

INFORMATION TO THE DATA SUBJECT

WHO WE ARE? UADBB IVP Partners (code: 302489781, address: Ulonu str. 2, Vilnius) (hereinafter – we) is the controller and processor of Your personal data, details of which may be checked at state institution “Registru centras”, and the right to engage in the activities as insurance broker – at the website of the Bank of Lithuania: <https://www.lb.lt>.

WHO IS THIS INFORMATION FOR? This information is intended for all data subjects whose data we process:

- › providing insurance broker, risk consultancy services;
- › concluding and executing a service contract with suppliers or partners;
- › looking for employees.

WHAT IS THE PURPOSE OF PROCESSING PERSONAL DATA?

- › Submission of proposals for an insurance contract;
- › mediation of insurance contract conclusion and execution;
- › claims administration;
- › proper and legal execution of contracts or other agreements concluded in writing or verbally between us and a service recipient, supplier or employee.

ON WHAT LEGAL BASIS DO WE PROCESS PERSONAL DATA?

- › Conclusion/implementation of the contract (insurance, cooperation, provision of services, work);
- › consent of data subject (for health data processing and direct marketing, if any);
- › legal obligation (requirements of laws, state institutions, audit).

Pursuant to Article 95, Clause 4 of the Insurance Law of the Republic of Lithuania “when concluding and executing an insurance contract, insurance broker has the right to process the personal data of the insured, the beneficiary and the payer of insurance premiums without their consent, except for special categories of personal data”.

WHOSE AND WHAT DATA DO WE COLLECT?

- › If you are a natural person seeking to conclude (or who has concluded) an insurance contract: name, surname, personal identification number, date of birth, address of place of residence, phone number, email, insurance contract/certificate number, validity period, insurance premium amount, insurance premium payment terms; depending on the type of insurance, we can also process more data: personal data of your movable and immovable property, health or family members (name, contact details, etc.);
- › If you are an insured or an injured third party, we can process your name, surname, personal identification number, date of birth, residential address, workplace name, position, salary and contact details of work, data on movable and immovable property, health, and others, if they are necessary depending on the type of insurance;
- › If you are a beneficiary: name, surname, personal identification number, date of birth, contacts, bank account details;
- › If you are the perpetrator of an accident: name, surname, workplace, your duties, contact details, depending on the type of insurance: data on the driver's license, immovable or movable property data.
- › If you are a representative of a legal entity (client, supplier, partner): name, surname,

workplace, position, email, phone number.

- › If you are a candidate for employees: name, surname, email, telephone number, educational institution and year, previous jobs and length of service and other information you provide when you send us your CV and (or) cover letter.

In a specific case, we can provide a complete list of processed data upon formal request of the data subject.

DO YOU HAVE TO PROVIDE YOUR PERSONAL DATA?

We do not request data that is not necessary for us in the activity, providing services related to the above-mentioned personal data processing purposes. By refusing to provide the necessary data, You at the same time refuse to order our services, cooperate, provide services, get employment or, if there is a basis, refuse further cooperation when the provision of services, cooperation, employment has started.

WHO CAN WE GET YOUR PERSONAL DATA FROM?

We receive Your data from You directly, contact persons at Your workplace (when the employer is a policyholder), beneficiaries, family members, persons authorized by You, injured third parties, the perpetrators of the incident, insurance companies, state institutions or registries (e.g. Register center (VJ „Registru centras“), AB „Regitra“) and other entities that have information necessary for insurance to enter into a contract, to perform it, to administer damages or to perform other legitimate purposes.

WHAT RIGHTS DO YOU HAVE?

- › The right to access data (right to receive information);
- › the right to correct personal data;
- › the right to delete personal data;
- › the right to restrict processing of personal data;
- › the right to data portability;
- › the right to disagree / withdraw consent;
- › the right to submit a complaint to the State Data Protection Inspectorate (www.vdai.lt).

HOW TO IMPLEMENT THESE RIGHTS?

- › Requests to implement the rights are accepted by the Data Protection Officer of IVP Partners or the company's manager;
- › requests can be submitted directly at the IVP Partners office (the address of the head office can be found on the company's website www.ivp.lt), by submitting a signed document, or by e-mail (info@ivp.lt), confirmed with an electronic signature.

OTHER RELEVANT INFORMATION ABOUT THE REQUEST

- › You must indicate in the request: name, surname, date of birth and contact details, as well as which right you wish to implement;
- › in order to familiarize yourself with your data, you must specify what information you want to receive (eg: what kind of your data and for what purpose we process it, from whom it was collected, to whom it was transferred, how long it will be stored, etc);
- › in the request to delete data / restrict their processing, you must indicate the reasons for a such request;
- › we will provide you with an answer as soon as possible, but no later than within 1 month, unless there are objective circumstances to extend the deadline. In order to extend the deadline for responding to the request, we will inform you and indicate the reasons for the deadline extension;

DO WE USE
AUTOMATED DATA
PROCESSING,
INCLUDING
PROFILING?

- > We do not use profiling because we do not conduct direct marketing to natural persons;
- > we use automated data processing to import insurance policies, import and maintain employee insurance/motivation program lists to the extent necessary to optimize working time.

WHO DO WE
PROVIDE YOUR DATA
TO?

- > To our employees, who are authorized to access only those data that are necessary to implement the employee's functions and provide services;
- > to the insurance company, if the data is collected for the purposes of conclusion, performance, damage administration of the insurance contract;
- > to data processors (providers of information technologies and legal services);
- > to your employer, if the company is the policyholder;
- > to your authorized person, if You indicated so in the power of attorney;
- > to state institutions, if it is necessary to achieve the above-mentioned goals.

When transferring Your data, we act exclusively in the interests of the policyholder and during the transfer we ensure the protection and confidentiality of the transferred data. When processing Your data and information, we are guided by the signed confidentiality agreements, the Civil Code, the Insurance Act, GDPR provisions and other legal acts of the Republic of Lithuania regulating the processing of information of natural persons.

Data processors who can access or receive your data have concluded cooperation/service provision and data processing agreements with IVP Partners (us), and they provide us with services necessary for our company. With the help of data processors, we take all necessary measures to ensure that our data processors have implemented appropriate organizational and technical measures to ensure the security of personal data and maintain confidentiality.

HOW LONG DO WE
KEEP YOUR DATA?

We store your personal data for no longer than is required by the purposes of processing this data or provided for by legal acts, if the data storage period is set. We keep it so that, if necessary, we have a proper history of our relationship with You and can answer all questions related to Your cooperation with us.

According to our procedures and practices, personal data is stored for as long as reasonable claims can arise from the contractual relationship. Personal data that is no longer needed is simply destroyed. In cases where we are the data controller, we process personal data for a maximum of 7 years from the end of the contractual relationship with the contractor.

In cases where we are a data processor, we follow the instructions of the data controller and store the data for as long as the data controller requires, but in any case no longer than 7 years from the end of the contractual relationship with the data controller or the retention period established by legislation.

We store the data of job candidates only for the period until the employee search process is completed. We guarantee that your personal data will remain confidential and will not be used for purposes other than the selection process.

NEED ADDITIONAL
INFORMATION OR
HAVE INFORMATION
ABOUT VIOLATIONS?

In case of personal data violations, please contact us directly at Ulonu str. 2, Vilnius or by e-mail: info@ivp.lt , and if You do not agree with our answer, You have the right to apply to the State Data Protection Inspectorate (<https://vdai.lrv.lt/lt/>).

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