

IMPORTANT INFORMATION FOR “GB PROJEKTAI” CLIENTS ON HOW WE COLLECT, USE, AND PROTECT INFORMATION ABOUT YOU

Last updated on: 09/09/2020

GB Projektai, UAB (or simply a “Company” or “we”) protects information related with you and your privacy. We comply with the European Union’s General Data Protection Regulation (abbreviated as “GDPR”)¹ and other laws that protect your information when collecting, using and storing information about you.

1. What will I find in this information notice?

In this information notice you will find answers to the most important questions about how we collect, use and store information about you. This is important to you – please read the information in this information notice carefully.

If you have any questions or if any part of this Policy is unclear or incomprehensible, please contact the Company at info@gbgroup.lt and we will assist you.

We also encourage you to visit the Company’s website at <http://www.gbgroup.lt/> from time to time for the most up-to-date version of this Information Notice.

2. Who is responsible for protecting my information?

GB projektai, UAB

Our company code: 300090132

Our registered address: Vasarvietės str. 19A, LT-44105 Kaunas

Business and company administration address: Partizanų str. 15A, Kaunas LT-50203

Our e-mail address: info@gbgroup.lt

Our phone number: +370-37-472056

3. Why and what information do you collect about me?

We collect, use and store the information about you that is necessary:

- to contact you when you contact us through the Company’s websites or by email. In this case, we collect and use your name and contact information (email address and telephone number) for communication purposes;
- in order to prepare and conclude with you a preliminary estate purchase and sale agreement, a plot reservation agreement, a contract for contractual services or a notarial property purchase and sale agreement, we collect and use your name, surname, personal identification number, address, contact information, bank account details, and, if there is an objective need to verify your identity, a copy of your identity document;
- in order to prepare, conclude and perform the administration services contract, we collect and use your name, surname, personal identification number, address, contact information (email, telephone) for these purposes.

For more detailed information about the information we collect and store about you, please see the table at the end of this notice.

¹ On April 27, 2016, Regulation (EU) 2016/679 of the European Parliament and of the Council 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)

4. What information should I give you and why?

Please see the attached table – you are required to provide the information about you that is necessary for us to enter into or perform a reservation, preliminary or main sale and purchase agreement, a contractual agreement, a contract for administration services and/or other related contracts with you, or that we are required to collect by law. If you do not provide this information, we will not be able to conclude and perform the agreements mentioned above.

5. Where do you collect information about me?

We only collect and use personal information that you provide to us.

Where it is necessary for the performance of an agreement between you and us to obtain information about the real estate registered in your name and you are unable to provide us with this information, and where you have consented in writing or by electronic means to our obtaining information about you from public registers, we may also obtain information about you from public registers (i.e. Registers administrated by State Enterprise Centre of Registers).

6. What are the legal grounds that allow you to collect information about me?

Please see the attached table for details.

7. Do you make decisions about me without human intervention and do you put me in certain categories?

We do not use automated personal data management or profiling solutions that do not require human intervention.

If we enter into an administration services contract with you, we may assign your personal data to specific databases where we collect and assign your personal information to a specific object to be administered, but these actions are not carried out in an automated manner without human intervention.

8. Who do you share information about me with?

We only disclose information about you in accordance with the law and when we need to do so for the reasons set out in the answer to question 3, i.e. we may transfer your personal information for the purpose of performing agreements:

- Notaries and lawyers who prepare or approve agreements between the Company and you;
- Construction contractors, architects, where this is necessary for the proper performance of the agreement concluded between the Company and you;
- Institutions and/or utility service providers, where this is necessary for the proper performance of the agreement concluded between the Company and you, e.g. when handing over a building constructed to your order, when initiating the installation and connection of utility systems to the network, in order to ensure the provision of utility services to the object of your real estate.

9. Is information about me transferred outside the European Economic Area?²

Your personal information is not transferred outside the European Economic Area.

10. How long do you store information about me?

Please see the attached table for details.

² The European Economic Area is made up of all the Member States of the European Union plus Iceland, Liechtenstein and Norway.

