



## **PRIVACY NOTICE FOR PROSPECTIVE DISKUSIJA VENDORS**

DISKUSIJA, UAB, located and registered in Lithuania with company code 122152773, VAT No. LT221527716; legal address: Aukštaičių g. 7, LT-11341 Vilnius, LITHUANIA, e-mail translators@diskusija.lt, (hereinafter referred to as “Diskusija”, “we”, “us”, or “our”), **acting as a data controller**, values your privacy. We care about processing your personal data in a strictly legal way and we want you to be informed and understand how and why we collect and use your personal data and with whom we share it.

Why do we collect your personal data?

Diskusija cooperates with individuals and sub-contracting companies within the provision of language-related services such as translation, editing, proofreading, localisation, interpreting, desktop publishing, and other services and continually strives to enrich its vendor database by adding new qualified vendors.

We obtain and process the personal data you provide us as an individual or as a representative of your company in order to evaluate your eligibility or that of your company to work for us with the prospect of entering into a business contract with you.

### **How is your personal data collected?**

We receive data about you (typically, involving your CV and some additional information on your services, rates, qualifications, etc.) by email directly from you.

We can collect some data about you from public sources such as your profile on LinkedIn or Proz.

We can receive some information about you by meeting you at business conferences or on other occasions and you can be recommended to us by other people as well.

Finally, you provide your personal data by completing our online registration form on the Diskusija vendor portal. Some additional personal data shall be required from you and added to your profile by us after obtaining it directly from you.

Certain personal data can be created in the course of our relationship with you, such as information about the test translations you have completed, etc.

### **What personal data do we collect?**

We collect the data necessary to:

- Stay in contact with you (name, surname, company name (if applicable), contact details);
- Evaluate your eligibility to work with us (qualifications, education (including copies of diplomas), competences).
- Data about the history of our interactions (test translations completed, the evaluations of those tests, etc.)
- At the pre-contractual stage we may require such information as tax ID no., etc.



### **How long do we store your personal data?**

We have a limited capacity to evaluate your applications as soon as we receive them. Therefore, we analyse them on an “as-needed” basis.

Usually, unsolicited CVs and your personal data contained in the accompanying emails you send us as are kept on our servers for a period of 5 years on the basis of our legitimate interest. However, in some cases we may delete them just after receipt if after completing the initial evaluation of your application we discover that for some reasons there is no scope for potential cooperation. In any case, if we do not see a reason to start pre-contractual communication with you within 5 years, your data will be destroyed.

In the case that you have completed our on-line registration form on the Diskusija vendor portal and you continually keep your data up-to-date, we will store your personal data as long as we consider that there can be opportunities for future cooperation (for example, new needs from our clients for your specialisation or language combinations which can appear in the future) even though we do not see a reason at the moment to start pre-contractual communication. However, we can choose to delete your profile at any time if we don't think that there can be scope for cooperation.

If we have started pre-contractual communication (testing processes, negotiation process, etc.), we will keep your personal data as long as we finish this process and you will be qualified as our vendor or will be disqualified or suspended. If you are disqualified for any reason or our negotiations are not successful, also in the cases where your candidacy is suspended, we will keep your personal data (name, contact details, and information on the history of our interaction) for a period of 5 years on the basis of legitimate interest, after which it will be destroyed, unless we have started cooperating with you in the meantime.

If you no longer have the intention to work with us, you can request that we stop processing your personal data, and we will destroy it, except data we may keep for legitimate reasons.

### **With whom do we share your personal data?**

- Your personal data is processed by our staff in Lithuania and stored on our local servers. However, for some IT hosting and maintenance purposes this information is located on servers within the European Union and is accessible to authorised employees of certain Diskusija suppliers.
- Access to individual personal data is granted only to those members of our team who need this data for the fulfilment of their duties.

### **Your rights**

- You are entitled to request a report on what personal information we have about you by requesting a “registry extract”. This can be made free of charge once a year.
- You also have the right to request that incorrect information about you be corrected, as well as the ability to request the removal of your personal information or restriction of its processing.



- To submit any request concerning your personal data, please contact us by email at [translators@diskusija.lt](mailto:translators@diskusija.lt) for more information. The template for a data subject's request to implement his/her rights is available here [http://www.diskusija.lt/Privacy/Request to implement the data subject rights.pdf](http://www.diskusija.lt/Privacy/Request%20to%20implement%20the%20data%20subject%20rights.pdf).
- If you wish to raise a complaint on how we have handled your personal data, you can contact us by email at [translators@diskusija.lt](mailto:translators@diskusija.lt) to have the matter investigated.
- If you are not satisfied with our response or believe we are processing your personal data in breach of the law you can complain to the national supervisory authority of Lithuania - State Data Protection Inspectorate at <https://www.ada.lt/go.php/eng/img>.

Last update of the Notice on 2-09-2020