



CHIEF ARCHIVIST OF LITHUANIA

ORDER REGARDING APPROVAL OF THE RULES FOR PROCESSING OF PERSONAL DATA AND IMPLEMENTATION OF RIGHTS OF DATA SUBJECTS IN THE STATE ARCHIVE SYSTEM INSTITUTIONS

No VE-43 13 September 2019

Vilnius

Pursuant to 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) and provisions of the Republic of Lithuania Law on Legal Protection of Personal Data, I hereby:

1. **A p p r o v e** the Rules for Processing of Personal Data and Implementation of Rights of Data Subjects (attached).
2. **O b l i g e** the directors of the State Archives to deem invalid the orders establishing the procedure of processing of personal data and implementation of the rights of data subjects in the archive.
3. **C o m m i t** the directors of the State Archives to prepare and approve the lists of organisational and technical safeguards for protection of personal data in the archive and regulate the procedure of video surveillance of data before 31 October 2019.
4. **R e c o g n i s e** invalid Order No VE-93 of 10 December 2018 of the Chief Archivist of Lithuania “Regarding the approval of the rules for processing of personal data in the Office of the Chief Archivist of Lithuania”.
5. **L a y d o w n** that this order shall come into force on 1 October 2019

Head of Document and Archive Management and Use Department,
Chief Archivist of Lithuania at Interim

Daiva Lukšaitė

RULES FOR PROCESSING OF PERSONAL DATA AND IMPLEMENTATION OF RIGHTS OF DATA SUBJECTS IN THE STATE ARCHIVE SYSTEM INSTITUTIONS

SECTION I GENERAL PROVISIONS

1. The Rules for Processing of Personal Data and Implementation of Rights of Data Subjects in the State Archive System Institutions (hereinafter – the Rules) shall regulate the requirements for processing of personal data and procedure of implementation of the rights of data subjects in the state archive system institutions – the Office of the Chief Archivist of Lithuania and the State Archives (hereinafter – the state archive system institutions).

2. The personal data shall be managed and rights of the data subjects shall be implemented pursuant to 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 (hereinafter – the Regulation), the Republic of Lithuania of Law on Legal Protection of Personal Data and the Republic of Lithuania Law on Documents and Archives.

3. These Rules must be complied with by all the civil servants of the state archive system institutions, employees working under the employment contracts, interns or persons working under the volunteer activity contract (hereinafter jointly referred to as the employees), who process personal data and/or have access or may have access to them during performance of their duties.

4. The controllers and processors of personal data indicated in the Rules shall be the Office of the Chief Archivist of Lithuania (hereinafter – the OCAL) and the State Archives.

5. The data protection officers of the state archive system institutions shall be appointed by the Chief Archivist of Lithuania.

6. The personal data shall be processed by automatic means or otherwise, and only on the grounds stated in Article 6 of the Regulation, and the personal data of the groups of data subjects processed and purposes of processing thereof shall be indicated in Annex No 1 to the Rules. The personal data of special categories shall be processed pursuant to the requirements set forth in Article 9 of the Regulation.

7. The concepts used in the Rules shall correspond to those set out in the Regulation.

SECTION II CONTROLLERS AND PROCESSORS OF PERSONAL DATA

8. The personal data controllers shall perform the assigned functions and implement the rights and duties pursuant to Article 24 of the Regulation and in the procedure set forth in the present Rules and other legal acts.

9. The personal data processors shall perform the assigned functions pursuant to Article 28 of the Regulation and in the procedure set forth in the present Rules and other legal acts.

10. The data protection officer of the state archive system institutions shall:

10.1. monitor and analyse the compliance with the requirements of the legal acts regulating protection of personal data at the state archive system institutions and personal data protection policy, provide recommendations to the Chief Archivist of Lithuania regarding improvement of regulation of protection of personal data at the state archive system institutions;

- 10.2. provide consultations to the employees of the state archive system institutions on the issues of management of personal data and implementation of the rights of the data subjects;
 - 10.3. maintain communication with the State Data Protection Inspectorate;
 - 10.4. perform the functions of a contact person when contacting the State Data Protection Inspectorate with the questions related to the processing of personal data;
 - 10.5. keep an accounting of cases of breach of personal data managed by the state archive system institutions;
 - 10.6. make entries in the Personal Data Breach Log (Annex No 2) and provide measures for elimination or mitigation of consequences of breaches of personal data, present recommendations on instructions to take additional measures that must be complied with, and, in cases stipulated in Articles 33 and 34 of the Regulation, present recommendations to the State Data Protection Inspectorate and data subjects regarding the notifications on the personal data breach;
 - 10.7. evaluate the draft legal acts regulating the protection of personal data and processing thereof;
 - 10.8. at least once per calendar year, review the requirements set forth in the Rules and, whenever necessary, initiate modifications of the Rules;
 - 10.9. manage the personal data processing activity records (Annex No 3).
11. The State Archives shall:
- 11.1. provide relevant information to the data protection officer required for management of the personal data processing activity records;
 - 11.2. provide information to the data protection officer on the organisational and technical personal data protection measures;
 - 11.3. provide information to the data protection officer on the possible personal data breaches and coordinate draft notifications on personal data breaches to the State Data Protection Inspectorate and data subjects;
 - 11.4. provide recommendations to the data protection officer on the improvement of protection of personal data.

SECTION III PURPOSES OF PROCESSING OF PERSONAL DATA

12. The personal data processed by the state archive system institutions and purposes of processing thereof:
- 12.1. personal data of current and former employees shall be processed for the purposes of internal administration;
 - 12.2. personal data of applicants for the positions of civil servants and employees working under employment contracts shall be processed for the purposes of internal administration;
 - 12.3. personal data of the persons the state archive system institutions provide services to and persons who lodged complaints or requests shall be processed for the purposes of examination of complaints or requests and internal administration (document management);
 - 12.4. video data from the premises and territories (video surveillance) shall be processed for the purposes of ensuring security of persons, documents stored and assets;
 - 12.5. personal data of suppliers (natural persons) intending to conclude agreements for the supply of goods, works, services or other types of agreements with the state archive system institutions shall be processed for the purposes of organisation and performance of public procurement procedures;
 - 12.6. personal data of suppliers (natural persons) who concluded agreements for the supply of goods, works, services or other types of agreements with the state archive system institutions shall be processed for the purposes of internal administration and performance of contractual obligations;
 - 12.7. personal data of persons making payments for the services provided shall be processed for the purposes of administration of funds credited;
 - 12.8. personal data of persons intending to obtain permits to work or familiarise with classified information or authorisation to work or familiarise with classified information marked as

“Restricted Access” shall be processed for the purposes of performance of inspection procedures, accounting and monitoring;

12.9. personal data of persons (natural persons or representatives of legal entities) submitting applications for entry into the List of Suppliers of Document Management Services and persons (natural persons or representatives of legal entities) intending to provide document storage services shall be processed for the purposes of issue, recording, monitoring of licences for provision of the document storage services, and publicity;

12.10. personal data of persons (natural persons or representatives of legal entities) submitting an application for the issue of a permit for removal of documents from the Republic of Lithuania shall be processed for the purposes of issue, recording and monitoring of licences for removal of documents;

12.11. personal data of guests of the state archive system institutions, participants of events organised, and representatives of publicity measures shall be processed for the purposes of communication and organisation of meetings;

12.12. personal data of employees and/or representatives of natural or legal persons related to the activities of the state archive system institutions shall be processed for publicity purposes (information available on the website www.archyvai.lt, social media, press releases, etc.);

12.13. personal data in the Electronic Archive Information System (hereinafter – the EAIS) shall be processed for the purposes of automatic identification of the state archive system institution employees in charge of processing the EAIS data and representatives of the institutions transferring documents, who are authorised to enter data in the EAIS, record keeping and control;

12.14. personal data in the Integral Administration Services Information System (hereinafter – the IASS) shall be processed for the purposes of automatic identification of the system users, provision of electronic services and record-keeping;

12.15. personal data in the Lithuanian online documentary cinema information system (E-cinema) shall be processed for the automatic identification of the system users, provision of electronic services and record-keeping;

12.16. personal data in Avilys document management system shall be processed for the purposes of automatic identification of the system users, document accounting and control of task performance.

