

PRIVACY POLICY FOR APPLIED INNOVATION RESEARCH AND RESULTS SYSTEM

When the Lithuanian Agricultural Advisory Service (hereinafter referred to as we, our, etc.) processes personal data it aims to ensure fair and transparent processing of your Personal Data. The Lithuanian Agricultural Advisory Service processes personal data in accordance with the EU General Data Protection Regulation (GDPR) and applicable national legislation. This Privacy Policy describes how we collect and process your Personal Data in general. You can also learn about your rights here.

Terms of Use

<i>Controller</i>	A controller of your Personal Data is the Lithuanian Agricultural Advisory Service (legal entity code 110057335, address Stoties 5, Akademija, Dotnuva, LT-58343 Kedainiai, data protection officer's Tel. No. +370 652 08324, e-mail: duomenuapsauga@lzukt.lt). You provide your Personal Data to the Controller when you: <ul style="list-style-type: none">• visit website https://titris.lzukt.lt; or• subscribe to news to https://titris.lzukt.lt; or• provide information on the website https://titris.lzukt.lt; or• when information about your activities is available on https://titris.lzukt.lt
<i>Data Subject</i>	Any natural person who browses and/or receives newsletters and/or provides information published on https://titris.lzukt.lt and/or whose activities are described on https://titris.lzukt.lt
<i>GDPR</i>	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, and repealing Directive 95/46/EC (General Data Protection Regulation)
<i>Advisory Service</i>	Office of the Advisory Service and/or any division of the Advisory Service
<i>Personal Data</i>	Any information directly or indirectly related to an identified or identifiable Data Subject whose data is processed in accordance with this Privacy Policy and applicable law
<i>Processing</i>	Any operation which is performed on Personal Data (including but not limited to: collecting, recording, storing, using, modifying, providing access to, requesting, transmitting, etc.).

Principles of Processing Personal Data Protection

We take care of the security of your Personal Data, and we commit to process your Personal Data properly in compliance with the following principles for the processing of personal data:

- **Principle of legitimacy, integrity and transparency:** Personal data must be processed in a lawful, fair and transparent manner. The Advisory Service provides a Privacy Policy containing all the information referred to 13 or Article 14 of GDPR, as applicable;
- **Principle of purpose limitation:** collect Personal Data for specified, explicit and legitimate purposes and not to process it in a way incompatible with those purposes;
- **Principle of data minimization:** ensure that processed Personal Data is adequate, relevant and not excessive in relation to the purposes for which it are processed;
- **Principle of accuracy:** ensure that Personal Data is accurate and, where necessary, kept up to date; to take all reasonable steps to ensure that the Personal Data which is inaccurate in relation to the purposes for which it is processed is erased or corrected without delay;
- **Principle of limitation of the storage period:** Personal Data must be kept in a form which permits to identify Data Subjects for no longer than is necessary for the purposes the Personal Data is processed;
- **Principle of integrity and confidentiality:** to process Personal Data in a manner that ensures appropriate security of the Personal Data by appropriate technical or organizational measures, including protection against unauthorized or unlawful processing and against accidental loss, destruction or damage.

I. GENERAL INFORMATION

When does this Privacy Policy apply?

This Privacy Policy applies when you browse website <https://titris.lzukt.lt>, receive its newsletters, and submit information at www.titris.lzukt.lt, when your activities are described on <https://titris.lzukt.lt>. In addition, this Privacy Policy also applies for the relationship between you and the Advisory Service that was established prior to the entry into force of this Privacy Policy and where you provided and/or the Advisory Service received your Personal Data.

This Privacy Policy does not govern the relationship between the Advisory Service and its staff, whose information is published at <https://titris.lzukt.lt>. This relationship is governed by other local regulatory documents of the Advisory Service.

What kind of my Personal Data is processed?

What kind of your Personal Data is processed depends on your relationship with the Advisory Service (e.g. whether you are browsing the website, or providing published information on applied innovation research and its results, etc.). <https://titris.lzukt.lt> is a free, internet-based information system that collects, publicizes and compiles data on applied innovation research and innovations that can potentially contribute to more efficient, sustainable and environmentally friendly farming. We process your Personal Data for the purpose of publishing the above mentioned information on this website, as well as for you to find understandable farming information on applied innovation research in the country or on agricultural innovations, as well as for us to make statistical analysis of the website use, and publishing the most relevant information for you.

The use of your specific Personal Data for purpose is set out in this Privacy Policy, Chapter II “Grounds and Purposes of Personal Data Processing”.

We collect and process the following Personal Data:

- **Identity information:** name, surname, image (in photo and/or video), voice (in video);

- *Contact details:* postal address (address for correspondence), e-mail, telephone number, correspondence records;
- *Professional data:* data on an employer (name of a research institution, its structural unit), academic/scientific degree, education;
- *Project/innovation data:* source of funding, project number, project name, reports and other information;
- *Data on assigned functions in the project:* project manager, project executor, partner;
- *Location data:* IP address, connection site.

