



PRIVACY NOTICE FOR 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.

How is your personal data collected?

As our vendor, you enter some information about yourself on the DISKUSIJA Vendor database. Some additional personal data shall be required from you and added to your profile by us after obtaining them directly from you. Certain personal data can be created in the course of our relationship with you, such as information about your newly-gained work experience. We can also collect some personal data about you from public sources such as your profile on LinkedIn or Proz.

Why is the data collected?

Your personal data is collected in order to perform the service contract concluded with you (on the basis of the contract concluded with the data subject), so that we can contact you in order to exercise our legitimate interests (for example: potential translation job, updates to your services or terms and conditions that you need to know about, or other information which we may consider necessary or useful for you to know regarding your work for us). Some data is collected because of our legal obligations to share such data with the tax authorities.

We may use your data for decision-making and assessing your aptitude for particular current or potentially forthcoming projects, including semi-automated decisions.

What personal data is collected?

We collect the data necessary to:

- Stay in contact with you (name, surname, company name (if applicable), contact details);
- Evaluate your eligibility for particular work (qualification, education (including copies of diplomas), competences;
- Fulfil any administrative duties and legal obligations (date of birth, ID number, address, tax ID, number of ID document, bank details, or other payment information).

Where is your personal data stored and with whom is it shared?

- 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.
- In order to make payment and fulfil our business contract with you, we will input your financial details into our accounting software and online banking/payment platforms.
- In order to fulfil our legal duties, your personal and financial data will be shared with local tax and other competent authorities.
- In order to prove your competence to complete a particular job, we may need to share your personal data with our clients, including clients based outside the EU. In this case we will inform you and ask for your consent. It's not mandatory to give this consent. However, if you refuse, we will not be able to assign particular jobs to you.
- We will not sell, distribute, or lease your personal data to third parties.

How long do we store your personal data?

We will store your data for the duration of your active working relationship (including valid service level agreements, etc.) with Diskusija, and for ten years thereafter for auditing and insurance purposes. After the expiration of this period we will destroy most of your data: your name may remain in our translation management system as it will be associated with projects you have completed for us for as long as Diskusija uses this system.

However, if you no longer wish to work with us, you can request that we deactivate your profile and we will stop contacting you.

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 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.
- 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 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>.



Amendments to the Privacy Notice for Diskusija Vendors

Diskusija is entitled to make amendments or additions to this privacy notice at any time. You shall be informed about any such changes in writing via e-mail.

Last update of the Notice on 2-09-2020.