LITHUANIAN CHAMBER OF NOTARIES

PRESIDIUM OF THE LITHUANIAN CHAMBER OF NOTARIES

DECISION
ON THE APPROVAL OF THE RULES OF PERSONAL DATA PROCESSING IN THE LITHUANIAN
CHAMBER OF NOTARIES

7 February 2019 No 6
Vilnius

Pursuant to 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) (OJ 2016 L 119, p. 1), and article 20(1)(1) of the Statute of the Lithuanian Chamber of Notaries, the Presidium of the Lithuanian Chamber of Notaries

decides to approve the Rules of Personal Data Processing in the Lithuanian Chamber of Notaries (attached).

President of the Chamber of Notaries   Marius Stračkaitis

RULES OF
PERSONAL DATA PROCESSING IN THE LITHUANIAN CHAMBER OF NOTARIES

SECTION I
GENERAL PROVISIONS

1. Rules of personal data processing (hereinafter the Rules) regulate personal data processing in the Lithuanian Chamber of Notaries (hereinafter the Chamber of Notaries) to ensure compliance with and implementation of 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) (hereinafter the GDPR), the Republic of Lithuania Law on Legal Protection of Personal Data, and other legal acts regulating processing and protection of personal data.

2. The Rules are intended for all employees of the administration of the Lithuanian Chamber of Notaries (hereinafter the Employees of the Chamber of Notaries), students admitted to internship, and persons otherwise performing activities in the Chamber of Notaries, who process personal data and/or in the course of their duties learn or may learn personal data.

3. The personal data of the data subjects shall be processed by the data controller, i.e. the Chamber of Notaries, legal entity number 301538058, address Olimpiečių g. 4, Vilnius, who is also the personal data processor.

4. The terms used in the Rules shall be understood as defined in the GDPR and the Republic of Lithuania Law on Legal Protection of Personal Data.

5. Personal data means any information relating to any identified or identifiable natural person (hereinafter the Data Subject). The term 'information' includes any audio, video, genetic data, fingerprints, etc. This information may be provided in letters, numbers, graphics, photographs, sound (telephone) and other forms. An identifiable natural person is a person who can be identified, directly or indirectly, in particular by reference to an identifier such as name, personal identification number, location data and online identifier, or to one or more factors specific to the physical, physiological, genetical, mental, economic, cultural or social identity of the natural person. Personal data that are stripped of personal information, encrypted or pseudonymised, but can be re-used to re-identify an individual, shall remain personal data and are subject to the GDPR. Personal data whose anonymity is ensured so that the identity of the individual cannot or may no longer be established shall no longer be considered personal data. For the data to be truly anonymous, anonymity must be irreversible.

7. The GDPR lays down the rules that relate only to the protection of natural persons with regard to the processing of their personal data. The provisions of the General Data Protection Regulation shall not apply to the processing of data of deceased persons. Information about a legal person (e.g. name, legal form, contact details), separately from its participants, members of the management body, and employees,

shall not be personal data and does not fall within the scope of the GDPR. Information about public authorities also shall not constitute personal data.

8. The Lithuanian Chamber of Notaries shall appoint Data Protection Officer to carry out the tasks assigned to him/her under the GDPR. The Data Protection Officer shall be appointed by a resolution of the Presidium of the Lithuanian Chamber of Notaries.

SECTION II
PERSONAL DATA PROCESSED IN THE CHAMBER OF NOTARIES AND PURPOSES OF ITS PROCESSING

9. The Chamber of Notaries is the personal data controller and processor. Personal data is collected and processed in the Chamber of Notaries to perform the functions and tasks set out in the Law on the Notary Office, the Statute of the Chamber of Notaries and other legal acts.

