**NOTICE ABOUT YOUR PERSONAL DATA**

1. **General information**
   1. In the course of your cooperation with “LSC”, SIA, registration No. 40003474166, located at Sporta Street 11, Riga, LV-1013 (“LSC”, “us”, “our” or “we”), we collect personal data about you, including your name, surname, photo, contact details, skills, qualifications, education and work history, health data, information on readiness for work. All of the information referred to above is referred to as “Personal data.”
   2. Provision of your Personal data to us is voluntary. However, if you do not provide certain information, we may not be able to accomplish some of the purposes outlined in this notice.
   3. In case some Personal data are processed on the basis of your consent, you are entitled to withdraw your consent at any time. It will not affect the lawfulness of processing based on consent before its withdrawal.
   4. LSC is the data controller and is responsible for processing of your Personal data.
2. **Purposes for which we use Personal data**
   1. We may use your Personal data in order to:
      1. identify you among other candidates;
      2. evaluate your appropriateness for vacant job positions;
      3. contact you in order to inform about job opportunities;
      4. comply with legal and industry requirements;
      5. improve LSC operations;
      6. protect LSC legal interests, including prevention of unlawful activities;
      7. respond to legal or other dispute resolution proceedings, audits or government requests.
   2. We will not use Personal data for any purpose incompatible with the purposes outlined above and as permitted by you, or required by law.
3. **Legal basis for processing of Personal data**
   1. Your Personal data are processed on the following legal basis:
      1. point (a) of Article 6(1) of the General Data Protection Regulation (“GDPR”) (your consent);
      2. point (b) of Article 6(1) of the GDPR (taking steps prior to entering into contract);
      3. point (c) of Article 6(1) of the GDPR (compliance with legal obligation);
      4. point (f) of Article 6(1) of the GDPR (legitimate interests of us);
      5. point (a) of Article 9(2) of the GDPR (your explicit consent in relation to processing of special categories of data).
   2. Our legitimate interests are improving operations, ensuring compliance, protection of our assets and legal interests.
4. **Recipients of Personal data**
   1. Your Personal data might be shared with third-party service providers who provide services to us, such as e-mail delivery services and data storage services. These third parties will be supplied with, or have access to, Personal data for the purpose of providing these services to us.
5. **Personal data retention**
   1. Your Personal data will be stored only as long as necessary for the purposes mentioned above and in any case for no longer than one year after receipt of your application. If a judicial action is initiated, the Personal data may be stored until the end of such action, including any potential periods for appeal, and will then be deleted. In case as a result of our cooperation you start work, your Personal data will be stored according to our Personal data processing practice for employed crewmembers and you will be informed accordingly.
   2. We may ask for your consent to store your Personal data for a longer period in order to contact you in case of further job opportunities.
6. **Requests, questions and complaints**

To request access, corrections, erasure, restriction of processing, object to processing of your Personal data, use right to data portability, or raise other concerns about handling of your Personal data, you may make a request to GDPR@lscgroup.lv You may also raise complaints about the handling of your Personal data to the Data State Inspectorate of the Republic of Latvia.