE Projects, possible non-fulfillment of the requirements set forth in regulatory acts;
- law enforcement and supervisory authorities - in the cases specified in regulatory acts, for example, for the investigation and detection of criminal offences, administrative violations;
- legal service providers, sworn auditors - for providing legal assistance and audit services;
- courts, if it is necessary to file a claim or legal proceedings have been initiated and You are one of the participants in the case;
- debt recovery service provider, sworn bailiff – in case of debt;
- ILE Projects external service providers and processors who provide necessary services for ILE Projects' commercial activities or carry out data processing on our behalf to achieve processing purposes.

4.2. Processors involved in ILE Projects can process Your personal data only according to our instructions and may not use it for other purposes or transfer it to other persons without our consent. Such persons may be: database software maintainers; database administration

service providers; websites, data center maintenance and cloud computing service providers, etc.

4.3. In each case, we submit to the processors only the amount of data that is necessary for the performance of a specific task or the provision of the specific services. In addition, they must ensure the protection of Your data in accordance with the requirements of applicable laws and the written agreement concluded with us, which, among other things, provides for the permanent deletion of any of Your data after the completion of the task given by us or the termination of cooperation.

4.4. ILE Projects does not intend to send Your personal data to third countries. If such a need arises, ILE Projects will transfer Your personal data outside the European Economic Area only if there is an appropriate legal basis for it, also ensuring a sufficient level of protection.

4.5. ILE Projects can obtain Your personal data from the following sources:

4.5.1. law enforcement and supervisory authorities - in cases specified in regulatory acts;

4.5.2. correspondence submitters (natural persons, legal entities, state and local government institutions, non-governmental organizations) who submit information to ILE Projects for solving a relevant issue.

4.6. The aforementioned recipients and sources of personal data acquisition are indicative. Personal data may also be received by other recipients, and ILE Projects may obtain data from other sources, as long as this data processing is necessary to fulfill the requirements set forth in regulatory acts.

V. Data subject rights

5.1. ILE Projects is open in its personal data processing activities and aims to promote awareness of data processing aspects. Thus, ILE Projects provides You with the implementation of the rights of Data subjects, providing a reasonable and friendly procedure for the realization of these rights. The extent of these rights and the procedure for realization depends on the relevant data processing activity and the personal data processed therein, namely:

No.	Data subject rights	Implementation procedure
1.	**Right of access** (access to Your personal data and receiving a copy of it)	• In order to receive our confirmation of whether and what personal data we process, for what purposes, information about data recipients, duration of storage and other information related to data processing, as well as to receive a copy of Your personal data, You must send us Your request in the following way: ❖ submitting by e-mail: team@fedemac.events signed with a secure electronic signature, or ❖ by sending a handwritten signature, complying with the requirements of the legal validity of the document, by mail to the address: Gales street 19-16, Sigulda, LV-2150, Latvia, or

		❖ by coming to our office located at the registered address, in person (in this case we will ask for an identity document).
2.	**Right to rectification**	• If Your e-mail address, telephone number that we have has changed, You have the right to request its correction by sending this request electronically by e-mail: team@fedemac.events; • If Your name, surname, personal code, address have changed, and these personal data are processed for the fulfillment of contractual obligations, You can exercise this right in the same manner as the right of access.
3.	**Right to erasure ('right to be forgotten')**	• You have the right to request us to delete Your personal data if: personal data is processed illegally; You withdraw Your consent and there is no other legal basis for data processing; object to further participation in personnel selection; the deletion of personal data is provided for by regulatory acts or is no longer necessary to achieve the purpose of data processing; • We will not be able to fulfill Your request for the deletion of personal data, if the processing of such data, for which the request was received, is provided for by regulatory acts, if it is necessary for the realization of our legitimate interests in state administrative institutions or courts, etc. in cases specified in regulatory acts; • This right can be exercised in the same manner as the right of access.
4.	**Right to restriction of processing**	• You have the right to request us to limit the processing of Your personal data by only storing it, if: personal data is processed illegally; if You dispute the accuracy of the data; object to data processing based on our legitimate interests; if the personal data can be deleted, but You need it for the realization of Your legitimate interests; • In case of restriction of Your personal data, we are entitled to process the data only on the basis of Your consent or on the basis of our legitimate interests, if they are necessary to raise, implement or defend our interests in state administrative institutions or courts; • During the restriction of Your personal data, we will not be able to provide You with our services and the fulfillment of contractual obligations may be partially restricted; • Before canceling the restriction of personal data processing, we will inform You about it;