SECTION IV REQUIREMENTS FOR PROCESSING AND PROTECTION OF PERSONAL DATA

13. During performance of their functions and processing of personal data, the employees of the state archive system institutions shall be obliged to comply with the basic personal data processing requirements:

13.1. personal data shall be collected for the purposes defined in paragraphs 12 and 36 of the Rules and processed in the manner appropriate for these purposes;

13.2. personal data shall be processed in a lawful, fair and transparent manner in respect to the data subjects;

13.3. personal data must be accurate and regularly renewed, whenever required for the purposes of data processing. Any incorrect data must be adjusted, supplemented, deleted (annulled) or processing thereof must be suspended;

13.4. personal data must be relevant, appropriate and only of the scope required to attain the said processing purposes;

13.5. personal data shall be stored in a form enabling determination of identity of the data subjects no longer than the time necessary to attain the purposes these data were collected and processed for;

13.6. personal data shall be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical and organisational measures.

14. The personal data shall be collected in the state archive system institutions only in the procedure and on the grounds set forth in the legal acts, by obtaining them directly from the data subject or other persons, and by submitting official requests to the subjects processing required information who are authorised to provide this information (in cases of one-off data collection operation) or under a personal data provision contract (in cases of multiple data collection operations).

15. The retention period of personal data and actions, which must be taken upon expiration of this period, shall be determined by the legal acts regulating the processing of specific personal data. The personal data shall be retained no longer than required for the purposes of data processing:

15.1. personal data contained in the activity documents of the state archive system institutions shall be retained for the period established in the document plans of these institutions, depending on the type of file the document is attributed to. Upon expiration of the term of retention of documents containing personal data, a decision shall be taken to either destroy the documents or extend their retention period. Where it has been decided to destroy the documents, it shall be carried out in the procedure established in the Law on Documents and Archives, except where in cases set forth by the legal acts, the documents must be transferred for storage to the State Archives;

15.2. back-up copies of electronic information (data) shall be stored in the procedure and for the period established in the information system security regulations approved by the information system operator;

15.3. video data shall be retained for the period established in the present Rules and by the head of the state archive system institution conducting video surveillance;

16. In cases and procedure set forth by the legal acts, the state archive system institutions shall provide the personal data they process to the controllers and/or processors of the state registers and state information systems, state and municipal institutions, authorities, organisations and other persons authorised to receive personal data by law or other legal acts, or which receive personal data from the state archive system institutions for the performance of their functions in the procedure set forth by the legal acts.

17. The organisational and technical means protecting personal data that are applied in the state archive system institutions shall be determined by the head of the state archive system institution, subsequently informing the data protection officer about it.

SECTION V RIGHTS AND DUTIES OF EMPLOYEES

18. The employees shall process personal data only in the procedure set forth by the legal acts for the performance of their direct functions. The employees shall process personal data while they are employed in the position requiring processing of personal data. If the employee temporarily substitutes another employee or performs the functions of another employee, the right to process personal data shall be granted for the period of substitution or performance of the functions of another employee.

19. The employees shall be obliged:

19.1. to protect confidentiality of personal data throughout the term of office, employment or internship and upon expiration of the term of office, employment or internship relations;

19.2. to perform only those personal data processing actions, which they are authorised to perform;

19.3. to process personal data in an adequate manner, promptly renew, correct or supplement inaccurate, incorrect and incomplete personal data and/or restrict processing of such personal data, except storage;

19.4. to process personal data only in the scope required for the performance of their functions (the scopes of processing of personal data are defined in Annex No 1 and No 5 of the Rules);

19.5. personal data shall be processed in the manner where the identity of the data subjects can be determined for a period no longer than it is necessary for the purposes for which the personal data is processed;

19.6. the documents containing personal data (orders, requests, statements, agreements and other documents, copies and extracts thereof, as well as personal files and computer media storing

personal data, etc.) shall be processed electronically only in the communication and information systems these data are processed in accordance with the requirements set forth in the legal acts of the Republic of Lithuania;

19.7. the documents containing personal data shall be stored in a manner preventing the persons who are not authorised to access these documents to freely familiarise therewith;

19.8. upon identification of breach of personal data, to report it in the procedure set forth in Section IX of the Rules.

20. The employees shall be forbidden to process personal data at own discretion and use personal data for personal needs that are not related to the functions performed, or make excessive copies of the documents, which are not necessary for the performance of the functions.

SECTION VI RIGHTS OF DATA SUBJECTS AND PROCEDURE OF IMPLEMENTATION THEREOF

21. The data subjects shall have the following rights:

21.1. to receive information on the processing of their personal data;

21.2. to familiarise with their personal data processed;

21.3. to require that any incorrect personal data are correct and/or any incomplete data are supplemented;

21.4. to demand to delete their personal data (right to be forgotten);

21.5. to restrict processing of their personal data;

21.6. the right to data portability;

21.7. to refuse to allow processing of personal data.

22. Seeking implementation of the rights prescribed by the Regulation, the data subjects shall present a written request (Annex No 4) to the state archive system institution. The request may be presented by a data subject or his representative personally at the institution, sent by post or electronically: by e-mail or via the specially created information system.

23. The request must be submitted in the official language, done legibly and signed by the data subject, stating the data subject's name, surname, personal ID number or date of birth, where personal ID number is not available, and other information allowing to identify the individual, residence address, e-mail address, telephone number, and information regarding the right/rights prescribed by the Regulation the data subject requests to implement, and the scope thereof.

24. Upon submission of the request, the data subjects shall be obliged to prove their identity:

24.1. for requests sent by post – to attach a copy of the identity document certified by a notary public or in another procedure established by the legal acts of the Republic of Lithuania;

24.2. for requests submitted electronically – to endorse the request with the qualified electronic signature;

24.3. for requests submitted in person at the state archive system institution – to produce a valid identity document to the employee accepting the request, which shall be returned upon verification.

25. The data subjects can implement their rights in the state archive system institutions via their representatives. In this case, a document confirming representation, or a copy certified by a notary public or in another procedure set forth by the legal acts of the Republic of Lithuania shall be attached to the request.

26. The right of the data subjects to be informed about processing of personal data and right to familiarise with their personal data processed (in as much as possible) upon request of the data subject can be implemented verbally, if during the conversation the data subject is able to prove his/her identity (e.g., by indicating his/her name, surname, personal ID number or other information allowing identification).

27. The employees of the state archive system institutions must ensure that information related to processing of data is presented to the data subjects in a clear and comprehensive manner.

28. Depending on the request, information to the data subject may be provided verbally allowing to familiarise with the document by providing a statement, document extract or a paper copy

of the document, electronic, audio, video or audio and video recording (if any) thereof, and access to the information file.