We do not process sensitive data such as genetic information, biometrics, criminal records and information regarding your participation in trade unions, or the data related to your health, ethnicity, religious or political beliefs, sexual orientation, except as required by law or in special cases where, for example, you disclose such data yourself.

What are the sources the Advisory Service collect my Personal Data from?

Usually, the Advisory Service receives Personal Data directly from the person to whom such data relates, i.e. from you. For example, when you:

- are browsing or/and register on our website <https://titris.lzukt.lt>
- provide information on applied innovation research and its results at <https://titris.lzukt.lt>
- information about your activities is available on <https://titris.lzukt.lt>.

The employees of the Advisory Service have access to the Personal Data disclosed to the Advisory Service only if it is necessary for administrative purposes, for administration of the website <https://titris.lzukt.lt>, or for the legitimate interests of the Advisory Service.

II. GROUNDS AND PURPOSES OF PERSONAL DATA PROCESSING

On what grounds does the Advisory Service collect and process my Personal Data?

We assure you that we collect and process your Personal Data only on lawful grounds, i.e. we collect and process your Personal Data only on one or more of the following processing grounds:

- the Data Subject gave consent to process his/her Personal Data for one or more specific purposes; and/or
- the data processing is necessary for the performance of a contract/agreement and the Data Subject is a party of that contract/agreement, or to take actions at the request of the Data Subject before signing a contract; and/or
- the data processing is necessary to fulfill the legal obligation of the Controller; and/or
- the data processing is necessary for the legitimate interests of the Controller or a third party, unless the Data Subject's interests or fundamental rights and freedoms which need the protection of Personal Data take precedence over those legitimate interests, especially when the Data Subject is a child.

What are the purposes for which the Advisory Service collects and processes my Personal Data?

Purpose	Personal Data
<i>For your identification in TITRIS</i>	Identity information, contact and location details.
<i>Dissemination of information on applied innovation research and its results</i>	<p>When you fill in the information on applied innovation research and its results on https://titris.lzukt.lt, your identity and contact details, project/innovation data, professional data, and data of assigned functions in the project is used.</p> <p>When your professional activities are published on https://titris.lzukt.lt, your identity and contact details, project/innovation data, professional data, and data of assigned functions in the project may be used.</p>
<i>Video and photo material for publication purposes</i>	When video and, photos presenting your professional activities are published on https://titris.lzukt.lt , your identity and contact details, project/innovation data, professional data, data of assigned functions in the project and your image may be used with your consent.
<i>For sending newsletters</i>	When you subscribe to newsletters on https://titris.lzukt.lt , we use your e-mail address.
<i>For getting a consent for processing the data you submit to TITRIS, as well as for the use of your image</i>	Your identity information and contact details.
<i>For preparing information and/or responses to inquiries</i>	Your identity information and contact details.
<i>For solving problems related to data accuracy</i>	Your identity information and contact details, project/innovation data, professional data and data of assigned functions in the project.
<i>For the preparation of reports to control authorities</i>	Your identity information and contact details, project/innovation data, professional data and data of assigned functions in the project.
<i>For the purpose of improving services</i>	Your identity information and contact details, project/innovation data, professional data and data of assigned functions in the project.
<i>For statistical analysis of website use and performance analysis</i>	<p>When you register and visit https://titris.lzukt.lt, we use your location data. You can read more about it in this Privacy Policy, Chapter VII “Use of Cookies”.</p> <p>We use your identity information, contact and location data, project/innovation data, professional data and data of assigned functions in the project for TITRIS performance analysis</p>

III. SHARING AND PROTECTING MY PERSONAL DATA

Who has an access to my Personal Data?

Only the authorized persons within the Advisory Service or other persons, when it is required by law, have an access to your Personal Data.

Who can my Personal Data be shared with?

Due to the nature of applied innovation research and results published on the <https://titris.lzukt.lt> website, when implementing the international project i2connect, we must share your Personal Data related to <https://titris.lzukt.lt> with the partners of the said project (recipients of personal data); a list of the mentioned recipients is provided in the Annex to this Privacy Policy. In other cases, there are no recipients or processors of your personal data to whom we would transfer it, except:

- when the information, video and photos are shared via Facebook, Instagram or/and can be accessed through the google.com search system (in this case the recipients are Facebook, Inc. (USA) and Google LLC (USA));
- in certain cases established by law (for example, violation of law). In such cases, we may disclose your Personal Data to governmental institutions (such as investigation authorities, courts, etc.) and other entities that perform their statutory functions.

How does the Advisory Service protect my Personal Data?

