

## Privacy Policy

Transparency International Lithuanian Chapter (TILC) bearing company code number 125290167, officially registered and located in 5 Didžioji street Vilnius, Lithuania, which organizes the Transparency International School on Integrity, respects your privacy and personal data. We therefore commit to protect them and not to make them public or transmit them to third parties in any way without your permission, unless this is requested by legal provisions or by this Privacy Policy. We seek to ensure a maximum level of protecting your data, through abiding by the provisions of this Privacy Policy and those stated in national legislation.

In this Privacy Policy we provide information about the processing of your personal data. Personal data is considered to be any information concerning a natural person, from which his or her identity is identified or could be identified (e.g. name, surname, email address, phone number, photos, IP address etc.). Taking this into account, we commit to act transparently and to provide clear information about your personal data that is being processed, the purpose of its processing, data storage period as well as about the legal basis for data processing and all other information that has to be provided in accordance with existing legislation.

We kindly ask you to read this Privacy Policy, so that you might have a better understanding on how TILC collects, stores and processes your personal data. Also, this Privacy Policy states what your rights are as a person whose data is processed by TILC.

If you use the websites [www.transparencyschool.org](http://www.transparencyschool.org) or [www.transparency.lt](http://www.transparency.lt) and provide your personal data to TILC, you are considered to be acquainted with this Privacy Policy and in agreement with its terms and conditions.

You can read or print this Privacy Policy at any time on the website [www.transparencyschool.org](http://www.transparencyschool.org).

### 1. Personal data processed by TILC

Persons who wish to participate in the Transparency International School on Integrity must fill out an application form on the website [www.transparencyschool.org](http://www.transparencyschool.org).

While filling the online application at [www.transparencyschool.org](http://www.transparencyschool.org) and after their candidacy is confirmed by TILC, participants are required to provide the following personal data:

- First Name;
- Last Name;
- Sex;
- Birth date;

- Personal ID number;
- Passport or ID card number;
- Nationality;
- Language;
- Home address;
- Postal code;
- Email address;
- Phone number;
- Skype and (or) LinkedIn account name;
- Information about one's education;
- Information about one's qualification;
- Information about one's job or another paid activity;
- Information about hobbies and participation in various initiatives or NGO activities;
- The number of bank account;
- Photos.

By providing this data you confirm that it is accurate and correct. TILC cannot be held responsible for the correctness of the data you provide in any case. Should you notice any mistakes or inaccuracies in the data you have provided, we kindly ask you to inform TILC immediately using the contacts provided in this Privacy Policy.

## **2. The purposes of data processing**

Personal data discussed in this Privacy Policy is processed by TILC for the following purposes:

- In order to select and register candidates willing to participate in the Transparency International School on Integrity;
- In order to communicate with potential candidates on questions concerning their participation in the School;
- In order to act as an intermediary in settling questions concerning participants' arrival and accommodation;
- In order to act as an intermediary while helping the participants to obtain visas and other permissions necessary to be able to participate in the Transparency International School on Integrity;
- In order to contact the participants of the Transparency International School on Integrity and to provide them individual information that help to prepare for the School.

## **3. Personal data collection methods**

We collect your personal data in the following ways:

- Through the application form you fill on the [www.transparencyschool.org](http://www.transparencyschool.org) website;

- When you provide us personal data yourself by email, during phone or Skype calls and through other means of communication;
- When you provide information in a written form or orally once you arrive to the School.

#### **4. Personal data storage period**

Personal data provided while filling the application form, by email, during phone or Skype calls, and through other means of communication, as well as by providing information in a written form, orally or in any other way once the person arrives to the School is stored for no more than 2 (two) years after the end of the Transparency International School on Integrity. Photos made during the Transparency International School on Integrity can be stored for no longer than 10 (ten) years.

#### **5. Entities to whom we may communicate your personal data**

TILC seeks to ensure a maximum level of data protection and thus tries to act in such a way that, if possible, personal data would not be communicated or transmitted to any third party. Nevertheless, there might be cases when, while seeking to attain TILC's objectives or to abide by the provisions of the existing legislation, we might communicate your personal data to the following entities:

- **Companies and organizations with whom we cooperate.**

Personal data is and (or) might be communicated to the companies and organizations which provide service to TILC. Before communicating your personal data, we seek to make sure that all companies and organizations to whom your data will be communicated will maintain the same standards of data protection and that neither them, nor their partners will use personal data for illegal purposes.

- **Government and State institutions.**

In any case when the existing national legislation obliges TILC to provide your personal data to Government or State institutions, TILC might provide your personal data to these entities.

- **Courts and other dispute resolution institutions, legal consultants.**

In case of legal disputes, in order to ensure their resolution TILC may provide your data to Courts and other dispute resolution institutions, as well as to the persons providing legal consulting services.

#### **6. Personal data protection and protective measures**

We ensure you that your personal data will be processed legally, honestly and transparently. It will be collected only for clearly defined and legal purposes. In order to ensure a maximum and appropriate level of your data protection, we commit to use these technical and organizational measures ensuring security:

- Every access to the [www.transparencyschool.org](http://www.transparencyschool.org) website is recorded together with its date, time and the IP address of the computer used to access it;
- Computers, which are used while accessing TILC databases, are protected by passwords and equipped with antivirus software;
- Premises, in which the computers are located, are protected by security systems (security alarm system activated using a password and connected to a common security network);

- We ensure that your personal data will only be available to a limited number of persons, who are acquainted with data processing rules and the legislation regulating data protection.

## **7. The rights of persons**

As a person whose data is processed by TILC you have the following rights:

- A right to receive information about whether we process your personal data;
- A right to request to present your processed personal data;
- A right to contact us with a request to correct inaccurate data or to update it with new personal data;
- A right to use the right to be forgotten, i.e. the right to request TILC to erase your personal data that TILC processes. TILC has a right not to implement this request, if the processing of personal data is linked to the freedom of speech or information, TILC's legal obligations or legal requests' establishment, implementation and defence;
- A right to use the right to data portability, i.e. to receive or to transmit your personal data from/to another company. This right applies when personal data is processed in an automatized way based on person's request or on a signed contract;
- A right to limit your personal data processing if this is not contrary to the purpose for which the data was collected and to the existing legislation;
- A right to disagree with your personal data processing when it is based on our or third parties' licit interests;
- A right to disagree with your personal data being used for direct marketing purposes including profiling;
- A right to take back your permission to process your personal data at any time.

Should you think that your rights as a data subject are being violated, we first recommend to address TILC using the contacts provided in this Privacy Policy.

## **8. Third parties' links and websites**

There may be cases during the organization and the implementation of the Transparency International School on Integrity event where links to third parties' websites would be provided on the [www.transparencyschool.org](http://www.transparencyschool.org) website. We would like to draw your attention to the fact that such websites and links may have different privacy policy rules than set by this Privacy Policy. Thus, we recommend becoming acquainted with such websites' privacy policies before accessing them. TILC would like to note and emphasize that it is not and cannot be held responsible for personal data protection and its possible violations on third parties' websites.

## **9. Changes in the Privacy Policy**

The Privacy Policy is reviewed regularly. This Privacy Policy was reviewed and renewed on 25 May 2018.

## **10. Contact information**

Should you have any questions concerning personal data processing, requests or remarks, please contact us:

Transparency International Lithuanian Chapter

Company code: 125290167

Address: Didžioji g. 5-402, LT-01128 Vilnius, Lithuania

Phone number: +370 5 212 6951

Email address: admissions@transparencyschool.org