If the data subject submits the request by electronic means, the information requested shall also be provided to the data subject electronically, except if the data subject requested a different manner of provision thereof.

If the request does not indicate the format for the provision of information, the information shall be presented in the same format as the request received.

29. Upon receipt of the request of a data subject for implementation of the rights prescribed in the Regulation, the state archive system institution shall no later than within 30 calendar days provide information to the data subject on the actions taken since the receipt of the request. If necessary, this period may be extended for 60 calendar days depending on the complexity and number of requests. The state archive system institution shall inform the data subject within 30 calendar days of receipt of the request regarding extension of the period indicating the reasons for such extension.

30. The rights of the data subjects shall be implemented in the state archive system institutions free of charge. If requests of data subjects are obviously unreasonable or disproportionate, primarily because of their repetitive content, the state archive system institution shall have the right to charge a substantiated fee conforming to the administrative costs of provision of information or notifications, or actions requested, or to refuse to provide the information requested indicating the reasons in writing.

31. The search of personal data contained in the documents of the National Document Fund stored in the State Archives, and duplication of these documents shall be charged according to the procedure established in the Law on Documents and Archives and other legal acts.

32. If the request is submitted in prejudice to the procedure and requirements established in the present section of the Rules, the request shall not be examined. The data subject shall be informed about it no later than within 5 business days with an indication of the reasons.

33. In the scope the present Rules and legal acts referred to therein do not govern the rights of the data subjects, these rights shall be governed by the “Rules for examination of persons’ requests and claims and provision of services by the public administration entities” approved by Resolution No 875 of 22 August 2007 of the Government of the Republic of Lithuania “Regarding approval of the ‘Rules for examination of persons’ requests and claims and provision of services by the public administration entities’”, as subsequently amended.

34. The actions of the state archive system institutions related to implementation of the rights of the data subjects, or omission thereof, may be actionable by the State Data Protection Inspectorate in the procedure set forth in the Law on Legal Protection of Personal Data or by the courts.

35. When implementing the rights of the data subjects, the state archive system institutions shall ensure protection of integrity of the rights of other persons to privacy.

SECTION VII PROCESSING OF DATA CONTAINED IN THE DOCUMENTS OF THE NATIONAL DOCUMENT FUND

36. The personal data contained in the National Document Fund documents stored in the State Archives shall be processed for the archiving purposes in the public interest, as well as for the purposes of scientific or historical research or statistics.

37. The National Document Fund documents stored in the State Archives and personal data contained therein shall be protected at all times.

38. The categories of personal data contained in the National Document Fund documents stored in the State Archives and recipients thereof shall be indicated in Annex No 5 to the Rules.

39. The public information drafters, multipliers, publishers and journalists collecting information for publicity purposes and individual researchers wishing to use the documents indicated in rows No 9-14 of Annex No 5 to the Rules, which contain personal data, shall be obliged to fill out the Request to access document containing personal data (Annex No 6).

SECTION VIII VIDEO SURVEILLANCE AND PROCESSING OF VIDEO AND AUDIO DATA

40. The video surveillance and/or audio data may be processed in order to ensure the protection of the buildings, premises and territories of the state archive system institutions, persons, documents stored and assets, as well as for the organization of video conferences.

41. The video surveillance data shall be processed in the procedure established by the present Rules and by the head of the state archive system institution performing video surveillance.

42. The data subjects shall be informed about video surveillance on the territory, in the building or premises by information signs. During the video conferences, the data subjects shall be informed about video and/or audio streaming on the computer screen.

43. The surveillance of the workplaces of employees shall be forbidden, except in cases when the video conference takes place at the place of work or when it is required to ensure the protection of persons, documents stored and assets while other methods or measures are insufficient or inadequate to attain the objectives. The employees shall be informed about continuous surveillance of their workplace under signature (Annex No 7). The signed notification shall be retained in the personal file of employees.

44. The video surveillance measures shall be arranged in a manner where:

44.1. video surveillance covers a part of the premises or territory no larger than necessary;

44.2. only a specific room, territory or its vicinity requiring protection is under surveillance;

44.3. no residential premises and/or adjacent private territory or access thereto are included in the coverage area of the video surveillance devices;

44.4. only the persons participating in the video conference shall be under surveillance;

44.5. the collected video data shall not exceed the scope necessary.

45. The video surveillance shall be forbidden in the premises where absolute protection of privacy can reasonably be expected, and where such surveillance would humiliate the human dignity (e.g., in the lavatories, changing rooms, etc.).

46. In order to ensure protection of the premises and territory, persons, documents stored and assets, the collected video surveillance data shall be stored on digital media and retained for 30 calendar days. Upon expiration of this period, the video surveillance data shall be destroyed by deleting the video recordings.

47. The video and/or sound of the video conferences shall not be recorded, except in cases where it is known in advance that video and/or audio recording is necessary for official use. The participants of video conferences shall be informed verbally about recording of the video and/or sound of the conference at the start of video and/or sound recording. The video conference recordings shall be stored and destroyed within the periods and in the procedure indicated in paragraph 15 of the Rules.

SECTION IX PERSONAL DATA BREACH NOTIFICATIONS

48. The employee of the state archive system institution who becomes aware of a possible breach of personal data shall be obliged to immediately notify his/her direct supervisor about it, who in turn must inform the head of the state archive system institution.

49. The head of the state archive system institution shall be obliged to report all possible breaches of personal data to the data protection officer and discuss possible extent and implications thereof.

50. The head of the state archive system institution shall ensure that without undue delay and, whenever possible, no later than within 72 hours of identification of personal data breach, the incident is reported to the State Data Protection Inspectorate, unless the personal data breach would not jeopardise the rights and freedoms of natural persons. If the State Data Protection Inspectorate has not been notified within 72 hours, the notification must state the reasons for delay.

51. The notification to the State Data Protection Inspectorate shall be provided in the procedure and under the conditions set forth in the Procedure for Reporting Personal Data Breaches to the State Data Protection Inspectorate approved by Order No 1T-72(1.12.E) of the Director of the State Data Protection Inspectorate of 27 July 2018 “Regarding Approval of the Procedure for Reporting Personal Data Breaches to the State Data Protection Inspectorate”.

52. Where a breach of personal data could seriously jeopardise the rights and freedoms of natural persons, the head of the state archive system institution shall be obliged to ensure that the data subject is notified about the breach of personal data without undue delay.

53. The draft notifications on breach of personal data to the State Data Protection Inspectorate shall be coordinated with the data protection officer.

54. It shall not be obligatory to inform the data subject about the personal data breach, if:

54.1. the state archive system institution implemented adequate technical and organisational safeguards, which were applied to the personal data affected by the personal data breach;

54.2. immediately following the breach of personal data, the state archive system institution took all measures to prevent any harm to the rights and freedoms of the data subjects;

54.3. it would require a disproportionate amount of effort. In this case, instead of notifying the data subject about the breach of personal data, it shall be made public or other methods of efficient information shall be taken.

55. The data protection officer shall record all the cases of breaching of personal data and collect information on the causes of such breaches, their impact and implications, measures taken, motives of notifying (not notifying) the State Data Protection Inspectorate and/or data subject, reasons for delayed notification and information of other nature, which would allow to verify compliance with the provisions set out in the present section of the Rules. The information indicated in this paragraph shall be entered into the Personal Data Breach Log.

