

PRIVACY NOTICE

1. SCOPE		
<p>1.1. This privacy notice explains how LTR Compliance Services, UAB ("LTR Compliance Services", "us," or "we") collect, use, communicate, disclose and process personal information.</p> <p>1.2. LTR Compliance Services, UAB, legal entity code 304849484, registered in Republic of Lithuania, address: Adresas: Lvovo g. 25-701, LT-09320 Vilnius, Lithuania, contact phone number: +37068642488 , e-mail address: administration@ltrcomplianceservices.com, is Controller of your Personal Data.</p> <p>1.3. You should carefully read this document and if you do not agree with this Notice, then you should refrain from using our Services.</p>		
2. RECEIVING OF PERSONAL DATA		
2.1. PERSONAL DATA PROCESSED BY US	2.2. PURPOSES OF PERSONAL DATA PROCESSING	2.3. LEGAL GROUNDS OF PERSONAL DATA PROCESSING
2.1.1. We process personal data of our clients, who are natural persons.	2.2.1. We process personal data in the extent necessary for performance of our contract of provision of administrative, accounting and compliance services. This requirement may also apply to the data of special categories, such as the data concerning citizenship etc.	2.3.1. We process mentioned personal data on the grounds of: <ul style="list-style-type: none"> • A services contract; • A consent; • And on the grounds established by law.
2.1.2. Also, we process personal data of third persons (natural persons), whose personal data are provided by the clients (legal entities) of LTR Compliance Services.	2.2.2. We process personal data in the extent necessary for performance of our contract of provision of administrative, accounting and compliance services. This requirement may also apply to the data of special categories, such as the data concerning citizenship etc.	2.3.2. We process mentioned personal data on the grounds of: <ul style="list-style-type: none"> • Services contracts with our clients; • A consent of third person (the fact that we do not maintain any connection with the third person and process personal data of the third person exclusively for the purpose of providing services to the client, it is considered that the obligation to inform the third person about the processing of his or her personal data is not subject to us, and the responsibility for transferring personal data of the third person to us lies with the clients); • And on the grounds established by law.
2.1.3. We process personal data of employees of our clients (legal entities).	2.2.3. We process personal data in the extent necessary for performance of our contract of provision of administrative, accounting and compliance services.	2.3.3. We process mentioned personal data on the grounds of: <ul style="list-style-type: none"> • Services contracts with our clients; • And on the grounds established by law.
2.1.4. Also, we may process personal data of other data subjects provided by you or your counterparty.	2.2.4. Such processing is necessary for the proper performance of a contract with our clients.	2.3.4. We process mentioned personal data on the grounds of: <ul style="list-style-type: none"> • A services contract with our clients; • And on the grounds established by law.

2.4. In some jurisdictions, we may also process personal data of data subjects as part of our compliance with our legal obligation and/or as permitted under applicable law. In such case we will process any personal data as required or permitted under applicable law.

2.5. E-MAIL NEWSLETTER SENDING

As we want to provide our clients with the highest level of services, we may send to their e-mail our newsletter or provide relevant information in other way. This is how we can inform you of the latest news about taxes and last legislation related to tax law. Sending you our newsletter or providing relevant information in other way is based on our legitimate interests. However, if you do not want to receive our newsletter any more, please contact us and we will delete you from our newsletter database. All other data subjects will receive our newsletter or provision of relevant information in other way only on the ground of previous informed and precise consent. You give us this consent voluntarily and you can withdraw it anytime by sending us a specific request to the e-mail of the respective Controller.

3. RETENTION OF PERSONAL DATA

Your personal data are being processed only as long as it is necessary in order to reach the particular purpose of processing (at least within the time of duration of the contract, validity of the consent and the time specified in the particular administrative, accounting and compliance situation).

4. TRANSFER OF PERSONAL DATA

The personal data you provided us with are processed and stored mostly by us. In a very limited extent also other processors can be involved, such as state institutions. Moreover we involve our legal partners – lawyer union “CEE Attorneys” - as your data processors regarding issues related to legal procedures. Likewise, the client’s personal data may be disclosed by us in state tax institutions if it is necessary, regarding the law of Republic of Lithuania.

5. YOUR RIGHTS IN RELATION TO THE PERSONAL DATA PROTECTION

As to a data subject, we commit to guarantee you all the rights under the GDPR, namely as follows:

- a) right to obtain the information on processing your personal data;
- b) right to access to your personal data;
- c) right to rectification, erasure, to restriction of processing your personal data;
- d) special right to object to processing of personal data;
- e) right to receive the personal data (right to data portability);
- f) right to lodge a complaint with our office for Personal Data Protection.

Also, you can submit any questions or complaints regarding your Personal data by contacting us at administration@ltrcomplianceservices.com. You will be given with requested information after your identity is verified.

6. SECURITY

We use reasonable measures to maintain the security of your Personal Information. Even so, technical mistakes are possible. No service provider, including our Company, can fully eliminate security risks associated with Personal Information.