In order to protect your Personal Data from unauthorized access, unauthorized processing or disclosure, accidental loss, alteration or destruction, and taking into account the level of development of technical capabilities and the cost of implementation, as well as the nature, scope, context and purposes of data processing, and the probability and level of risks to the rights and freedoms of natural persons, we shall take appropriate measures consistent with applicable law. Such measures include technical measures (such as selecting and configuring appropriate computer systems, protecting data and files), organizational measures (such as restricting access to these systems, files and devices), and physical, administrative, and procedural safety measures.

IV. HOW LONG MY PERSONAL DATA MAY BE RETAINED?

As a general principle, Personal Data is kept in a form which permits identification of Data Subjects for no longer than is necessary for the purposes for which the Personal Data is processed. The length of time Personal Data can be retained is determined by law or the Advisory Service, in accordance with the law. The terms for processing Personal Data depend on the specific document and the basis for processing the Personal Data. An example of retention of Personal Data based on the Advisory Service's legitimate interests is when we need to protect our rights in litigation process. In this case the Advisory Service retains certain documents containing Personal Data until the expiry of the limitation period relating to those documents. However, please, note that the Advisory Service based on its legitimate interests will analyze on a case-by-case basis whether the retention of Personal Data is necessary to achieve the legitimate interests of the Advisory Service.

The following table presents the retention periods for Personal Data set by the Advisory Service. This list is not complete (i.e. it may be supplemented) and is not a legally binding contract between the Advisory Service and the Data Subject. The Advisory Service has a right to change the retention periods unilaterally at any time. Please, note that statutory retention periods for Personal Data may change from time to time.

<i>Data / Type of document</i>	Retention Period
<i>For your identification in TITRIS</i>	Until deregistration of TITRIS user account.
<i>Dissemination of information on applied innovation research and results</i>	10 years after deregistration of Data Subject from the information system or until the date the Data Subject requests to be forgotten.
<i>Video and photo material for publication purposes</i>	10 years after deregistration of Data Subject or until the date the Data Subject requests to be forgotten or/and the date of withdrawal of consent (for use of the image).
<i>For sending newsletters</i>	Until deregistration of Data Subject or until the Data Subject's request to be forgotten.
<i>For getting a consent for processing the data you submit to TITRIS, as well as for the use of your image</i>	2 years after deregistration from the information system or withdrawal of consent.
<i>For preparing information and/or responses to inquiries</i>	When we correspond with you by ordinary mail, we will keep the received and sent letters in accordance with the terms specified in the Documentation Plan of the Advisory Service. When we correspond by e-mail – 2 years. On-line chat content – 6 months from the date of the conversation.
<i>For solving problems with data accuracy</i>	Until deregistration from the information system or until the Data Subject's request to be forgotten.
<i>For the preparation of reports to control authorities</i>	10 years from the date of preparation of the reports.

What happens to my Personal Data after the expiration of the retention period?

After the expiration of the retention period, all data and/or documents containing Personal Data are permanently deleted, destroyed or become anonymous, i.e. it is not possible to identify the Data Subjects. Manual erasure, destruction or anonymization of data will be performed no later than 6 months after the end of the retention period. The Advisory Service will not notify you of the deletion, destruction or anonymization of your Personal Data and will not seek your permission to delete or destroy your Personal Data after the retention period.

Please, note that some Personal Data stored in computer files may be available for a limited period of time after the expiration of the retention period in the data backup systems until new data is

recorded in the data backup system. Typically, new data is not immediately saved to file backup systems, i.e. leaving some small reserve to recover data at the right time. All backup systems are protected by the Advisory Service, so only a limited number of Advisory Service authorized employees have access to them.

V. RIGHTS IN RELATION TO THE PROCESSING OF PERSONAL DATA

What rights do I have?

The Advisory Service seeks to ensure that the Processing of Personal Data is fair and transparent, and that all rights of individuals are consistently enforced under the applicable law. In particular, you have the following rights:

- the right to be informed about the processing of your Personal Data;
- to access your Personal Data processed by the Advisory Service;
- the right to rectification of your inaccurate Personal Data;
- when the processing of Personal Data is based on consent, you have the right to cancel your consent at any time (it does not affect the lawfulness of the consent-based processing which was performed prior to the cancelation of consent);
- the right to receive processed Personal Data in a systematic, commonly used and computer readable format and, under certain conditions, to transfer that Personal Data to another Controller (“the right to data portability”);
- under certain circumstances, you have the right to erase Personal Data (“the right to be forgotten”) or to restrict processing;
- the right to object processing of Personal Data for certain purposes and under certain conditions;
- you also have the right to apply to a supervisory authority, the State Data Protection Inspectorate, with a complaint, if you believe that the Advisory Service processes your Personal Data in violation of GDPR or other law.

How can I exercise my rights?

