



PRIVACY NOTICE FOR PROSPECTIVE DISKUSIJA CLIENTS

DISKUSIJA, UAB, located and registered in Lithuania with company tax ID No. 122152773, VAT No. LT221527716, registered office Aukštaičių g. 7, LT-11341 Vilnius, LITHUANIA, e-mail diskusija@diskusija.lt (hereinafter referred to as “Diskusija”, “we”, “us”, or “our”), **acting as a data controller**, values your privacy. 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 is a company providing language services mainly to corporate clients from all around the world. We strive to help you/your organisation (i.e the organisation that you work for or represent on other bases) find the most effective solutions for your linguistic needs. In order to be able to keep in touch with you and your organisation, we need to process some of your personal data.

What personal data do we collect about you?

We may collect the following personal data about you: your name and surname, job title, contact details, the name of your organisation, the address of your organisation, information about the history of our interactions with you or your organisation, information about opportunities for further sale of our service to you or your organisation, or data on your marketing preferences.

How do we collect your data?

We collect personal data about you from a range of sources: 1) some personal data are directly obtained from you during our meetings at various conferences and trade shows, also when you provide your data in relation to subscription of our newsletter; 2) we can also obtain your data from your co-workers introducing you to us as potentially interested in our services; 3) we can collect some personal data about you from public sources such as your organisation’s website, publicly available lists of organisations in our target sectors, your LinkedIn profile, trade shows/conferences participant lists and similar sources.

For what purposes will your personal data be used?

We will use your personal data for the following purposes:

- for sales proposals: contacting you directly by phone and/or email and, having obtained your consent offering our potential cooperation, setting up the meetings, etc.;
- for marketing purposes, including sending you marketing materials about Diskusija and its services by e-mail, subject to your consent;
- for keeping track of our interaction with your organisation for the purpose of our expertise history, also statistical and service efficiency analysis.

On what legal basis do we process your personal data?

We process your personal data on the basis of:

- **legitimate interest** of growing our business, making it effective, keeping it touch with potential buyers and selling our services to organisations in our target sectors, your organisation is part of;



- **consent**, in the case that you have given us consent to use your personal data for marketing purposes.

How long do we keep your data?

We will keep your data as long as we see potential possibilities for cooperation but no longer than seven years from your last active communication, or that of your organisation, with us. You can always opt-out from using your data for marketing purposes, having notified us of your opt-out decision.

If we interact with you on the basis of consent, we will use your personal data for the purpose you gave the consent for as long as your consent is valid.

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 cloud servers and are accessible to authorised employees of certain Diskusija suppliers.
- Access to individual personal data is granted only to those members of our team who need these data for the fulfilment of their duties.

Your rights

- You are entitled to opt out from the processing of your personal data for direct marketing purposes or to withdraw the consent you gave for this purpose.
- You have the right to request a report on what personal data 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 data or the restriction of its processing.
- For any request, please contact us by email at diskusija@diskusija.lt for more information. The template for a data subject’s request to implement his/her rights is available on our website www.diskusija.lt.
- If you wish to raise a complaint on how we have handled your personal data, you can contact us by email at diskusija@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 submit a complaint to the national supervisory authority of Lithuania - State Data Protection Inspectorate <https://www.ada.lt/go.php/eng/img>.

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