**SIA “Cannelle Bakery” Privacy Policy on the Internet**

The purpose of this privacy policy is to provide to a natural person with information about the purpose, scope, protection of personal data processing, period of processing and data subject’s right during the acquisition of data and when processing the personal data of the data subject.

The privacy policy is elaborated according 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 (Regulation), and other applicable legal acts in the area of privacy and data processing.

**Data controller and its contact information**

1. The controller of personal data processing is SIA “Cannelle Bakery” (hereinafter - the Controller), registration number 40003146530, legal address: Satiksmes iela 3, Saldus, LV-3801, Latvia.
2. The contact details of the controller in matters related to the processing of personal data are: Ph. +371 29213415, e-mail: ivars.skrebelis@cannelle.lv.

**The scope of application of privacy policy**

1. Personal data means any information about an identified or identifiable natural person.
2. The privacy policy applies to the protection of privacy and personal data protection concerning personal data that may be processed in connection with the operation of the Controller.
3. The privacy policy applies to data processing, regardless of the form and/or environment in which the personal data are provided (Controller’s website, in paper, or over telephone) and whether or not these are processed in the internal systems of a company or on paper.

**The purpose of personal data processing**

1. The Controller processes personal data for the following purposes:

* To administer issues in relation to human resources;
* To fulfil the legal duties of a controller;
* To ensure economic activity of the Controller, including - the conclusion and execution of the contracts;
* To ensure compliance of the Controller’s products with the statutory standards;
* To protect the company’s property;
* to assure product quality.

**Legal basis for the processing of personal data**

1. The Controller processes the subject's personal data based on the following legal grounds:

* Consent of the data subject;
* Fulfilment of contractual obligations;
* Fulfilment of a legal obligation;
* Vital interest of the data subject or other person;
* Tasks undertaken in the public interest or in exercising official authority;
* The legitimate interests of the Controller or of a third party, in balance with the interests of the data subject.

**Personal data protection**

1. The Controller protects personal data using modern technological possibilities, taking into account existing privacy risks and reasonably available organisational, financial and technical resources, including through the use of the following security measures, if necessary:

* encryption;
* pseudonymisation;
* firewall;
* other protective measures available considering modern technologies.

**Categories of recipients of data**

1. The Controller does not disclose the personal data or any information collected in the provision of the service or duration of the contract to third parties, except for:

* if the data must be disclosed to the respective third party within the framework of the concluded agreement to perform some action necessary for the performance of the contract or legally delegated function (for example, to the bank for payment or to provide a service);
* according to a clear and unambiguous request of the data subject;
* to persons provided in external regulations at their grounded request in the amount and in accordance with the procedures specified therein;
* in accordance with external laws and regulations for the protection of legitimate interests of the Controller, such as going to court or other state authorities against a person that has undermined the legitimate interests of the Controller.

**Duration for the storage of personal data**

1. The Controller keeps the personal data for as long as they are necessary to fulfil the purpose of the processing.

**Access to personal data and other rights of the data subject**

1. The data subject has the right to receive information specified in legal acts regarding the processing of his or her data.

1. The data subject has the right, in accordance with regulatory enactments, to request the Controller have access to his or her personal data and to request the Controller to add, modify or delete it, or to restrict the processing of these data, or the right to object to data processing (including the processing of personal data carried out based on the Controller’s legitimate interests) as well as the right to data portability.

1. The data subject may submit a request regarding the implementation of his or her rights:

* in writing at the legal address of the Controller, by presenting a personal identification document;
* by electronic mail, by signing it with a secure electronic signature.

1. Upon receiving the data subject’s request for exercising his/her rights, the Controller verifies the identity of the data subject, evaluates the request and executes it in accordance with applicable laws and regulations.

1. The Controller responds to the data subject by mail to the contact address indicated by it, by registered mail or in the manner specified by the Customer.

1. The Controller ensures the fulfilment of the data processing and protection requirements in accordance with the legal acts and, in the event of the data subject’s objections, takes reasonable steps to resolve the complaint. However, if this fails, the data subject has the right to turn to the supervisory authority - the State Data Inspectorate.

**Communication**

1. The Controller, if necessary, communicates with the data subject, using the contact details indicated by him (telephone number, e-mail address, postal address).

1. The communication about the performance of service agreement obligations is executed by the Controller on the basis of the concluded agreement.

**Other provisions**

1. The Controller has the right to make additions to the Privacy Policy by making its current version available to the data subject, by posting it on the Controller’s website.