

FORM APPROVED BY
The Minutes of the Meeting No. 4 (43) of
19 December 2018 of the 2014-2020
European Union Structural Funds
Management Working Group formed by
Minister of Finance of the Republic of
Lithuania Order No 1K-243 “On the
Formation of the Working Group” of 11
July 2013.

Annex 9 to the Instructions on
Administration of Information of Project
Participants

REPORT ON THE PROCESSING OF PERSONAL DATA

In order to ensure the protection of your personal data processed in accordance with Articles 13 and 14 of 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) (OJ 2016 L 119, p. 1) (hereinafter – GDPR) we hereby inform that:

Your personal data controller –Ministry of Finance of the Republic of Lithuania, Lukiškių str. 2, tel. (+370 5) 239 0000, e-mail: finmin@finmin.lt. The contacts of the Data Protection Officer of the Ministry of Finance of the Republic of Lithuania: dap@finmin.lt.

Personal data processing purposes:

- The monitoring of project implementation (project costs and results, efficiency of project training);
- The preparation and submission of reports to the European Commission (aggregated anonymised data on gender and belonging to the groups specified in the questionnaire);
 - Social studies (used your data provided).

Legal basis for processing the personal data:

You participate in the activities of the project, which is financed from the EU Funds, where the costs of the event and the results of the project are reported to the European Commission. According to the requirements of the European Commissionⁱ, Lithuania must report on the affiliation of the persons involved in the projects to various groups (accordingly produced questionnaire is presented to you) and the possibility of identifying a genuinely existing person must be ensured.

The personal data you provided (name, surname, date of birth, sex, e-mail address, tel. , status in the labour market, education, belonging to the groups listed in the questionnaire, compliance with additional criteria specified in the questionnaire) is processed to fulfil the legal obligation applicable to the controller (Article 6(1)(c) of GDPR).

If you refuse to provide the requested personal data, you will miss the opportunity of participating in the project activities.

Categories of recipients of your personal data:

- The Project Promoter;
- The implementing authority;
- The institutions and undertakings involved in social studies.

Ensuring the security of personal data:

- Personal data entered and stored in the EU Funds’ information system (SFMIS2014) is restricted to staff of the implementing authorities administering the project. All employees have signed confidentiality obligations. The employees’ actions are recorded in the information system.
- The SFMIS2014 system is regularly audited and certified as regards data safety.

- Personal data is processed in accordance with GDPR, other the legal acts of the Ministry of Finance of the Republic of Lithuania and other institutions administering the EU Funds regulating the processing of personal data.
- Personal data in the SFMIS2014 database is stored till the end of the implementation of a relevant EU Structural Funds' programme, where in the archive SFMIS2014 database the data is stored for three years after the end of the implementation of the programme or the final date of approval of the final programme report.
 - The documents or copies thereof containing personal data are kept in accordance with the procedure laid down by legal acts implementing the Republic of Lithuania Law on Documents and Archives .

Additional information:

Some your personal data (name, surname, date of birth and social insurance periods) may be received from the Republic of Lithuania Register of the Persons Insured by State Social Insurance and Beneficiaries of State Social Insurance (Sodra) Benefits.

Your rights:

You have the right to ask to access your personal data, to require the correction of inaccurate, incomplete your personal data or to restrict the processing of data.

Your rights are implemented on the basis of the GDPR requirements and the Description of Personal Data Processing and the Implementation of the Rights of Data Subjects in the Ministry of Finance, which is available on <http://finmin.lrv.lt/lt/asmens-duomenu-apsauga-1>. If you want to take the above steps, please contact the Data Protection Officer of the Ministry of Finance.

If you think that your rights relating to our processing of personal data have been violated, you have the right to contact the supervisory authority – the State Data Protection Inspectorate.

This information report may be revised, if necessary. Any amendment thereto is notified on website: www.esinvesticijos.lt , where this notice is published. It is available on www.esinvesticijos.lt/dokumentai.

If you have any questions regarding the event in which you participate, please contact the Project Manager.

ⁱ • Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 17 December 2013.

• Project Administration and Financing Rules approved by Minister of Finance of the Republic of Lithuania Order No 1K-316 of 8 October 2014.