10. Personal data processed in the Chamber of Notaries and purposes of its processing:

10.1. for the purpose of processing personal files of notaries and notaries whose powers have expired, the following personal data may be processed: name, surname, date of birth, personal identification number, address, telephone number, e-mail address, photograph, information on former employers and positions held, length of legal service, data on education and qualifications, information on appointment to the professional position of a notary public, personal health status, information on misuse of alcohol, psychotropic substances, narcotic drugs or other psychoactive substances, notary's professional civil liability insurance and complex insurance of lost income, where the notary's professional ethics issues have been addressed: resolutions of the Court of Honour of Notaries and/or the Commission of Notary Professional Ethics, information on termination or suspension of the professional powers, resolutions adopted by the Commission for Assessment of Notaries;

10.2. for the purpose of processing personal files of candidate notaries (assessors), the following personal data of candidate notaries (assessors) may be processed: name, surname, date of birth, personal identification number, address, telephone number, e-mail address, data on education, information on the internship performed by candidate notary (assessor), the internship expiry or termination;

10.3. for the purpose of proper performance of activity and functions of the bodies of the Chamber of Notaries, commissions and the Court of Honour of Notaries, set forth in the Law on the Notary Office, the Statute of the Chamber of Notaries and other legal acts, information on the notary's position in the body of the Chamber of Notaries, commission and the Court of Honour of Notaries as well as other information directly related to the notary's position in the body of the Chamber of Notaries, commission and the Court of Honour of Notaries may be processed;

10.4. for the purpose of notary assessment, the following personal data of the notary may be processed: name, surname, date of birth, personal identification number, address, telephone number, e-mail address, education data and data which the notary submits to the Commission for Assessment of Notaries pursuant to Clause 30 of the Regulations for Assessment of Notaries, as well as information about the notary's qualification training, participation in general meetings of the Chamber of Notaries and payment of the Chamber membership fee;

10.5. for the purpose of examining notary disciplinary cases, the following personal data of the notary may be processed: name, surname, personal identification number, address, telephone, e-mail address, data (complaint, request, notification) on the basis of which the notary has been subjected to disciplinary proceedings, data submitted by the notary in the course of the examination of his/her disciplinary case, data and/or documents submitted by third persons and/or institutions in relation to the notary's disciplinary case under examination;

10.6. for the purpose of ordering and issuing archival documents, the following personal data of the Data Subjects may be processed: name, surname, date of birth, personal identification number, e-mail address, information about the notarised document;

10.7. for the proper performance of the function of document certification (Apostille) performed by notaries pursuant to Article 26(1)(18) of the Law on the Notary Office, the following personal data of the

director of the state or municipal authority, institution or enterprise or any other entity authorised to sign the document or of an entity authorised by the state may be processed: name, surname, signature;

10.8. for the purposes of handling complaints, requests, notifications and internal administration (document management), personal data of the persons who have submitted any complaint, request or notification to the Chamber of Notaries, as well as personal data of other persons (provided in the complaint, request or notification) may be processed: name, surname, date of birth, personal identification number, address, telephone number, e-mail address, date and reference number of the complaint, request or notification (date and reference number of registration with the Chamber of Notaries), information specified in the complaint, request or notification, result of handling the complaint, request or notification, date and reference number of the response from the Chamber of Notaries, any additional information received during addressing the complaint, request or notification;

10.9. for the purpose of organising qualification training for notaries and candidate notaries (assessors), personal data of notaries, candidate notaries (assessors) and lecturers may be processed: for notaries, candidate notaries (assessors) - name, surname, name, date and duration of the event, number of points awarded for participation in the seminar; for lecturers - name, surname, personal identification number, position, personal social security number, number of the business license or certificate of the individual activity, address, telephone number, e-mail address, bank account number, and any other personal data provided by the person;

10.10. for the purpose of organising international cooperation (business trips to foreign countries, reception of foreign delegations), personal data of the notarial system representatives may be processed: name, surname, personal identification number, place of work, position, address, telephone number, e-mail address and any other personal data provided by the person, which the Chamber of Notaries obtains pursuant to legal acts during performance of the respective internal administration activity and/or which must be processed by the Chamber of Notaries under the laws and/or other legal acts;