You can exercise your rights by contacting the Data Protection Officer of the Advisory Service, Phone No. +370 652 08324, e-mail: duomenuapsauga@lzukt.lt, or send a letter at Stoties 5, Akademija, Dotnuva, LT-58343 Kedainiai.

If you decide to apply to the Advisory Service in writing, for your own convenience, please, use the application forms on <https://titris.lzukt.lt> website. You can send the completed form using the contacts above or you can deliver/send it to your nearest office of the Advisory Service. Your requests will be processed and your rights will be exercised in accordance with the Advisory Service’s Procedures for the Processing of Claims and the Exercise of Rights of Data Subjects.

VI. DUTIES AND RESPONSIBILITIES OF THE DATA SUBJECT

By using TITRIS (i.e. submitting information to the website <https://titris.lzukt.lt>, subscribing to newsletters), the Data Subject must ensure that the information in TITRIS provided by the Data Subject (especially when it comes to personal data) is correct and accurate, as well as to inform the Advisory Service about the changes of data.

The Data Subject is solely responsible for the data, text, documents, information, pictures, graphics, photos, videos and links to the third party sites and their content, as well as for the accuracy and correctness of provided data, for the consent/permission of authors and/or co-authors of copyrighted and/or patented works, programs, other intellectual and scientific output to make their intellectual output publicly available, and for links and other content or material.

VII. USE OF COOKIES

About cookies

Cookies are small text files that are sent to your web browser and stored on your computer's hard drive when you visit the relevant website. Cookies are transferred to your computer the first time you visit a website and are subsequently used to identify your computer to facilitate your access to this website and the information it contains. Cookies help us recognize your device and help us improve the functionality of our website and make it easier to use. Cookies are not viruses. The use of cookies is completely secure for your devices and the information they contain.

Which cookies does the Advisory Service use and what is their purpose?

This page (<https://titris.lzukt.lt>) uses Google Analytics, a Google Analytics tool that collects information about your IP address, location, time, duration, visited internal pages and actions taken on them. This information is used to report statistics on website usage without identifying individual visitors.

If you do not consent to the use of cookies on your computer or other device, you can change your browser settings and disable cookies. However, please, note that in some cases this may slow down the speed of your browsing, restrict some functions of the website or block access to the website.

VIII. FINAL PROVISIONS

This Privacy Policy is not a legally binding agreement between the Advisory Service and the Data Subject – it provides guidelines for our Personal Data Protection Standards. We may make changes to this Privacy Policy as we continually improve and develop our services and website. Your rights will not be restricted as a result of such changes. We will notify you about changes or whenever we think we have to, via the Advisory Service website <https://titris.lzukt.lt>, by email, or by any other method of our choice no later than 1 (one) month before such changes become effective.

If you have any questions or have any concerns about how the Advisory Service processes your Personal Data, or if you would like to exercise any of your rights, please contact us, Tel. No. +370 652 08324, e-mail duomenuapsauga@lzukt.lt, or send us a letter at Stoties 5, Akademija, Dotnuva, LT-58343 Kedainiai.

LIST OF RECIPIENTS OF PERSONAL DATA

1. APCA – French Chambers of Agriculture (France);
 2. AUA – Agricultural University of Athens (Greece);
 3. ILVO – Legal Entity of the Flanders Research Institute for Agriculture, Fisheries and Food (Belgium);
 4. NAAS – National Agricultural Advisory Service (Bulgaria);
 5. EUFRAS – The European Forum for Agricultural and Rural Advisory Services (Latvia);
 6. FiBL EU – Research Institute of Organic Agriculture in Europe (Belgium);
 7. IALB – Internationale Akademie für ländliche Beratung (Germany);
 8. SEASN – South Eastern Europe Advisory Service Network (Croatia);
 9. ProAgria – ProAgria (Finland);
 10. ACTA – Les Instituts Techniques Agricoles (France);
 11. UHOH – University of Hohenheim (Germany);
 12. NAK – Hungarian Chamber of Agriculture (Hungary);
 13. CIRCA – The CIRCA Group Europe Limited (Ireland);
 14. TEAGASC – Teagasc Agriculture and Food Development Authority (Ireland);
 15. CREA – Council for Agricultural Research and Economics (Italy);
 16. LLKC – Latvian Rural Advisory and Training Centre (Latvia);
 17. CDR – Centrum Doradztwa Rolniczego w Brwinowie (Poland);
 18. CONSULAI – Consultoria Agroindustrial, Lda (Portugal);
 19. MAPA – Ministerio de Agricultura, Pesca y Alimentación (Spain);
 20. AGRIDEA – Swiss Centre for Agricultural Extension and Rural Development (Switzerland);
 21. ZLTO – Zuidelijke Land en Tuinbouw Organisatie (The Netherlands);
 22. WR – Stichting Wageningen Research (The Netherlands);
 23. SZE - Széchenyi István University (Hungary).
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