		• This right can be exercised in the same manner as the right of access.
5.	**Right to data portability**	• If You have electronically sent us an application for participation in the personnel selection process, You can receive this information containing personal data within 6 months from the end date of the selection process, exercising this right in the same manner as the right of access.
6.	**Right to object**	• You have the right to object to the processing of personal data if the personal data is processed on the basis of our legitimate interests. For example, if You object to the processing of data for recruitment purposes, You can not send Your application to the advertised vacancy or You can withdraw Your participation if personal data has already been submitted by sending a notification to the email: team@fedemac.events. In this case, Your candidacy will not be accepted and will not be evaluated.
7.	**The right to withdraw Your consent**	• In case we process Your data on the basis of consent, You have the right to withdraw it at any time; • You can withdraw Your consent to receive feedback by sending a notification to the e-mail: team@fedemac.events; • We may store Your consent and evidence thereof for a longer period if necessary to protect our rights in relation to claims and claims against us.
8.	**The right to lodge a complaint with a supervisory authority**	• If You believe that we are processing Your data in violation of the requirements of regulatory acts governing the protection of personal data, in order to be able to dispel all Your doubts, be able to answer Your questions, satisfy Your requests and correct any mistakes we have made, if any, we invite You to first contact directly to us. • If You are not satisfied with our proposed solution to the problem or if, in Your opinion, we do not take the steps that should be taken to fulfill Your request, You have the right to file a complaint with the Data State Inspectorate (Elijas street 17, LV-1050 Riga, e-mail: pasts@dvi.gov.lv).

5.2. The Data subject's right to receive a free copy of his/her personal data processed by ILE Projects may be limited if the request is unfounded or is submitted again for the same copy of data previously received. The receipt of the mentioned information may also be limited with the aim of preventing adverse effects on the rights and freedoms of other persons.

5.3. In order to protect the personal data of all our Data subjects from unlawful disclosure, we will need to verify Your identity upon receiving Your request to provide data or to exercise Your other rights. For this purpose, we may ask You to present an identity document, as well as, if the request refers to Your legal representative, a power of attorney or other document

proving representation. If You do not confirm Your identity and/or representation, we will reject Your submitted request.

5.4. Upon receiving confirmation that ILE Projects is entitled to fulfill Your request, we undertake to provide You with information on the progress of Your request immediately, but no later than within one month from the receipt of Your request and the end of the verification procedure.

5.5. If Your request is submitted electronically, ILE Projects will also provide You with an answer electronically, except in cases where it will not be possible, for example, due to the large amount of information or if You ask for an answer in another way.

5.6. If we are forced to reject Your request due to the circumstances specified in the regulatory acts, we will inform You in writing about the rejection, justifying it accordingly.

VI. Security of personal data

6.1. We use various security technologies and procedures to protect Your personal information from unlawful access, use or disclosure. Personal data is available only to those persons who need it for the performance of work duties and only to the extent necessary. Confidentiality agreements have been concluded with all persons who have access to personal data, as well as these persons are informed about the personal data protection rules and receive regular training.

6.2. Our chosen service providers are carefully selected, we require them to use appropriate means to protect the confidentiality of Your data and ensure the security of Your personal information. However, if information is transmitted via the Internet or mobile communications, its security cannot be fully guaranteed, so You must independently assess the risks related to the confidentiality of information and undertake them if You decide to transfer any information to us in the indicated ways.

VII. Storage of personal data

7.1. ILE Projects, in accordance with the nomenclature of ILE Projects cases, stores personal data no longer than is necessary to achieve the purpose of personal data processing.

7.2. ILE Projects takes into account the following circumstances when determining the terms of personal data storage:

7.2.1. whether the period of storage of personal data is determined or follows from the regulatory enactments of the Republic of Latvia and the European Union;

7.2.2. for what period it is necessary to store the relevant personal data in order to ensure the realization and protection of the legitimate interests of ILE Projects or a third party;

7.2.3. until the consent given by the person to the processing of personal data has not been revoked and there is no other legal basis for data processing, for example, to fulfill the binding obligations of ILE Projects to prove the legality of its actions;

7.2.4. the moment of achieving the purpose of personal data processing.

7.3. By ensuring the provision of services offered by ILE Projects, ILE Projects complies with special regulatory acts, which determine its obligation to store individual data. For obtaining

detailed information or in case of confusion, we invite You to contact ILE Projects using the contact information specified in point 1 of the policy.

7.4. After the end of the storage period, personal data will be permanently deleted, unless there is an obligation to store them in accordance with regulatory enactments.

7.5. Longer storage of Your personal data specified in this policy can only be implemented if:

7.5.1. it is necessary for us to enforce our rights in relation to claims, claims or demands;

7.5.2. there are reasonable suspicions of illegal activities that warrant an investigation;

7.5.3. Your data is necessary for the proper handling of a dispute or complaint.