10.11. for the purpose of internal administration (staff management, document management, use of material and financial resources), personal data of the current and former employees of the Chamber of Notaries may be processed: name, surname, date of birth, personal identification number, social security certificate number, citizenship, address, telephone number, e-mail address, CV and work acvivity data accompanied by the documents substantiting the facts stated therein (diplomas, certificates, assessments, etc.), marital status, job title, information on recruitment (transfer) and dismissal, education and qualifications, training, vacations, wage, severance payments, compensation, data from identity document, date and reference number of document registration, personal data of special categories relating to health, and any other personal data provided by the person, which the Chamber of Notaries obtains pursuant to legal acts during performance of the respective internal administration activity and/or which must be processed by the Chamber of Notaries under the laws and/or other legal acts;

10.12. for the purpose of internal administration (staff management, document management), personal data of the applicants for positions in the Chamber of Notaries may be processed: name, surname, date of birth, personal identification number, nationality, address, telephone number, e-mail address, position applied for, CV and work acvivity data accompanied by the documents substantiting the facts stated therein (diplomas, certificates, assessments, etc.), data on education and qualification, date and number of registration of documents and any other personal data provided by the person, which the Chamber of Notaries obtains pursuant to legal acts during performance of the respective internal administration activity and/or which must be processed by the Chamber of Notaries under the laws and/or other legal acts;

10.13. for the purposes of implementing contracts for products, works and services with suppliers and compliance with accounting rules, personal data of suppliers (natural persons) may be processed: name, surname, personal identification number, address, telephone number, e-mail address, bank account number, and other personal data provided by the person, which the Chamber of Notaries obtains pursuant to legal acts during performance of the respective internal administration activity and/or which must be processed by the Chamber of Notaries under the laws and/or other legal acts;

10.14. for the purpose of providing information to public about the Notarial activity (organisation of events, Notarial Profession magazine, organisation of the Chamber of Notaries social network Lietuvos notarai on Facebook, etc.) personal data (name, surname, position, workplace, e-mail address) of the

Employees of the Chamber of Notaries, participants of the events organised by the Chamber of Notaries, mass media representatives, guests of the Chamber of Notaries, and other persons may be processed.

SECTION III
REQUIREMENTS FOR PERSONAL DATA PROCESSING AND PROTECTION

11. When processing personal data, the Chamber of Notaries shall implement and ensure appropriate organisational and technical measures to protect personal data against accidental or unlawful destruction, alteration, disclosure, as well as against any other unlawful processing. The Chamber of Notaries shall keep records of data processing activity, i.e. it shall complete the Data Processing Activity Record Log a model form of which is presented in Annex 2 to these Rules.

12. Security of personal data processed in the information systems of the Chamber of Notaries shall be ensured in accordance with the requirements of the Regulations for Information Systems of the Chamber of Notaries and binding documents concerning data security policy: information system security regulations, information system data security regulations, rules for secure processing of electronic information in information systems, management plan for continuity of information system activity, and the rules for administration of information system users. Preparation and approval of the above documents shall be the responsibility of the authority or institution which, pursuant to the procedure laid down by law, acts as the controller of the information system.

13. Personal data shall be processed automatically and non-automatically in the Chamber of Notaries. The Chamber of Notaries shall ensure security in the premises where personal data is stored, proper maintenance of technical equipment and information systems, and implementation of other technical measures necessary for protection of personal data.

14. Access to personal data may be granted only to the Employee of the Chamber of Notaries, who needs the personal data to perform his/her functions. Only the actions that the Employee of the Chamber of Notaries is authorised to perform may be performed on personal data. The Employee of the Chamber of Notaries shall loose the right to process personal data of Data Subjects when the employment relationship with the Chamber of Notaries is terminated or when he/she is assigned performance of functions not related to data processing. The administrative manager of the Chamber of Notaries shall ensure that Employees of the Chamber of Notaries are acquainted with these Rules and undertake to protect the secrecy of personal data. The latter obligation shall also apply in the event of the appointment of the Employee to another position in the Chamber of Notaries and in the event of termination of the employment relationship.

