

# BELARUS PASSPORT CENTRE PRIVACY POLICY

This Privacy Policy (hereinafter referred to as the "**Privacy Policy**") explains how **Belarus Passport Center, PUBLIC ENTITY ("BPC" or "we" or "us")**, a public institution registered and operating under the legislation of the Republic of Lithuania, with the legal entity code 306628310, registration address J. Savickio 4-7, LT-01108 Vilnius, Lithuania, as the controller of your personal data, processes your personal data when you provide it to us on this website, when you donate to us, and generally when you use the website, and also provides information about your rights as a data subject.

When processing personal data, BPC is guided by and complies with 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, repealing Directive 95/46/EC (hereinafter referred to as "**GDPR**"), the Law of the Republic of Lithuania on the Legal Protection of Personal Data, and any other applicable legal acts regulating personal data protection.

If you use the website, it means that you have read and understood this Privacy Policy and the purposes, methods and procedures for processing your personal data set out in it.

## I. WHAT PRINCIPLES DO WE FOLLOW IN PROCESSING PERSONAL DATA?

When processing your personal data, we:

- a) We will comply with the requirements of current and applicable laws, including the GDPR;
- b) We will process your personal data in a lawful, fair and transparent manner;
- c) We will collect your personal data for specified, explicit and legitimate purposes and will not further process your personal data in a way that is incompatible with those purposes, except to the extent permitted by law;
- d) We will take all reasonable steps to ensure that personal data which are inaccurate or incomplete in relation to the purposes for which they are processed are promptly rectified, supplemented, suspended or destroyed;
- e) We will keep it in a form which permits your identification for no longer than is necessary for the purposes for which the personal data is processed;
- f) We will not disclose personal data to third parties or make it public, except as provided in this Privacy Policy or as required by applicable law;
- g) We will ensure that your personal data is processed in such a way that appropriate technical or organizational measures are taken to ensure adequate security of personal data, including protection against unauthorized or unlawful processing and against accidental loss, destruction or damage.

## II. PROCESSING OF YOUR PERSONAL DATA

BPC processes your personal data for the following purposes:

### 1. To collect and administer donations and gifts

<b>Data categories</b>	Email address, name, surname, phone number; amount of the donation or donation;
<b>Legal basis for processing</b>	Conclusion and performance of a donation/support contract with you (Article 6(1)(b) GDPR)

<b>Time limit for data processing</b>	Personal data is stored for 10 years from the date of your most recent donation.
<b>We get our data from</b>	Your own
<b>We provide or transfer data</b>	For paying agents

## 2. To communicate with you

<b>Data categories</b>	Email address, name, surname
<b>Legal basis for processing</b>	Your consent (Article 6(1)(a) GDPR)
<b>Time limit for data processing</b>	Personal data will be kept for 3 years from the date of consent or purchase of services, or until you revoke your consent or object to the processing of your personal data based on legitimate interest.
<b>We get our data from</b>	Your own
<b>We provide or transfer data</b>	-

## 3. To ensure the functionality of the website, to collect statistical information, to analyze information flows, to improve the website and the browsing experience, and to personalize the website for users.

<b>Data categories</b>	Online identifier; type of web browser used; number of visits; number of web pages viewed; time spent on the website; online source from which the person came; information about the device used; language; country; internet service provider etc.
<b>Legal basis for processing</b>	Your consent (Article 6(1)(a) GDPR)
<b>Time limit for data processing</b>	Personal data is stored as long as the specific cookie is valid, unless you withdraw your consent to the storage of cookies earlier. Please see Section VI of this Privacy Policy for more information.
<b>We get our data from</b>	BPC obtains personal data directly from data subjects through the use of <i>cookies</i> when they use the website
<b>We provide or transfer data</b>	Data managers (IT, service stations, virtual cloud storage, etc.).

## III. TO WHOM WE MAY TRANSFER YOUR PERSONAL DATA

Please note that we do not transfer or otherwise disclose your personal data to third parties, except in the following cases:

1. if you request and/or consent;
2. to our employees, agents, and service providers as reasonably necessary for the purposes set out in this Privacy Policy;
3. to data processors who process your personal data on our behalf and for the purposes identified by us and set out in this Privacy Policy (e.g. IT, server service providers);
4. to law enforcement authorities, bodies and/or other recipients to whom the data must be communicated in accordance with legal requirements or in order to defend our rights and interests.