SECTION X DATA PROCESSING ACTIVITIES RECORDS

56. The data processing activities records shall be processed by the data protection officer. The entries shall be made in the electronic form.

57. The data processing activities records shall be reviewed and updated at least once per calendar year. Upon modification of data or data processing actions, the activity entries shall be updated immediately.

58. A separate data processing activity entry shall be made for each purpose of processing of personal data.

59. The filled out or updated data processing activities records shall be provided to the State Archives by means of the document management systems.

SECTION XI FINAL PROVISIONS

60. The employees of the state archive system institutions shall be familiarised with the present Rules by means of the document management systems. The act of familiarisation with the provisions of these Rules shall be comparable to each employee’s commitment to protect secrecy of personal data.

61. The employees of the state archive system institutions shall be liable for violation of the provisions of the present Rules in the procedure prescribed by the legal acts of the Republic of Lithuania.

**CONTROLLERS AND PROCESSORS OF PERSONAL DATA, PURPOSES OF
PROCESSING OF PERSONAL DATA, SCOPE OF DATA AND DATA SUBJECTS,
RECIPIENTS**

**SECTION I
CONTROLLERS AND PROCESSORS OF PERSONAL DATA**

Row No	Name, reg. No in the Register of Legal Entities	Head office address
1.	Office of the Chief Archivist of Lithuania, 188697087	Mindaugo g. 8, LT-03107 Vilnius
2.	Lithuanian State Historical Archives, 190764568	Mindaugo g. 8, LT-03107 Vilnius
3.	Lithuanian Central State Archives, 190764187	O. Milašiaus g. 21, LT-10102 Vilnius
4.	Lithuanian State Modern Archives, 191520296	O. Milašiaus g. 19, LT-10102 Vilnius
5.	Lithuanian Special Archives, 193053247	Gedimino pr. 40, LT-01110, Vilnius
6.	Lithuanian Archives of Literature and Art, 190764949	O. Milašiaus g. 19, LT-10102 Vilnius
7.	Vilnius Regional State Archives, 193171427	O. Milašiaus g. 23, LT-10102 Vilnius
8.	Kaunas Regional State Archives, 190765474	Maironio g. 28 b, LT-44249 Kaunas
9.	Klaipėda Regional State Archives, 190766042	Naujoji Uosto g. 16, LT-92122 Klaipėda
10.	Šiauliai Regional State Archives, 290765660	Vilniaus g. 160, LT-76298 Šiauliai

**SECTION II
PURPOSES OF PROCESSING OF PERSONAL DATA, SCOPE OF DATA AND
DATA SUBJECTS**

Row No.	Purpose of processing of personal data	Controllers and/or processors of personal data	Scope of personal data	Data subjects
1	2	3	4	5
1.	Internal administration			
1.1.	Personnel administration			
1.1.1	employment, transfer and dismissal of civil servants and employees under employment contracts	OCAL, State Archives	1. Name(-s) and surname(-s); 2. Personal ID number; 3. Date of birth; 4. Nationality; 5. Residence address; 6. Information on employers and professional activities; 7. Information on education and qualification; 8. Health information; 9. Information on authorisation and/or right to access classified information; 10. Information on wages and other benefits; 11. Information on the state social insurance; 12. Information on temporary incapacity;	applicants for the positions of civil servants or employees working under employment contracts; civil servant and employees under employment contracts

1	2	3	4	5
			<p>13. Information on the documents confirming identity and other facts; 14. Contact information (telephone number, e-mail address).</p>	
1.1.2	administration of certificates of the civil servants	OCAL, State Archives	<p>1. Name(-s) and surname(-s); 2. Personal ID number; 3. Information on employer; 4. Holder's photo.</p>	civil servants
1.1.3	administration of personal files	OCAL, State Archives	<p>1. Name(-s) and surname(-s); 2. Personal ID number; 3. Date of birth; 4. Marital status; 5. Residence address; 6. Information on employers and professional activities; 7. Information on education and qualification; 8. Information on incentives and awards; 9. Information on disciplinary (official) penalties; 10. Information on authorisation and/or right to access classified information; 11. Information on leaves granted; 12. Information on wages and other benefits; 13. Name, surnames and dates of birth of minor children; 14. Information on documents confirming identity and other facts; 15. Contact information (telephone number, e-mail address); 16. Holder's photo.</p>	employed and dismissed civil servants and employees under employment contracts
1.1.4	administration of wages and other benefits	OCAL, State Archives	<p>1. Name(-s) and surname(-s); 2. Personal ID number; 3. Information on employer; 4. Information on wages and other benefits; 5. Name, surnames and dates of birth of minor children; 6. Information on the state social insurance; 7. Information on bank accounts; 8. Declared place of residence; 9. Contact information (telephone number, e-mail address); 10. Information on temporary incapacity.</p>	civil servants and employees under employment contracts

1	2	3	4	5
1.1.5	permission to engage in other work, pedagogical or creative activities	OCAL, State Archives	1. Name(-s) and surname(-s); 2. Information on employer; 3. Position with another employer.	civil servants and employees under employment contracts requesting permission to engage in other work
1.1.6	declaration of public and private interests	OCAL, State Archives	1. Name(-s) and surname(-s); 2. Personal ID number; 3. Contact information (telephone number, e-mail address); 4. Information on employer; 5. Name, surname, nationality and employer of a spouse, cohabitant or partner; 6. Information on declaration of public and private interests (transactions, relations, activities, etc.).	civil servants and employees under employment contracts holding administration authorisations or conducting public procurement procedures
1.1.7	official investigation of misconduct or breach of duty	OCAL, State Archives	1. Name(-s) and surname(-s); 2. Information on employer; 3. Information related to misconduct or breach of duty.	civil servants and employees under employment contracts who are subject to investigation, and other persons related to the investigation
1.1.8	conferring of authorisations	OCAL, State Archives	1. Name(-s) and surname(-s); 2. Personal ID number; 3. Information on employer.	civil servants and employees under employment contracts holding authorisation to perform certain actions
1.2.	Provision of services, examination of complains and requests	OCAL, State Archives	1. Name(-s) and surname(-s); 2. Residence address; 3. Contact information (telephone number, e-mail address); 4. Information on the documents confirming identity and other facts; 5. Other data of the applicant or other persons provided in the complaint or request.	Lithuanian and foreign natural persons
1.3.	Issue of documents supporting legal facts	State Archives	1. Name(-s) and surname(-s); 2. Residence address; 3. Contact information (telephone number, e-mail address); 4. Information on documents confirming identity and other facts; 5. Other personal data provided by a person requesting issue of documents supporting legal facts.	Lithuanian and foreign natural persons
1.4.	Management or readers' files	State Archives	1. Name(-s) and surname(-s); 2. Residence address; 3. Contact information (telephone number, e-mail address).	readers of the State Archives' reading rooms