15. When performing their functions and processing personal data, Employees of the Chamber of Notaries shall comply with the key requirements for personal data processing:

15.1. personal data shall be collected for the purposes defined in the Rules and shall be processed in a manner consistent with these purposes;

15.2 processing of personal data shall be lawful, fair and transparent in relation to the Data Subject;

15.3 personal data shall be accurate and, where necessary due to personal data processing, continously updated; inaccurate or incomplete data shall be rectified, supplemented, deleted (destroyed) or suspended;

15.4 personal data shall be adequate, relevant and only such as necessary for the purposes for which they are processed;

15.5. personal data shall be kept (stored) in the form which permits identification of Data Subjects for no longer than necessary for the purposes for which the data has been collected and processed;

15.6. personal data shall be processed in such a way as to ensure, through appropriate technical and organisational measures, adequate security of personal data, including protection against unauthorised or unlawful processing and against any accidental loss, destruction or damage;

15.7. personal data shall be processed in accordance with the requirements for processing personal data set forth in the GDPR, the Republic of Lithuania Law on Legal Protection of Personal Data, and other legal acts regulating the relevant activity.

16. Personal data shall be collected in the Chamber of Notaries only in accordance with the procedure established by legal acts, by obtaining such data from the entities specified in laws and other legal acts, who are obliged to provide such data to the Chamber of Notaries, directly from the Data Subject, by means of submitting an official inquiry to the entities who process the necessary information and are entitled to provide it, or by means of accessing databases, registers, and information systems, on the basis of contracts and legal acts, collecting individual data, under data provision contracts or single requests.

17. Retention periods for personal data and the actions to be carried out after the expiry of such periods shall be determined by the legal acts governing processing of relevant personal data. Personal data shall not be stored longer than the purposes of processing require. Backup copies of electronic information (data) shall be stored in accordance with the procedures and periods laid down in the information system security regulations approved by the information system controller.

18. Upon expiry of the retention period of documents or when personal data are no longer required for the purposes of their processing, documents and copies thereof shall be destroyed/erased in accordance with the Rules of Document Management and Record Keeping approved by the Chief Archivist of Lithuania. Documents and copies thereof shall be destroyed/erased in such a way that it would not be possible to reconstruct/retrieve them or any part thereof.

SECTION IV
RIGHTS OF DATA SUBJECTS AND EXERCISING THEREOF

19. The Data Subject shall have the following rights:
19.1. the right to obtain information about data processing:
19.1.1. information on the processing of personal data by the Chamber of Notaries may be provided:
19.1.1.1.   On the website of the Chamber of Notaries;
19.1.1.2. orally and/or in writing at the time of receipt of personal data.

19.2. the right of access to data:
19.2.1. Upon receipt of a request from the Data Subject to exercise this right, the Chamber of Notaries shall provide:
19.2.1.1.   information on whether or not personal data relating to the Data Subject are processed;
19.2.1.2.   information on the sources and nature of the personal data collected, the purposes for which they are processed, the retention period, and the recipients to whom the data is or have been provided;
19.2.1.3.   a copy of the personal data processed.

19.3. the right to request data rectification:
19.3.1. to make sure that the processed personal data of the Data Subject is inaccurate, incorrect or incomplete, the Chamber of Notaries may ask the Data Subject to provide some evidence to prove it;
19.3.2. after correcting inaccurate or incorrect personal data or supplementing incomplete personal data, the Chamber of Notaries shall immediately, but not later than within 5 working days, inform the Data Subject about the performed actions and, if the personal data have been provided to the recipients of the data, shall inform the recipients of the data of the correction or supplementation of the personal data. The Chamber of Notaries shall reserve the right not to inform the data recipients where this is impossible or would require some disproportionate effort (e.g. due to a large number of Data Subjects, data period, disproportionate costs).