In cases where BPC transfers data to data processors, BPC requires that the data processors process the transferred data only as directed by BPC, for the purposes defined by BPC, and in accordance with this Privacy Policy, the laws governing the protection of personal data, and the data processing agreements entered into between BPC and the data processors.

BPC may transfer your personal data to entities outside the European Economic Area (EEA) on a lawful basis and for a lawful purpose (e.g., if the processors or recipients of BPC's personal data are located outside the EEA). In the case of transfers of personal data from the EEA to countries not recognized by the European Commission as providing an adequate level of protection for personal data, BPC will take all appropriate measures to protect your personal data (e.g., by basing the transfer of your personal data on the standard terms and conditions for data transfer agreements approved by the European Commission).

#### IV. WHAT RIGHTS DO YOU HAVE AS A DATA SUBJECT?

As a data subject, you have the following rights:

1. **Right to be informed about the processing of personal data by BPC.** You have the right to obtain information about the processing of your personal data, the source of the personal data, the purposes of the processing, the legal basis, the duration of storage and the persons, recipients or processors of the data, the rights of the data subject, etc.
2. **Right of access to your personal data processed by BPC.** You have the right to access and obtain a copy of the personal data processed about you.
3. **Right to request correction of your personal data processed by BPC.** You have the right to request the rectification of inaccurate or erroneous personal data processed by BPC.
4. **Right to withdraw consent.** You have the right to withdraw your consent at any time, without affecting the lawfulness of the processing based on your consent prior to the withdrawal of your consent.
5. **Right to request erasure.** You have the right to request that your personal data be deleted if (i) it is no longer necessary for the purposes for which it was collected; (ii) you have withdrawn your consent to the processing of your personal data, where the processing was based on your consent; (iii) we are processing your personal data on the basis of a legitimate interest and you object to such processing and there are no overriding legitimate grounds for such processing; or (iii) we are processing your personal data on the basis of a legitimate interest and you object to such processing and there are no overriding legitimate grounds for the processing; (iv) we are required to delete your personal data to comply with a legal obligation imposed on us; or (v) your personal data has been unlawfully processed.
6. **Right to restrict processing.** You have the right to restrict BPC's processing of your personal data: (i) if you dispute the accuracy of the data and BPC conducts a review; (ii) if your personal data has been processed unlawfully, but you do not consent to its erasure; (iii) if your personal data is no longer necessary for the purpose for which it was collected, but is required for the establishment, exercise or defense of a legal claim; (iii) your personal data is no longer necessary for the purpose for which it was collected but is required for the establishment, exercise or defense of legal claims; or (iv) if you have objected to the processing of your data as described below, pending verification that BPC's legitimate grounds override your grounds.
7. **Right to object to processing.** You have the right to object to the processing of your personal data by BPC for direct marketing purposes, to object to the processing of your personal data in the public interest or in the legitimate interests of BPC, unless these interests override the reasons for your objection.

8. **Right to portability of your personal data.** You have the right to receive the personal data that you have provided to us or to request the transfer of such data to another controller in a structured, commonly used and computer-readable format, provided that the processing of your personal data is based on your consent or on an agreement between us and that your personal data is processed by automated means..
9. **Right to complain.** If you believe that your rights have been violated, you may contact BPC at [info@belarus-passport.com](mailto:info@belarus-passport.com) and/or file a complaint with the data protection authority. In Lithuania, the data protection authority is the State Data Protection Inspectorate (L. Sapiegos 17, LT-10312 Vilnius, e-mail: [ada@ada.lt](mailto:ada@ada.lt)), while in other countries you can contact the data protection authority of your place of residence or the place where BPC operates here: [https://www.edpb.europa.eu/about-edpb/about-edpb/members\\_en](https://www.edpb.europa.eu/about-edpb/about-edpb/members_en). You can contact BPC at [info@belarus-passport.com](mailto:info@belarus-passport.com) to exercise your rights. BPC may ask you to provide proof of identity before exercising your right(s).

