

## **INFORMATION ON PERSONAL DATA PROCESSING FOR RECRUITMENT OF CANDIDATES**

The personal data processor shall be VSIA Liepājas simfoniskais orķestris (SLLC), Radio iela 8, Liepāja, LV-3401, telephone +371 63489272, electronic mail address: [info@lso.lv](mailto:info@lso.lv).

Contact information of the personal data protection officer: tel. +371 28664223, address: Radio iela 8, Liepāja, electronic mail address: [Info@fpdd.lv](mailto:Info@fpdd.lv)

Purpose of processing of your personal data – **provision of the recruitment process of employees and implementation of the rights and obligations arising thereof.**

Purpose and legal basis for personal data processing:

- performance of legal duties (Article 6(1)(c) of the General Data Protection Regulation, Labour Law and other regulatory enactments, regulating the legal employment relations);
- Legitimate interests of the controller (Article 6(1)(f) of the General Data Protection Regulation) upon receiving the application of the applicant; the legal interest shall arise for the Controller to process the application received from the applicant, assessing the information provided therein, organizing the negotiation procedure, performing negotiations and providing evidence, substantiating the legal course of the relevant process. In case of a dispute the information acquired during the process of recruitment may be used in order to reflect the legal course of the relevant process.

Possible recipient of the personal data:

- Head of the Personnel Department of VSIA Liepājas simfoniskais orķestris (management of the recruitment process);
- the Board of VSIA Liepājas simfoniskais orķestris, direct manager and other leading employees in accordance with the competence (assessment of the candidate for the relevant position);
- processors of VSIA Liepājas simfoniskais orķestris (e-mail maintainers and maintainers of other information systems).

Your personal data will be stored for 3 months after the end of recruitment of candidates.

If your CV will be received, when the recruitment process is not taking place and such will not be commenced, then your data shall be stored for 1 month.

This is to inform that you, as a data subject, shall have the following rights:

1. to request the controller to get access to your personal data processed as for the data subject, to request modification or erasure of inaccurate personal data, submitting the written substantiation of your request, in cases determined in the law to request limitation of your personal data processing, as well as to object against processing;
2. to submit a complaint regarding unlawful processing of your personal data to the State Data Inspectorate.