19.4. the right to request personal data erasure ("right to be forgotten"):
19.4.1. the Data Subject's right shall be exercised, if:

19.4.1.1. any personal data is no longer needed for the purpose for which it has been collected and processed;

19.4.1.2. the Data Subject withdraws his or her consent to processing of personal data and there is no other lawful basis for the processing;

19.4.1.3. the Data Subject does not consent to processing of personal data and there are no any overriding legitimate reasons for processing the data;

19.4.1.4. processing of personal data was unlawful.

19.4.1.5. personal data shall be erased in accordance with a legal obligation established by the legislation of the European Union or the Republic of Lithuania.

19.4.2. The Chamber of Notaries shall have the right not to implement the Data Subject's right to erasure of personal data if processing of personal data is necessary to comply with a legal obligation imposed by the legislation of the European Union or of the Republic of Lithuania, which requires processing of personal data, or to carry out a task performed for the public interest, or to perform a function of the public authority entrusted to the data controller, as well as for archiving purposes for the public interest, or for the purpose of asserting, exercising or defending any legal claims.

19.4.3. After deleting any personal data related to the Data Subject, the Chamber of Notaries shall inform the Data Subject about the performed actions without any delay, but not later than within 5 working days, and, if the personal data were provided to the data recipients, shall inform the data recipients about the deletion of personal data. The Chamber of Notaries shall reserve the right not to inform the data recipients where this is impossible or would require some disproportionate effort (e.g. due to a large number of Data Subjects, data period, disproportionate costs).

19.5. the right to restrict data processing:

19.5.1. restriction of processing personal data may be implemented in the following ways: selected data will be transferred to another processing system and made inaccessible to users. In automated structured files, restriction of processing personal data will be ensured by technical means in such a way that personal data cannot be further processed or modified;

19.5.2. the personal data whose processing has been restricted shall be stored and the Data Subject shall be informed in writing before such restriction is lifted;

19.5.3. if the personal data of the Data Subject (processing of which has been restricted at the request of the Data Subject) has been transferred to the recipients of the data, the Chamber of Notaries shall inform the recipients of the transfer thereof, unless it is impossible or requires some disproportionate efforts. The Data Subject shall have the right to request information about such data recipients.

19.6. the right to object data processing:

19.6.1. pursuant to Article 21 of the GDPR, the Data Subject shall have the right at any time, on grounds relating to his or her particular situation, to object processing of his or her personal data by the Chamber of Notaries in the cases where processing of personal data is carried out in accordance with Article 6(1)(e) and/or (f) of the GDPR;

19.6.2. The Chamber of Notaries shall have the right to withdraw the Data Subject's right to object processing of personal data by the Chamber of Notaries, where the data controller is able to demonstrate compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject or for the establishment, exercise or defence of legal claims.

19.7. the right to data portability:

19.7.1. shall only be implemented in relation to personal data which are processed by automated means on the basis of the Data Subject's consent or on the basis of a contract to which the Data Subject is party;

19.7.2. the Data Subject shall not have the right to data portability in respect of the personal data processed in non-automated structured files, such as paper files;

19.7.3. personal data of the Data Subject may be transferred to another controller, where transmission of personal data directly to another data controller is technically feasible and secure transmission of electronic data and information is ensured;

19.7.4. if the Data Subject's request concerning portability of personal data is satisfied, the Chamber of Notaries will not assess as to whether the data controller to which the Data Subject's personal data will be transferred has any legal basis for receiving the Data Subject's personal data, and whether this data controller will ensure appropriate personal data security measures. The Chamber of Notaries shall not assume any responsibility for any further processing of the transmitted personal data by another data controller;

19.7.5. the Data Subject's data will not be automatically erased when transferred upon his or her request. If the Data Subject so wishes, he or she shall contact the Chamber of Notaries, as the data controller, to exercise his or her right to have the data erased ("right to be forgotten").

20. To exercise the rights referred to in Clause 18 of the Rules, the Data Subject shall have the right to apply to the Chamber of Notaries in writing, by submitting a request in person, by post, by courier or by means of electronic communication, concerning exercise of the Data Subject's rights. A model form for a request to exercise the Data Subject's right(s) is set out in Annex 1 to the Rules.

