

The Riga Students Rent Company's Privacy policy

Information on the processing of personal data

Your data controller

Please refer to the information below on how we, the limited liability company (SIA) "ZUFA", unified registration No. **40103734980**, legal address; Rīga, Visvalža iela 3B - 79, LV-1050) hereinafter referred to as the "Representative", process the data of natural persons.

Personal data collected and used by the Riga Students Rent

As soon as the Representative sends the message, the Representative may collect statistics relating to what you are doing with this message, that is, whether you open the message, press the links, which device you are using and what are its technical characteristics. The Representative does it, following the information stored on your access to the Riga Students Rent website or with the help of cookies (if you agree to these).

In other cases, when you voluntarily provide the company's contact details to the Representative, the Representative may send you marketing messages, so that the Riga Students Rent is able to exercise its legal interests to maintain a business relationship with you or companies, represented by you. The Representative follows the message effectiveness statistics in order to improve ways of communication.

To find out more information about stored cookies or automatically collected information, when you visit the Riga Students Rent website, please refer to the Representative's website Privacy Policy.

Information for our clients - natural persons, who receive services from us

The Representative processes your personal data in order to conclude with you and to execute a contract related to representation services. The legal basis for personal data processing is the General Data Protection Regulation, Article 6, clause (b) and (f) of the first paragraph. The Representative's legitimate interest is to appropriately meet obligations of such contract. The Representative with regard to the processing of these data is the data controller.

Your personal data processing is necessary for conclusion and execution of contract. If you fail to provide personal data, the Representative may find it difficult to conclude or execute the contract.

Your personal data may be transferred to the Representative's employees, agents and service providers such as legal, accounting or IT service providers.

To request access, corrections, deletion of data, limitation of processing, or to refer to other data processing issues, please contact us, by writing to our legal address. You also have the right to submit a complaint to the Data State Inspectorate.

Your personal data will be stored until the representation contract is executed, as well as for the period of limitation prescribed by the law. In case of proceedings, the data will be stored until the end of such proceedings. If the storage of personal data is required by law, the Representative will comply with legal requirements.

You can access your data

Your personal data may be disclosed:

- Third parties that provide services to the Representative, including marketing companies, information technology service providers, auditing companies and others, to the extent necessary to guide our marketing communication.

How long does the Riga Students Rent store the data?

Your contact details and information about your company or occupation will be stored and processed for marketing purposes as long as you or your represented organization uses the Representative as a real estate service provider. However, the Representative at the best options seeks to ensure that the outdated personal data is updated and unnecessary data is deleted.

The personal data that are used for sending the latest news are stored and processed for this purpose until you withdraw your consent depending on the situation or cancel the Riga Students Rent news subscription, but not later than 2 years after your last activity with the Representative's latest news.

Your rights and how to use them

By contacting the Riga Students Rent via e-mail info@rigastudentsrent.com, you can exercise the rights:

- to request access to your personal data;
- to request a correction of your personal data;
- to request a deletion of your personal data;
- to withdraw your consent to processing of personal data.

In some cases, you may have the right to request to limit your personal data processing or object to your personal data processing.

You can use your rights in accordance with the applicable EU and national legislation.

If personal data are deleted following your request, the Representative will keep only a copy of the information that is necessary to protect the Representative's or third-party's legal interests, comply with national authorities' orders and requirements of regulatory enactments, resolve disputes or enforce any contract that you have concluded with the Representative.

Information for our customers - legal persons, who receive services from us

To receive services from us, you submit information about you and / or your representative, as well as contact persons. Please inform the above mentioned persons about their personal data processing fact and the opportunity to find information here, how such processing of personal data is carried out.

The legal basis for personal data processing is the General Data Protection Regulation, Article 6, clause (f) of the first paragraph. The Representative's legitimate interest is to appropriately meet obligations of such contract. The Representative with regard to the processing of these data is the data controller.

The processing of personal data is necessary for the conclusion and execution of the contract. If you fail to provide personal data, the Representative may find it difficult to conclude or execute the contract.

Personal data may be transferred to the Representative's employees, agents and service providers such as legal, accounting or IT service providers.

To request access, corrections, deletion of data, limitation of processing, or to refer to other data processing issues, you can contact us by writing to our legal address. You can lodge a complaint to the EU authority in place of your habitual residence. The authorities' contact details can be found on: http://ec.europa.eu/newsroom/article29/item-detail.cfm?item_id=612080.

Information for interested persons that contact us for viewing real estate

The Representative will process your personal data for the following purposes:

- To answer your questions or requests, for example, to organize the real estate viewing;
- For execution of the contract with the real estate owner – to prove the fact of real estate viewing;
- With your consent – to send you information on similar real estate to the e-mail address or to contact you by phone to offer you such real estate viewing.

Your personal data for the execution of the contract will be processed on the basis of our legitimate interests, and our legitimate interest is to prove to the property owner that we fulfill our obligations under the representation contract. If you do not provide this information, we cannot prove that the viewing has been completed.

With regard to the provision of information in connection with a question or request, as well as similar real estate, your personal data will be processed on the basis of the consent, and your consent and submission of personal data is voluntary. If you do not provide them, we will not contact you, including for the purpose of informing about similar real estates.

You may withdraw your consent at any time, but it will not affect the legitimacy of processing of personal data carried out before such consent was withdrawn. Your personal data will be stored until the representation contract is executed. If you have provided the consent, as indicated above, your personal data will be stored until you withdraw your consent. If you withdraw your consent, we will no longer contact you to inform about similar real estates.

Your personal data may be transferred to the Representative's real estate agents, as well as other persons, who provide services to the Representative, such as IT service providers, accountants, marketing services agencies.

The Representative is a data controller and is responsible for your personal data processing. If you wish to access their personal data, correct, delete them or limit their processing, object to their processing, or if you have questions about data processing, please contact us by writing to our legal address. If you believe that action with your personal data does not comply with requirements of law, you can complain to the EU authority in your habitual place of residence. The authorities' contact details can be found at: http://ec.europa.eu/newsroom/article29/item-detail.cfm?item_id=612080.

Marketing privacy

To clients and all interested persons, who wish to receive the Riga Students Rent messages via e-mail, the Representative sends important and timely news, legal information, invitations to events and other information. In this process, the Representative complies with the Privacy Policy, which has been prepared for your privacy interests' protection.

This policy defines the data, which the Representative collects about you for marketing communication purposes, how the Representative uses them and to whom the company shall disclose the data. You will also learn important information about your options in relation to your data and your other rights.