11. What rights do I have?

- Make a request to us to recover information we hold about you;
- Make a request to us to correct information we hold about you;
- Make a request to us to delete information we hold about you;
- Make a request to us to restrict the use or deletion of information we hold about you;
- Challenge how we collect, use and store information about you;
- Submit a request to us to transfer the data you have provided to us;
- File a complaint to the State Data Protection Inspectorate;
- To withdraw the consents you have given us to use information about you.

If you wish to make a request or complaint, please contact the Company as indicated in the answer to question 12 below. Please note that the law sets out the exceptions when you may not be able to exercise your rights and the procedures we will follow to help you.

12. How do I contact the Company's Data Protection Officer?

Should you have any questions, comments or complaints about how we collect, use and store information about you, we are ready to help you. If you wish to make a request regarding the exercise of the rights referred to in question 11 above or have any other questions, please send your requests or questions to info@gbgroup.lt or by filling in the contact form on our website <http://www.gbgroup.lt/> or by sending written requests/questions by registered mail to Partizanų str. 15A, Kaunas LT-50203.

DETAILED INFORMATION FOR “GB PROJEKTAI” CLIENTS ABOUT HOW WE COLLECT, USE AND PROTECT INFORMATION ABOUT YOU

Why do you collect information about me?	What information do you collect about me?	What is the legal basis that allows you to collect information about me?	How long do you store information about me?
1. To prepare, agree and conclude a preliminary (reservation) agreement for the sale of the estate, followed by a notarial agreement of sale;	Name, surname, personal identification number, address, bank account number, a copy of the identity document or the identification data of the identity document (document number, date of issue and expiry date).	<p>We conclude and execute an agreement with you (GDPR Article 6(1)(b))</p> <p>We are obliged to collect information in accordance with the law (GDPR Article 6(1)(c))</p> <p>We have a legitimate interest in retaining the data for the period of time provided for by law (GDPR Article 6(1)(f))</p>	Copies of personal documents (personal document information) – 1 year after the conclusion of the agreement; other information – 10 years after the conclusion of the agreement.
2. To provide services under contractual agreements or administration service contracts;	Name, surname, personal identification number, address, bank account number, a copy of the identity document or the identification data of the identity document (document number, date of issue and expiry date).	<p>We conclude and execute an agreement with you (GDPR Article 6(1)(b))</p> <p>We are obliged to collect information in accordance with the law (GDPR Article 6(1)(c))</p> <p>We have a legitimate interest in retaining the data for the period of time provided for by law (GDPR Article 6(1)(f))</p>	Copies of personal documents (personal document information for 1 year after the conclusion of the agreement; other information for 5 years after the end of the agreement.

3. To process your inquiries and contact you after you contact us for information;	Your name, phone number, email address and copies of any email correspondence with us.	We have a legitimate interest in retaining the data for the period of time provided for by law (GDPR Article 6(1)(f))	5 years after the last contact by email or other means of communication.
--	--	---	--

4. To enable us to carry out resident voting under the administration services contract;	Name, surname, email address, phone number, IP address.	<p>We conclude and execute an agreement with you (GDPR Article 6(1)(b))</p> <p>We have a legitimate interest in retaining the data for the period of time provided for by law (GDPR Article 6(1)(f))</p>	For the duration of the Administrative Services Contract and for 1 year after the end of the contract.
5. To protect and defend our rights and legitimate interests.	Your name, surname, personal identification number, address, bank account number, copies and originals of agreements entered into with us, other documents and their attachments that you provide to us, records of communications by electronic means, procedural documents, judgments, resolutions and orders of courts. Information on crimes and convictions, if needed.	<p>We have a legitimate interest in retaining the data for the period of time provided for by law (GDPR Article 6(1)(f))</p> <p>The data is necessary to exercise the protection of rights (GDPR Article 6(1)(f))</p>	10 years after the conclusion of the agreement, and 10 years after the end of the contract in the case of a contract for the provision of continuing services.