21. The written request by the Data Subject shall be in the official language, legible, clear and comprehensible, signed by the Data Subject, and shall include the information such as Data Subject's name, surname, personal identification number, place of residence, contact details, information concerning which of the Data Subject's rights and to what extent the Data Subject wishes to exercise, and the manner in which the Data Subject wishes to receive a reply. Requests submitted by Data Subjects in a non-official language may be accepted and handled only by decision of the Chamber of Notaries.

22. When submitting the request, the Data Subject shall verify his or her identity:

22.1. if the request is submitted directly to the Lithuanian Chamber of Notaries, the Data Subject shall submit a document confirming his/her identity;

22.2. if the request is submitted by post or by courier, the request shall be accompanied by a copy of a personal identification document certified in accordance with the procedure established by law;

22.3. if the request is submitted by means of electronic communication, the request shall be signed by a qualified electronic signature or produced by electronic means which ensure integrity and unalterability of the text.

23. In case of any doubts concerning the Data Subject's identity, the Chamber of Notaries shall have the right to request additional information necessary to verify it. If the Data Subject does not verify his or her identity, his or her rights shall not be enforceable. The above provision does not apply if the Data Subject requests to be informed about processing of personal data pursuant to Articles 13 and 14 of the GDPR.

24. The Data Subject may exercise his or her rights himself or herself or through a representative. In the request, the person's representative shall indicate his/her name, surname, address and/or other contact details for communication, to which the person's representative wishes to receive a reply, as well as the name of the represented person and any other data necessary for identification of the Data Subject, and shall provide the document or a copy of the document confirming the representation.

25. The Data Subject shall have the right to contact the Data Protection Officer in all matters relating to processing of the Data Subject's personal data and exercise of his or her rights.

26. The Data Subject shall have the right to be informed from what sources and what type of personal data have been collected, for what purpose they are processed, and to which recipients they are and have been provided.

27. The Chamber of Notaries shall have the right to provide no information to the Data Subject in the cases set forth by law, as well as when it is necessary to ensure protection of the rights and freedoms of the Data Subject or other persons.

28. A request submitted by the Data Subject without complying with the established requirements shall not be handled. The Data Subject shall be informed of the reasons thereof no later than within 5 working days from the receipt of the request.

29. The Chamber of Notaries shall provide the Data Subject with information on the actions taken in response to the request received without delay, but no later than within 1 month from the receipt of the Data Subject's request. The above deadline may be extended for two more months, depending on the complexity and a number of requests received. In such a case, the Data Subject shall be informed of the extension within one month from the receipt of the request, by indicating the reasons for the delay.

30. If, during handling the request, it is established that the Data Subject's rights are restricted on the grounds provided for in Article 23(1) of the GDPR, the Data Subject shall be informed thereof.

31. All the actions in response to requests from the Data Subject to exercise the Data Subject's rights shall be carried out and information shall be provided free of charge, except in the case of requests from the Data Subject which are manifestly unfounded or disproportionate, in particular because of their repetitive content. In such cases, the Chamber of Notaries may charge a reasonable fee, by taking into account the administrative costs of providing information or notifications, or actions requested, or refuse to act upon the request. The burden of proving that the request is manifestly unfounded or disproportionate shall rest with the Chamber of Notaries.

32. The Chamber of Notaries shall provide information and all notices relating to personal data processing to the Data Subject in a concise, transparent, comprehensible and easily accessible form, in clear and plain language. The information shall be provided in writing or by other means, including, where appropriate, in electronic form.

SECTION V
PROCEDURE FOR REPORTING PERSONAL DATA SECURITY BREACH

33. The President of the Chamber of Notaries or the responsible person authorised by him/her, upon becoming aware of a personal data security breach, shall immediately organise an investigation of the breach in order to determine the nature of the breach, the type of the breach (breach of confidentiality, integrity and/or availability of personal data), circumstances of the breach, approximate number of the Data Subjects whose personal data security has been breached, scope and categories of personal data whose security has been breached (personal data confirming person's identity, personal data of special categories, data about convictions and criminal offences, access data and/or personal identification numbers, etc.), likely consequences of the personal data security breach, risks to the rights and freedoms of natural persons, and shall undertake measures to remedy the breach and/or mitigate the adverse consequences of the breach.