BPC hereby informs you that the exercise of the foregoing rights may be subject to the conditions established by law for the exercise of a particular right and that, therefore, BPC has the right to refuse, in a reasoned written decision, your request to exercise a particular right for specific reasons established by law.

Upon receipt of your request, BPC undertakes to exercise your right as soon as possible, but in any event within one month of receipt of your request, or to refuse to do so in a reasoned written decision. BPC may charge a reasonable fee if your request is manifestly unfounded, repetitive, or excessive.

## **V. ENSURING THE SECURITY OF YOUR PERSONAL DATA**

BPC will process your personal data in a responsible and secure manner, taking into account the requirements for the security of personal data set out in the legislation. When determining the measures for the processing of personal data, as well as during the processing of the data, BPC shall implement the technical and organizational measures for data protection set out in the legislation in order to protect the processed personal data against accidental or unlawful destruction, damage, alteration, loss, disclosure, as well as against any other unauthorized processing. The security measures and the level of security of personal data shall be determined taking into account the risks associated with the processing of personal data.

Among other things, BPC employees who have access to personal data are made aware of the requirements for the protection of personal data and ensure the complete confidentiality of the personal data processed.

## **VI. COOKIES**

BPC notifies you that the website uses cookies.

Cookies are small text files that are sent to and temporarily stored on the device of each visitor to the website from which the site is accessed.

The information collected by cookies helps to identify the visitor to the website, store the visitor's history and tailor content accordingly. The information collected by cookies enables us to provide you with a more convenient browsing experience, to make attractive offers to you, to learn more about visitor behavior, to analyze trends, and to improve the website and our services.

When you visit the website, you may actively choose to accept the use of cookies. If you do not consent to the use of cookies, cookies that are not necessary for the functioning of the website or that are of a purely technical nature will not be placed on your device.

Please note that you can also manage and/or delete cookies according to your preferences by selecting the cookie management tool on the website. You can also choose which cookies you want to accept and which you want to reject in the settings of your browser (Microsoft Edge, Safari, Firefox, Chrome, etc.). You can

delete any cookies that are already on your device, and most browsers allow you to set them to not store cookies. The location of these settings depends on the browser you are using.

You may withdraw your consent to the use of cookies at any time by changing your preferences and deleting the cookies you have stored. Please note that if you choose to delete cookies, any options that you have set will also be removed and the website may not function properly. For these reasons, we do not recommend that you disable cookies when using the website.

To learn more about cookies and how to manage or remove them, you can visit: [www.allaboutcookies.org](http://www.allaboutcookies.org).

We use the following cookies on the website:

Cookie category	Purpose of processing	Cookie name	Cookie type
Analytical	Helping to run experiments on the site, analysing user engagement with different content options	"Google Optimisation Tool	Persistent cookie
Promotional	Helps to set analytical cookies for website visitors and suppliers, helping to analyse website traffic and visitor actions	"Google Tag Manager	Persistent cookie
Analytical	Helps to analyse how a visitor uses the website	HotJar user experience measurement tag	Until the end of the session
Promotional	Helps to analyse the quality of users' web browsing, the visitors who have visited the website or performed certain actions on the website	"Adform audience and conversion tags	Until the end of the session
Analytical	Analyses how visitors use the website and helps to improve the quality of the user's online experience for those who have visited or taken certain actions on the website	"Google Analytics tags	Persistent cookie
Promotional	Analyses how visitors use the website and helps to improve the quality of the user's online experience for those who have visited or taken certain actions on the website	"Facebook audience and conversion tags	Persistent cookie
Promotional	Analyses how visitors use the website and helps to improve the quality of the user's online experience for those who have visited or taken certain actions on the website	"Adwrods audience and conversion tags	Persistent cookie

## VII. CHANGES TO THE PRIVACY POLICY

BPC has the right to change the terms and conditions set forth in this Privacy Policy. If we change the terms of this Privacy Policy, we will post an updated version of this Privacy Policy on the website.

*Changes to the Privacy Policy have been made and are effective from 01.01.2024.*