1	2	3	4	5
1.5.	Reception of guests	OCAL, State Archives	1. Name(-s) and surname(-s); 2. Personal ID number; 3. Information on employer; 4. Contact information (telephone number, e-mail address).	guests from Lithuania and foreign countries
1.6.	Organisation of video conferences	OCAL, State Archives	1. Name(-s) and surname(-s); 2. Information on employer; 3. Personal video and audio data.	participants of video conferences
1.7.	Creation of digital audio records for protocols	OCAL, State Archives	1. Name(-s) and surname(-s); 2. Information on employer; 3. Voice recording.	civil servants and employees under employment contracts, other persons attending the meeting
1.8.	Protection of persons, documents stored and assets	State Archives	1. Personal video data.	personal video data included in the coverage area of video surveillance devices
1.9.	Acquisitions	OCAL, State Archives	1. Name(-s) and surname(-s); 2. Personal ID number; 3. Information on employer; 4. Contact information (telephone number, e-mail address).	Persons offering services, goods or works, and employees of legal entities offering services, goods or works
1.10.	Administration of fees paid for the services provided	State Archives	1. Name(-s) and surname(-s); 2. Personal ID number; 3. Information on bank accounts; 4. Other personal data provided by the payer.	payers
1.11.	Establishment of civil personnel mobilisation reserve	OCAL	1. Name(-s) and surname(-s); 2. Personal ID number; 3. Information on employer.	civil servants and employees under employment contracts included in the civil personnel mobilisation reserve
1.12.	Authorisation and right to work and familiarise with classified information	OCAL	1. Name(-s) and surname(-s); 2. Personal ID number; 3. Information on employer; 4. Information on convictions; 5. Health information.	civil servants and employees under employment contracts, applying for the authorisation and/or right to work or familiarise with classified information
1.13.	Issue of permits for removal of documents from the Republic of Lithuania	OCAL	1. Name(-s) and surname(-s); 2. Personal ID number; 3. Residence address; 4. Information on employer; 5. Contact information (telephone number, e-mail address).	persons (natural persons and employees of legal entities) applying for a permit for removal of documents from the Republic of Lithuania

1	2	3	4	5
1.14.	Administration of the list of suppliers of document management services	OCAL	1. Name(-s) and surname(-s); 2. Residence address; 3. Contact information (telephone number, e-mail address).	persons (natural persons and employees of legal entities) applying to be included on the List of Suppliers of Document Management Services and persons on the list
1.15.	Issue of licences for provision of document storage services	OCAL	1. Name(-s) and surname(-s); 2. Personal ID number; 3. Date and place of birth; 4. Residence address; 5. Information on employers and professional activities; 6. Information on the state social insurance; 7. Contact information (telephone number, e-mail address); 8. Information on the documents confirming identity and other facts; 9. Other personal data provided by the potential or current suppliers of document storage services.	persons (natural persons and employees of legal entities) intending to supply and supplying document storage services
1.17.	Administration of Electronic Archive Information System	Controller – OCAL; processors – OCAL, State Archives	1. Name(-s) and surname(-s); 2. Personal ID number; 3. Information on employer; 4. Contact information (e-mail address).	Civil servants and employees under employment contracts at the OCAL and the State Archives, employees of institutions transferring the documents
1.18.	Administration of the Integral Administration Services Information System	Controller – OCAL; processors – OCAL, State Archives		
1.18.1			1. Name(-s) and surname(-s); 2. Information on employer.	civil servants and employees under employment contracts at the State Archives
1.18.2			1. Name(-s) and surname(-s); 2. Residence address; 3. Contact information (telephone number, e-mail address).	readers of the State Archives' reading rooms, information system users
1.19.	Administration of the Lithuanian online documentary cinema (E-cinema) information system	Lithuanian Central State Archives		

1	2	3	4	5
1.19.1			1. Name(-s) and surname(-s); 2. Information on employer.	civil servants and employees under employment contracts at the Lithuanian Central State Archives; employees of the Lithuanian National Radio and Television and Lithuanian Film Centre
1.19.2			1. Name(-s) and surname(-s); 2. Residence address; 3. Contact information (telephone number, e-mail address).	information system users
1.20.	Administration of Avilys document management system	Controller – OCAL; processors – OCAL, State Archives		
1.20.1			1. Name(-s) and surname(-s); 2. Information on employer; 3. Contact information (telephone number, e-mail address).	civil servants and employees under employment contracts at the OCAL and the State Archives
1.20.2			1. Name(-s) and surname(-s); 2. Information on employer; 3. Residence address; 4. Contact information (telephone number, e-mail address).	natural persons and employees of legal entities providing documents
2.	Storage and management of the National Document Fund documents	State Archives	Various personal data contained in the documents stored in the National Document Fund.	Lithuanian and foreign natural persons

SECTION III RECIPIENTS OF PERSONAL DATA PROCESSED

Row No.	Name of data recipient	Name of register(-s) and/or information system(-s)	Purpose(-s) of provision of data
1.	the Board of the State Social Insurance Fund under the Ministry of Social Security and Labour	Register of Insured and Benefit Recipients Under the State Social Insurance, information system of the Board of the State Social Insurance Fund under the Ministry of Social Security and Labour	administration of the state social insurance premium
2.	the State Tax Inspectorate under the Ministry of Finance of the Republic of Lithuania	income tax information system of the State Tax Inspectorate	tax administration
3.	Public Procurement Office	Central Public Procurement Information System	organisation and performance of public procurement procedures

Row No.	Name of data recipient	Name of register(-s) and/or information system(-s)	Purpose(-s) of provision of data
4.	CPO LT Vši	CPO LT information system	performance of public procurement procedures
5.	State Service Department under the Ministry of the Interior of the Republic of Lithuania	State Service Management Information System	state service administration
6.	Courts, pre-trial institutions of the prosecutors' office		crime prevention, investigation and prosecution
7.	Administrative Dispute Resolution Commission		administrative dispute examination
8.	state authorised institutions		Performance of other state authorised functions
9.	natural and legal persons of the Republic of Lithuania and foreign countries		1. examination of claims and requests; 2. proof of legal facts; 3. scientific research, statistics.
10.	publicity measures of the Republic of Lithuania and foreign countries		public information

Annex No 2
to the Rules for Processing of Personal
Data and Implementation of Rights of
Data Subjects in the State Archive
System Institutions

(Form of personal data breach log)

(drafter's name)

PERSONAL DATA BREACH LOG

Row No	Date, time (specified to the minute) and place of breach identification	Employee or another subject reporting the breach (full name and position)	Date and place the breach occurred on/at	Breach start and end, nature, type and circumstances	Categories and approximate number of data subjects whose personal data were breached	Categories and volumes of personal data breached	Expected consequences and hazards to rights and freedoms of natural persons	Measures taken to eliminate the breach and/or mitigate negative effects thereof	Employee or another subject who eliminated the breach (full name and position)	Information on whether the breach was reported to the State Data Protection Inspectorate and motives of the decision taken	Information on whether the data subject/subjects was/were notified about the breach and motives of the decision taken
1	2	3	4	5	6	7	8	9	10	11	12
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											

(position)

(signature)

(full name)

(Form of the data processing activities entry log)

_____ (drafter's name)

DATA PROCESSING ACTIVITIES ENTRY LOG

Data protection officer - _____
(name, surname, contact details)

Row No	Aim of processing of personal data	Legal basis for the processing of personal data	Data subject categories	Personal data categories	Data recipient categories* *	Personal data retention, deletion terms	Description of technical and organisational security measures	Data sources	Employees (structural divisions) responsible for the processing of personal data	Date/dates of entry, modification of data
1	2	3	4	5	6	7	8	9	10	11
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										

_____ (position)

_____ (signature)

_____ (full name)

* Whenever applicable, transfer of personal data to the third country or international organisation, including the name of the third country or international organisation, and in cases of transfer of data indicated in Article 49(1)(2) of the Regulations, documents of proper security measures.

