

## **LLC ARiTech Privacy Policy to be published on the website**

LLC ARiTech is a company that offers innovative automation solutions and engineering advice. In its operations, the company ensures a high standard of corporate operation, as well as the compliance with requirements of the European Union laws and regulations in the field of data protection.

The aim of this Privacy Policy is to provide the data subject with information on the legal basis, purposes, categories of recipients of personal data, duration and security of data storage, personal rights, as well as to ensure compliance with the General Data Protection Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (hereinafter referred to as the Regulation 2016/679).

### **Data controller**

The controller of personal data is ARiTech Ltd. (hereinafter referred to as ARiTech), registration number 42103047807, legal address: “Mārtiņmuiža”, Mārupe, Mārupe District, LV-2167 (according to Article 4 (7) of the Regulation 2016/679).

ARiTech's contact information for issues related to the processing of personal data and ensuring the requirements of the Regulation 2016/679 is: info@aritech.lv.

### **Scope of the Policy**

The Privacy Policy shall apply when performing any processing of personal data, including ensuring the protection of privacy and personal data of customers and their representatives, as well as other service users and providers, as well as ensuring the proper operation of the ARiTech website [www.aritech.lv](http://www.aritech.lv).

This Privacy Policy shall apply to the processing of data, regardless of the form in which individuals have provided their personal data (paper, oral or electronic form, etc.) and the business systems in which it is stored.

### **Purposes and legal basis of data processing**

ARiTech may use personal data provided by individuals for such purposes as:

- Order acceptance on the website;
- Drawing up and conclusion of the contract;
- Fulfillment of contractual obligations, including the provision of services;
- Settlement and tax administration;
- Advertising and distribution of services, including research on the use of websites, products and services;
- Servicing customers and their representatives and reviewing objections;
- Ensuring security in the company's premises and territory by performing video surveillance and access control;
- Providing information to public administration agencies in the cases and to the extent specified by law.

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ARiTech shall ensure the processing of personal data on the basis of the following legal grounds of the Regulation 2016/679:

1. Consent of the data subject
2. For concluding and performing the contract
3. For the implementation of laws and regulations
4. For ensuring lawful (legitimate) interests - in order to realize the legitimate interests of the company arising from the concluded contract or law.

### **Personal data processing**

The geographical area of personal data processing is the European Union and the European Economic Area. Personal data shall not be transferred to third countries or international organizations.

ARiTech shall care of the privacy of customers and their representatives and ensure fair and transparent processing of any data subject in accordance with the applicable laws and regulations of the European Union, including the Regulation 2016/679.

ARiTech shall process personal data using the possibilities of modern technologies, taking into account the existing data processing risks and the organizational, financial and technical resources available to the company. The company shall take appropriate measures to protect personal data against the accidental or unlawful destruction, loss, alteration, unauthorized disclosure of or access to personal data transmitted, stored or otherwise processed.

The following personal data is processed on the ARiTech website [www.aritech.lv](http://www.aritech.lv): person's name, surname, e-mail, telephone, represented company and its VAT number, customer message (questions, requests, etc.).

In order to better fulfill the contracts concluded with customers, ARiTech may authorize its business partners to perform certain activities related to the provision of the service, such as preparation of valuation, preparation of invoices and other information, fulfillment of tax obligations, etc. If, in carrying out these activities, the business partner needs to process personal data held by ARiTech, these business partners shall be considered ARiTech data processing operators (processors) and ARiTech shall be entitled to transfer to the business partners the customer's personal data necessary for these activities to the extent necessary. These partners shall ensure the fulfillment of personal data processing and protection requirements in accordance with the requirements of ARiTech and laws and regulations, and shall not use personal data for purposes other than fulfilling the obligations of the contract concluded with the customer on behalf of ARiTech.

### **Categories of personal data recipients**

ARiTech shall not disclose to third parties personal data in its possession or any information obtained during the provision of services and during the term of the contract, except:

- If the data must be transferred to a third party within the framework of the concluded contract in order to perform any function necessary for the performance of the contract or provided by law;
- If the explicit and unambiguous consent has been given to transfer personal data to a third party;

- If the data must be provided to the subjects provided for in laws and regulations on the basis of their substantiated request, but only in accordance with the procedures and to the extent specified in the laws and regulations.

### **Duration of personal data storage**

Personal data shall be collected and processed for no longer than is necessary to achieve the above contractual or legal purposes; as long as the laws and regulations provide for the obligation to store these personal data or as long as ARiTech is bound by the customers' consent to the respective processing of personal data, if there is no other legal basis for data processing.

Once the above circumstances have ceased, the personal data shall be deleted.

### **Website visits and cookie handling**

The ARiTech website may use cookies.

ARiTech may use cookies to improve the website experience, including providing website functionality, tailoring website functionality to user usage habits, obtaining statistics on website traffic, number of visitors, time spent on the page, etc., if the user is a customer of ARiTech services, to display services tailored to the user's needs and to offer other content and offers created or distributed by ARiTech when visiting the ARiTech website.

If the user of the website has any complaints or questions about the use of cookies, he/she can contact ARiTech using the following contact information: [info@aritech.lv](mailto:info@aritech.lv).

ARiTech's website may contain links to third party websites that have their own terms of use and privacy, for which ARiTech shall not be responsible.

### **Rights of the data subject**

In order to ensure the protection of the data subject's rights in the company, personal data shall be qualified as restricted information, which may be accessed only by those employees who have the relevant rights and the data are necessary for the performance of work tasks. All employees who have been authorized to work with personal data have been properly instructed to be able to protect the rights of the data subject.

The person shall be entitled to receive confirmation from ARiTech whether his/her personal data is being processed. A person shall be entitled to request the rectification, erasure and restriction of the processing of his/her data, to object to the processing, as well as to withdraw the consent to the processing at any time, without prejudice to the lawfulness of the processing based on the prior consent.

### **Information security**

ARiTech shall take appropriate measures to protect personal data against the accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to personal data transmitted, stored or otherwise processed.

### **Privacy Policy validity**

ARiTech reserves the right to change this Privacy Policy from time to time without prior notice to the data subject. The latest version of the Privacy Policy, which is published on the



**LLC ARiTech**

Mārtiņmuiža Mārupe,

Mārupe District, LV-2167, Latvia

Registration No. LV42103047807

Luminor Bank JSC

Account No. LV17RIKO0000082219327

SWIFT: RIKOLV2X

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website [www.aritech.lv](http://www.aritech.lv), replaces the previous version of the Privacy Policy.