34. The President of the Chamber of Notaries or the responsible person authorised by him/her shall ensure that the State Data Protection Inspectorate is notified of a personal data security breach without undue delay and, if possible, not later than within 72 hours from becoming aware of the personal data security breach, unless the personal data security breach is unlikely to endanger the rights and freedoms of natural persons. If the State Data Protection Inspectorate is not notified within 72 hours, the notification shall state the reasons for the delay. Notification of a personal data security breach shall be submitted in accordance with the procedure established by the State Data Protection Inspectorate.

35. The notification referred to in Paragraph 34 of these Rules shall describe the nature of the personal data security breach, categories and approximate number of Data Subjects, categories and approximate number of personal data records, the name and contact details of the data protection officer or other contact person who can provide further information (telephone number, email address), description of the likely consequences of the personal data security breach and the measures taken or proposed to be taken to remedy the personal data security breach, as well as measures to mitigate its possible adverse effects, and other relevant information related to the personal data security breach.

36. Where a personal data security breach may result in a serious risk to the rights and freedoms of natural persons (bodily injury, damage to property or non-property, discrimination, identity theft or fraud, financial loss, damage to reputation, loss of confidentiality of personal data subject to professional secrecy,

serious economic or social damage, where Data Subjects may be deprived of the exercise of their rights and freedoms or prevented from exercising control over their personal data, where personal data of special categories or relating to vulnerable natural persons and/or personal data relating to criminal convictions and offences, or to related security measures, etc., may be disclosed), the President of the Chamber of Notaries or the responsible person authorised by him/her shall ensure that the personal data security breach is notified to the Data Subject without delay: describe to the Data Subject, in clear and plain language, the nature of the data security breach, indicate the name and contact details (telephone number, e-mail address) of the data protection officer or other contact person who can provide further information, describe the likely consequences of the personal data security breach and measures taken or proposed to be taken to remedy the personal data security breach, as well as the measures taken to mitigate its possible adverse effects and, where possible, recommendations to the natural person concerned on how to mitigate the possible adverse effects (change of login passwords in case of unauthorised access to personal data, etc.)).

37. A personal data security breach does not have to be notified to the Data Subject, if:

37.1. The Chamber of Notaries has implemented appropriate technical and organisational safeguards and these safeguards have been applied to the personal data affected by the personal data security breach;

37.2. immediately after the personal data security breach, the Chamber of Notaries has taken measures to ensure that the rights and freedoms of Data Subjects are no longer seriously jeopardised;

37.3. it would require some disproportionate effort. In such a case, the personal data security breach shall instead be made public or a similar measure shall be used to inform the Data Subjects in the same effective manner.

38. The President of the Chamber of Notaries or the responsible person authorised by him/her shall ensure that all the cases of personal data security breaches are recorded and information is collected on the causes of such breaches, their impact and consequences, measures taken, reasons for decisions on notification (non-notification) thereof to the State Data Protection Inspectorate and/or to the Data Subject, reasons for the delay in submitting the notification and any other information that would allow verifying compliance with the provisions set forth in this section of the Rules. The information referred to in this clause shall be recorded in the Personal Data Security Breach Log, a model form of which is set out in Annex 3 to these Rules.

SECTION VI
FINAL PROVISIONS

39. Assessment of risk of processing personal data shall be carried out in the event of a personal data security breach and in other necessary cases, but at least once every two years. During the risk assessment, the situation in the Chamber of Notaries shall be analysed by examining and evaluating the information related to personal data processing in the Chamber of Notaries, the legal acts regulating this area shall be analysed and a conclusion on the risk of processing personal data shall be drawn. The conclusion shall specify the proposed measures to be undertaken to manage or eliminate the identified risk factors and other proposals for improvement of the procedure for personal data processing in the Chamber of Notaries.