(Form of request to implement the rights of data subjects)

(data subject's name and surname)

(personal ID number)

(address, telephone number, e-mail)

*(Representative's name and surname, residence address, telephone number, e-mail,
grounds for representation, if the request is submitted by the data subject's representative)*

(name of state archive system institution)

**REQUEST
TO IMPLEMENT THE RIGHTS OF DATA SUBJECTS**

(date)

Pursuant to the procedure set forth in the Rules for Processing of Personal Data and Implementation of Rights of Data Subjects in the State Archive System Institutions, I hereby request to implement my following right(-s) *(check the boxes required)*:

- to familiarise with data;
- to request correction of data;
- to request to delete data (right to be forgotten);
- to restrict processing of data;
- to refuse to allow processing of data;
- the right to data portability.

Content of request *(specify the request and provide as much information as possible to allow proper implementation of your right(-s))*:

ATTACHED:

1. _____;
2. _____.

(If the request is sent by post, a copy of an identity document certified by a notary public or in another procedure prescribed by the legal acts shall be attached to the request. If the request is submitted for adjustment of incorrect data, the copies of the document confirming accurate data shall be provided; if sent by post, these copies must be certified by a notary public or in another procedure prescribed by the legal acts. If personal data of a data subject, such as name and surname, have been changed, the copies of the documents confirming the change of these data shall also be provided; if sent by post, the copies must also be certified by a notary public or in another procedure prescribed by the legal acts).

I prefer to receive the response (*check one box*):

- by post;
- personally, at the address of the state archive system institution _____;
- by e-mail (*only if the request is endorsed by the qualified electronic signature*).

(*signature*)

(*full name*)

Annex No 5
to the Rules for Processing of Personal Data
and Implementation of Rights of Data
Subjects in the State Archive System
Institutions

Row No	Name of the document group	Legal acts related to the protection of personal data contained in the documents	Categories of personal data	Categories of data recipients
1	2	3	4	5

1	2	3	4	5
1.	Adoption, guardianship (custody) establishment documents	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, the Civil Code of the Republic of Lithuania, the Republic of Lithuania Law on Documents and Archives, the Republic of Lithuania Law on Legal Protection of Personal Data	<ol style="list-style-type: none"> 1. Name(-s) and surname(-s); 2. Personal ID number; 3. Date and place of birth; 4. Ethnic origin; 5. Nationality; 6. Residence address; 7. Marital status; 8. Date of marriage; 9. Information on physical or mental health; 10. Information on employers and professional activities; 11. Information on education; 12. Information on convictions and criminal records; 13. Information on administrative offences; 14. Information on income and assets held; 15. Names, surnames and dates of birth of minor children; 16. Identity document data; 17. Contact information (telephone number, e-mail address); 18. Other personal data collected or provided in the procedure set forth in the legal acts regulating the establishment of adoption or guardianship (custody). 	Persons adopted, persons with guardianship (custody) established (their legal representatives), adoptive parents, guardians (their legal representatives), state and municipal authorities and institutions exercising official authority functions, courts, pre-trial institutions and lawyers providing legal services.

1	2	3	4	5
2.	Health care documents	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, the Civil Code of the Republic of Lithuania, the Republic of Lithuania Law on Documents and Archives, the Republic of Lithuania Law on the Rights of Patients and Compensation of the Damage to Their Health; the Republic of Lithuania Law on Legal Protection of Personal Data	<ol style="list-style-type: none"> 1. Name(-s) and surname(-s); 2. Personal ID number; 3. Date of birth; 4. Ethnic origin; 5. Residence address; 6. Information on employers and professional activities; 7. Information on physical or mental health; 8. Information on the provision of the health care services that disclose health information. 	Patients (their legal representatives), health care institutions, the Board of the State Social Insurance Fund under the Ministry of Social Security and Labour, National Health Insurance Fund under the Ministry of Health, other state and municipal authorities and institutions exercising official authority functions, courts, pre-trial institutions and lawyers providing legal services.
3.	Notary act documents	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, the Civil Code of the Republic of Lithuania, the Republic of Lithuania Law on Documents and Archives, the Republic of Lithuania Law on the Notary Office, the Republic of Lithuania Law on Legal Protection of Personal Data	<ol style="list-style-type: none"> 1. Name(-s) and surname(-s); 2. Personal ID number; 3. Date of birth; 4. Residence address; 5. Information on the assets held, financial and/or property and other transactions; 6. Other personal data collected or provided in the procedure set forth in the legal acts regulating notary acts. 	Parties to notary acts (transactions) (legal successors and legal representatives), testators, their legal successors (after testators' death), state and municipal authorities and institutions exercising official authority functions, courts, pre-trial institutions, notaries public.

1	2	3	4	5
4.	Personal files	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, the Civil Code of the Republic of Lithuania, the Republic of Lithuania Law on Documents and Archives, the Republic of Lithuania Law on Legal Protection of Personal Data	<ol style="list-style-type: none"> 1. Name(-s) and surname(-s); 2. Personal ID number; 3. Date of birth; 4. Ethnic origin; 5. Nationality; 6. Marital status; 7. Residence address; 8. Information on employers and professional activities; 9. Information on education; 10. Health information; 11. Incentives, awards; 12. Disciplinary (official) penalties; 13. Information on authorisation and/or right to access classified information; 14. Information on wages and other benefits; 15. Name and surname of a spouse, cohabitant or partner; 16. Names, surnames and dates of birth of minor children; 17. Identity document data; 18. Contact information (telephone number, e-mail address); 19. Photo; 20. Other personal data collected or provided in the procedure set forth in the legal acts regulating employment (official duty), learning and other relations; 21. Other personal data collected or provided in the procedure set forth in the articles of association of the public, art and other organisations, labour unions and political parties. 	Persons to whom the files are delivered (their legal representatives), the Board of the State Social Insurance Fund under the Ministry of Social Security and Labour, other state and municipal authorities and institutions exercising official authority functions, courts, pre-trial institutions and lawyers providing legal services.

1	2	3	4	5
5.	Household registers	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, the Civil Code of the Republic of Lithuania, the Republic of Lithuania Law on Documents and Archives, the Republic of Lithuania Law on Legal Protection of Personal Data	<ol style="list-style-type: none"> 1. Name(-s) and surname(-s); 2. Personal ID number; 3. Date of birth; 4. Ethnic origin; 5. Marital status; 6. Residence address; 7. Information on education; 8. Information on employers and professional activities; 9. Health information; 10. Information on convictions; 11. Information on the assets held; 	Asset owners (their legal successors and legal representatives), the Board of the State Social Insurance Fund under the Ministry of Social Security and Labour, State Enterprise Centre of Registers, other state and municipal authorities and institutions, companies, etc., exercising official authority functions set forth by the legal acts, courts, pre-trial institutions, notaries public, and lawyers providing legal services.
6.	Civil, criminal and administrative proceedings documents, enforcement documents, pre-trial investigation materials, follow-up (control) cases of pre-trial cases	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, the Civil Code of the Republic of Lithuania, Code of Criminal Procedure of the Republic of Lithuania, Code of Administrative Offences of the Republic of Lithuania, the Republic of Lithuania Law on Documents and Archives, the Republic of Lithuania Law on Legal Protection of Personal Data	<ol style="list-style-type: none"> 1. Name(-s) and surname(-s); 2. Personal ID number; 3. Date of birth; 4. Ethnic origin; 5. Nationality; 6. Marital status; 7. Residence address; 8. Identity document data; 9. Information on employers and professional activities; 10. Information on education; 11. Information on physical or mental health; 12. Names, surnames and dates of birth of children; 13. Information on the assets held; 14. Information on convictions and criminal records; 15. Information on administrative offences; 16. Other personal data collected or provided in the procedure set forth by the legal acts regulating the proceedings. 	Proceedings participants (their legal representatives), the state and municipal authorities and institutions, companies, etc., exercising official authority functions set forth by the legal acts, courts, pre-trial institutions, judicial officers, lawyers providing legal services, and persons conducting scientific research.

