

Data procession operations include

- obtaining,
- storing,
- accessing,
- changing
- destroying
- transfer

Lawful data procession means

- Data must be processed fairly and lawfully.
- They must be collected for explicit and legitimate purposes and used accordingly.
- Data must be relevant and not excessive in relation to the purpose for which they are processed.
- Data must be accurate and where necessary, kept up to date.
- Data controllers are required to provide reasonable measures for data subjects to rectify, erase or block incorrect data about them.
- Data that identify individuals must not be kept longer than necessary.

Data can be processed on paper or by means of electronic techniques (automation based).

The State Social Agency must tell you

- that it collected and processed your data
- the difference between obligatory and non obligatory questions
- the purpose of the processing
- the recipients or categories of recipients of data

As a citizen, you have the right to

- Confidential treatment of your data
- Access the data concerning you
- Criticise any mistakes made during the data procession operation
- Immediate correction of mistakes by the State Social Agency
- Deletion of personal data as soon as they are not needed any more

Your right to an individual, non automated decision:

Decisions which create, alter, fix or terminate your entitlement to social benefits (e.g. to social services and assistance) shall be taken on a personal and individual basis.

Decisions which are fully based on automatically processed data may only concern entitlements already fixed in a contract or by law and you have the right to know about the logic on which the automated decision was based.

Legal acts ensuring your right to privacy and data protection

Everyone has the right to respect for his private and family life, his home and his correspondence.

Art 8/1 European Convention for the Protection of Human Rights and Fundamental freedoms

Everyone has the right to inviolability of their private life, home and correspondence.

Art. 96 Latvian Constitution

Member States shall protect the fundamental rights and freedoms of natural persons, and in particular their right to privacy with respect to the processing of personal data

Art.1 Data Protection Directive 95/46EC of the European Community

Every natural person has the right to protection of his or her personal data.

Section 6 of the Personal Data Protection Law of Latvia

• **The core of data protection:**

Data protection concerns the following factors of identity of a person:

Personal Data:

- name
- address
- telephone numbers
- personal identification number
- other information allowing to identify a person

Sensitive Data:

- health status,
- financial situation
- social status
- philosophical or political convictions
- trade union membership
- being a victim of a crime committed by another individual or by a totalitarian state
- data relating to offences, criminal convictions or security measures
- family life
- working environment
- religious beliefs
- ethnic origin
- sexual orientation

What you can do:

Address your questions about the processing of your personal data to the *State Social Services Agency's* customer service office at:

To be filled in: Address of customer service office of the State Social Services Agency

If you are not fully satisfied with the responses you get from the *State Social Services Agency*, you can address your claims concerning the lawfulness of the processing of your personal and/or sensitive data to:

Datu valsts inspekcija

Kr.Barona iela 5-4,
Rīga, LV-1050
Latvija

Tel.: 7223131
Fakss: 7223556
E-pasts: info@dvi.gov.lv

**Your right to data protection
as a client of the
State Social Services Agency**

How the welfare state must protect the personal data of the citizens

- As a citizen, you are not only entitled to receive social benefits, contributions, pensions, employment consultancy or other services of social assistance from the welfare state
- As a client of the State Social Services Agency, you have to disclose information relevant for your application
- All the data you are disclosing to the authorities in the context of your application must be handled with care!

**This leaflet informs you about the
protection of
your personal data
by the law**