40. The Rules and information about the Data Protection Officer shall be published on the website of the Lithuanian Chamber of Notaries www.notarurumai.lt.

Annex 1 to the
Rules of Personal Data Processing in the Lithuanian
Chamber of Notaries

Form for a request to exercise the data subject rights

_____
(name of sata subject)

_____
(personal identification number)

_____
(address of the place of residence)

_____   _____
(telephone number)   (e-mail address)

_____
(Representative's name, surname, address of the place of residence, telephone number, e-mail
address, basis for representation if the request is submitted by a representative of the data
   subject)1

To: President of the Lithuanian Chamber of Notaries

REQUEST
TO EXERCISE THE DATA SUBJECT'S RIGHTS

_____
(date)

_____
(place)

In accordance with the procedure set out in the Rules of Personal Data Processing in the Lithuanian Chamber of Notaries, I hereby request to exercise my right(s) (please tick the appropriate box):

☐ Right to obtain information about data processing
☐ Right of access to data
☐ Right to request data rectification
☐ Right to request data erasure ("right to be forgotten")
☐ Right to restrict data processing
☐ Right to object personal data processing
☐ Right to data portability

Contents of the request (please specify what you specifically request and provide as much information as possible to enable the right(s) to be exercised properly, for example, if you wish to have your data rectified, please specify which of your personal data is inaccurate):

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[1] If the request is submitted by a representative of the data subject, it shall be accompanied by a document certifying the representative's authorisation.

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ATTACHED2:

1. _____;
2. _____;
3. _____.

I would like to receive a reply (tick one):
  ☐ by post;
  ☐ at the Lithuanian Chamber of Notaries premises at Olimpiečių g 4, Vilnius;
  ☐ by e-mail (only upon signing a request by a qualified electronic signature).

_____
(name, surname, signature)

2 If the request is submitted by post, it shall be accompanied by a copy of the identity document certified by a notary public or by using any other procedure established by law.
If the request is made to correct any inaccurate data, copies of the documents proving the accuracy of the data shall be provided; if they are submitted by post, they must be certified by a notary or by using any other procedure laid down by law. If the data subject's personal data, such as name and surname,

have changed, they shall be accompanied by a copy of the documents confirming the change; if sent by post, they shall be certified by a notary public or by using any other procedure laid down by law.

Annex 2 to the
Rules of Personal Data Processing in the Lithuanian
Chamber of Notaries

Form of data processing activity record log

LITHUANIAN CHAMBER OF NOTARIES
DATA PROCESSING ACTIVITY RECORD LOG

Data protection office _____
(name, surname, contact details)

No	Purpose of personal data processing	Legal basis for processing personal data	Categories of data subjects	Categories of personal data	Categories of data recipients*	Personal data retention and deletion periods	Description of technical and organisational security measures	Data sources	Employees (departments) responsible for processing personal data	Date(s) of data entry and modification
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										

*Where applicable, transfers of personal data to the third country or any international organisation, including the name of that third country or international organisation, and documentation of the appropriate safeguards in the case of transfers referred to in the second subparagraph of Article 49(1) of Regulation (EU) 2016/679. 3

Form of Personal Data Security Breach Log

LITHUANIAN CHAMBER OF NOTARIES
PERSONAL DATA SECURITY BREACH LOG

No	Date, time (to the nearest minute) and place of detection of the breach	Employee or other entity reporting the breach (name, title)	Date and place of the breach	Start and end, nature, type and circumstances of the breach	Categories and approximate number of Data Subjects whose personal data security was breached	Categories and scope of personal data whose security was breached	Likely consequences of the breach and risks to the rights and freedoms of natural persons	Measures taken to remedy the breach and/or to mitigate its adverse effect	Employee or other entity who eliminated the breach (name, title)	Information on whether the breach has been notified to the State Data Protection Inspectorate and the reasons for the decision taken	Information on whether the breach has been notified to the data subject (s) and the reasons for the decision
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											

9.										
10.										