1	2	3	4	5
7.	Registers of religious confession, birth, marriage, divorce and death, civil registry documents	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, the Civil Code of the Republic of Lithuania, the Republic of Lithuania Law on Documents and Archives, the Republic of Lithuania Law on Legal Protection of Personal Data	<ol style="list-style-type: none"> 1. Name(-s) and surname(-s); 2. Personal ID number; 3. Date and place of birth; 4. Ethnic origin; 5. Nationality; 6. Religious beliefs; 7. Residence address; 8. Marital status; 9. Date of marriage or dissolution of marriage; 10. Information on spouses; 11. Health information; 12. Names, surnames and dates of birth of children; 13. Other personal data required for registration, restoration, modification, supplementation or correction of the church or civil registry records. 	Persons, whose records have been registers, restored, modified, supplemented or corrected (their legal successors and legal representatives), the state and municipal authorities and institutions, companies, etc., exercising official authority functions set forth by the legal acts, courts, pre-trial institutions, notaries public, lawyers providing legal services, and persons conducting scientific research.
8.	Military service documents	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, the Civil Code of the Republic of Lithuania, the Republic of Lithuania Law on Documents and Archives, the Republic of Lithuania Law on Legal Protection of Personal Data	<ol style="list-style-type: none"> 1. Name(-s) and surname(-s); 2. Personal ID number; 3. Date of birth; 4. Ethnic origin; 5. Nationality; 6. Marital status; 7. Residence address; 8. Information on employers and professional activities; 9. Information on education; 10. Information on children; 11. Information on physical or mental health; 12. Information on convictions; 13. Other personal data collected or provided in the procedure set forth by the legal acts regulating military service. 	Conscripts, persons who performed military service (their legal representatives), health care institutions, the Board of the State Social Insurance Fund under the Ministry of Social Security and Labour, other state and municipal authorities and institutions, companies, etc., exercising official authority functions set forth by the legal acts, courts, pre-trial institutions, lawyers providing legal services, and persons conducting scientific research.

1	2	3	4	5
9.	General population and housing census documents	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, the Civil Code of the Republic of Lithuania, the Republic of Lithuania Law on Documents and Archives, the Republic of Lithuania Law on Legal Protection of Personal Data	<ol style="list-style-type: none"> 1. Name(-s) and surname(-s); 2. Personal ID number; 3. Date of birth; 4. Ethnic origin; 5. Nationality; 6. Religious beliefs; 7. Marital status; 8. Residence address; 9. Information on employers and professional activities; 10. Information on education; 11. Information on children; 12. Information on residential property; 13. Other personal data collected in the procedure set forth by the legal acts regulating the general population and housing census. 	State and municipal authorities and institutions, companies, etc., exercising official authority functions set forth by the legal acts, persons conducting scientific research, public information drafters, multipliers, publishers and journalists collecting information for publicity purposes* and individual researchers*.
10.	Lithuanian presidential, parliamentary elections, European Parliament, municipal council, mayoral elections, etc., and referendum documents	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, the Civil Code of the Republic of Lithuania, the Republic of Lithuania Law on Documents and Archives, the Republic of Lithuania Law on Legal Protection of Personal Data	<ol style="list-style-type: none"> 1. Name(-s) and surname(-s); 2. Personal ID number; 3. Date of birth; 4. Nationality; 5. Residence address; 6. Data from the identity document; 	Voters (their legal representatives), electoral commissions, state and municipal authorities and institutions, companies, etc., exercising official authority functions set forth by the legal acts, courts, pre-trial institutions, lawyers providing legal services, persons conducting scientific research, public information drafters, multipliers, publishers and journalists collecting information for publicity purposes* and individual researchers*.

1	2	3	4	5
11.	Activity organisation documents of authorities, institutions, services, organisations, etc., public, art and other organisations, labour unions and political parties	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, the Civil Code of the Republic of Lithuania, the Republic of Lithuania Law on Documents and Archives, the Republic of Lithuania Law on Legal Protection of Personal Data	<ol style="list-style-type: none"> 1. Name(-s) and surname(-s); 2. Information on employers and professional activities; 3. Other personal data collected or provided in the procedure set forth by the legal acts regulating employment (official duty) relations; 4. Other personal data collected or provided in the procedure set forth in the articles of association of the public, art and other organisations, labour unions and political parties. 	Data subjects (their legal successors and legal representatives), state and municipal authorities and institutions, companies, etc., exercising official authority functions set forth by the legal acts, courts, pre-trial institutions, lawyers providing legal services, persons conducting scientific research, public information drafters, multipliers, publishers and journalists collecting information for publicity purposes* and individual researchers*.
12.	Personnel management documents of authorities, institutions, services, organisations, etc., public, art and other organisations, labour unions and political parties	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, the Civil Code of the Republic of Lithuania, the Republic of Lithuania Law on Documents and Archives, the Republic of Lithuania Law on Legal Protection of Personal Data	<ol style="list-style-type: none"> 1. Name(-s) and surname(-s); 2. Information on employers and professional activities; 3. Information on education; 4. Incentives, awards; 5. Disciplinary (official) penalties; 6. Information on authorisation and right to work or familiarise with classified information; 7. Information on wages and other benefits; 8. Contact information (telephone number, e-mail address); 9. Other personal data collected or provided in the procedure set forth by the legal acts regulating employment (official duty) relations; 10. Other personal data collected or provided in the procedure set forth in the articles of association of the public, art and other organisations, labour unions and political parties. 	Data subjects (their legal successors and legal representatives), the Board of the State Social Insurance Fund under the Ministry of Social Security and Labour, other state and municipal authorities and institutions, companies, etc., exercising official authority functions set forth by the legal acts, courts, pre-trial institutions, lawyers providing legal services, persons conducting scientific research, public information drafters, multipliers, publishers and journalists collecting information for publicity purposes* and individual researchers*.

1	2	3	4	5
13.	State property privatisation, ownership restoration documents	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, the Civil Code of the Republic of Lithuania, the Republic of Lithuania Law on Documents and Archives, the Republic of Lithuania Law on Legal Protection of Personal Data	<ol style="list-style-type: none"> 1. Name(-s) and surname(-s); 2. Personal ID number; 3. Date of birth; 4. Nationality; 5. Residence address; 6. Information on property privatised or property with ownership being restored; 7. Information on financial and/or property transactions; 8. Other personal data collected or provided in the procedure set forth by the legal acts regulating property privatisation or restoration of ownership. 	Parties to transactions (their legal successors and legal representatives), state and municipal authorities and institutions, companies, etc., exercising official authority functions set forth by the legal acts, courts, pre-trial institutions, judicial officers and notaries public, lawyers providing legal services, persons conducting scientific research, public information drafters, multipliers, publishers and journalists collecting information for publicity purposes* and individual researchers*.
14.	Individual (family) foundation documents	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, the Civil Code of the Republic of Lithuania, the Republic of Lithuania Law on Documents and Archives, the Republic of Lithuania Law on Legal Protection of Personal Data	<ol style="list-style-type: none"> 1. Name(-s) and surname(-s); 2. Personal ID number; 3. Date of birth; 4. Ethnic origin; 5. Nationality; 6. Marital status; 7. Residence address; 8. Information on employers and professional activities; 9. Information on education; 10. Health information; 11. Incentives, awards; 12. Names, surnames and dates of birth of children; 13. Identity document data; 14. Contact information (telephone number, e-mail address); 15. Photographs of persons; 16. Other personal data contained in the documents collected by the foundation founder(-s). 	Foundation founders (their legal successors and legal representatives), state and municipal authorities and institutions, companies, etc., exercising official authority functions set forth by the legal acts, courts, pre-trial institutions, lawyers providing legal services, persons conducting scientific research, public information drafters, multipliers, publishers and journalists collecting information for publicity purposes*, individual researchers, upon permission of the foundation founder (if provided for in the document transfer agreement)*.

Note * persons wishing to receive these documents for a specific use shall be obliged to fill out the Request to access the documents containing personal data.



(Form of the request to access the documents containing personal data)

(name and surname)

(name of the State Archive)

**REQUEST
TO ACCESS THE DOCUMENTS CONTAINING PERSONAL DATA**

(date)

(place)

Pursuant to Articles 85 and 89¹ of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals 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), Article 4² of the Republic of Lithuania Law on Legal Protection of Personal Data and Articles 20 and 21 of the Republic of Lithuania Law on Documents and Archives, I hereby ask to provide, according to the order submitted, the documents containing personal data required for the research I conduct _____

(date and Order No)

The personal data provided shall be used for the following purpose(-s): _____

(indicate the purposes – journalism or academic, artistic and literary expression, public interest, scientific or historical research, statistical and other purposes)

(indicate the topic of research)

I hereby confirm that all information provided in the request is accurate and correct. I undertake that the documents (or extracts thereof) containing personal data provided to me shall be used in a true, fair and lawful manner, I also undertake to take sufficient technical and organisational safeguards conforming to the requirements of the legal acts of the European Union and the Republic of Lithuania governing protection of personal data.

I undertake to use the information only for the purposes indicated. The personal data shall not be publicised without being depersonalised. The documents and information contained therein shall not be transferred to the third persons.

I declare that I am aware of the content of Article 2.23³ of the Civil Code of the Republic of Lithuania stating that information on person's private life may be made public only with his consent. After person's death the said consent may be given by person's spouse, parents and children. Public announcement of facts of private life, however truthful they may be, as well as making private correspondence public in violation of the procedure prescribed by law, as well as other unlawful acts, infringing the right to privacy shall form the basis for bringing an action for repairing the pecuniary and non-pecuniary damage incurred by the said acts

(signature)

(full name)

Notes:**¹Regulation (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)***Article 85***Processing and freedom of expression and information**

1. Member States shall by law reconcile the right to the protection of personal data pursuant to this Regulation with the right to freedom of expression and information, including processing for journalistic purposes and the purposes of academic, artistic or literary expression.

2. For processing carried out for journalistic purposes or the purpose of academic artistic or literary expression, Member States shall provide for exemptions or derogations from Chapter II (principles), Chapter III (rights of the data subject), Chapter IV (controller and processor), Chapter V (transfer of personal data to third countries or international organisations), Chapter VI (independent supervisory authorities), Chapter VII (cooperation and consistency) and Chapter IX (specific data-processing situations) if they are necessary to reconcile the right to the protection of personal data with the freedom of expression and information.

3. Each Member State shall notify to the Commission the provisions of its law which it has adopted pursuant to paragraph 2 and, without delay, any subsequent amendment law or amendment affecting them.

*Article 89***Safeguards and derogations relating to processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes**

1. Processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes, shall be subject to appropriate safeguards, in accordance with this Regulation, for the rights and freedoms of the data subject. Those safeguards shall ensure that technical and organisational measures are in place in particular in order to ensure respect for the principle of data minimisation. Those measures may include pseudonymisation provided that those purposes can be fulfilled in that manner. Where those purposes can be fulfilled by further processing which does not permit or no longer permits the identification of data subjects, those purposes shall be fulfilled in that manner.

2. Where personal data are processed for scientific or historical research purposes or statistical purposes, Union or Member State law may provide for derogations from the rights referred to in Articles 15, 16, 18 and 21 subject to the conditions and safeguards referred to in paragraph 1 of this Article in so far as such rights are likely to render impossible or seriously impair the achievement of the specific purposes, and such derogations are necessary for the fulfilment of those purposes.

3. Where personal data are processed for archiving purposes in the public interest, Union or Member State law may provide for derogations from the rights referred to in Articles 15, 16, 18, 19, 20 and 21 subject to the conditions and safeguards referred to in paragraph 1 of this Article in so far as such rights are likely to render impossible or seriously impair the achievement of the specific purposes, and such derogations are necessary for the fulfilment of those purposes.

4. Where processing referred to in paragraphs 2 and 3 serves at the same time another purpose, the derogations shall apply only to processing for the purposes referred to in those paragraphs.

² Republic of Lithuania Law on Legal Protection of Personal Data**Article 4. Processing of personal data and freedom of expression and information**

Where personal data are processed for the purposes of journalism or academic, artistic or literary expression, Articles 8, 12-23, 25, 30, 33-39, 41-50 and 88-91 of Regulation (EU) 2016/679 shall not apply.

³ Civil Code of the Republic of Lithuania**Article 2.23. Right to Privacy and Secrecy**

1. Privacy of natural person shall be inviolable. Information on person's private life may be made public only with his consent. After person's death the said consent may be given by person's spouse, parents and children.

2. Unlawful invasion of person's dwelling or other private premises as well as fenced private territory, keeping his private life under observation, unlawful search of the person or his property, intentional interception of person's telephone, post or other private communications as well as violation of the confidentiality of his personal notes and information, publication of the data on the state of his health in violation of the procedure prescribed by laws and other unlawful acts shall be deemed to violate person's private life.

3. Establishment of a file on another person's private life in violation of law shall be prohibited. A person may not be denied access to the information contained in the file except as otherwise provided by the law. Dissemination of the collected information on the person's private life shall be prohibited unless, taking into consideration person's official post and his status in the society, dissemination of the said information is in line with the lawful and well-grounded public interest to be aware of the said information.

4. Public announcement of facts of private life, however truthful they may be, as well as making private correspondence public in violation of the procedure prescribed in paragraphs 1 and 3 of the given Article as well as invasion of person's dwelling without his consent except as otherwise provided by the law, keeping his private life under observation or gathering of information about him in violation of law as well as other unlawful acts, infringing the right to privacy shall form the basis for bringing an action for repairing the pecuniary and non-pecuniary damage incurred by the said acts.

5. Where the said acts are committed on the basis of reasoned judgement of the court, restrictions imposed on the publication and collecting of information about the person which are laid down in the provisions of paragraphs 1 and 3 of the given Article shall not be applied.

(Form of notification on workplace surveillance)

(name of state archive system institution)

NOTIFICATION ON WORKPLACE SURVEILLANCE

(date)

(place)

I,

(name and surname)

(position)

hereby c o n f i r m

that I have been familiarised with the Rules for Processing of Personal Data and Implementation of Rights of Data Subjects in the State Archive System Institutions and notified regarding video surveillance of my workplace for the purposes of ensuring protection of persons, documents and property.

(signature)

(name and surname)