

Revision of 1 January 2018

PRIVACY POLICY

GENERAL INFORMATION

This privacy policy establishes the terms and conditions for the processing of personal data of visitors to the website www.zest.lt and other data subjects carried out by UAB Vaizdo Skonis, legal entity ID 303193931, office address Žemaitės g. 21-101, Vilnius, email info@zest.lt (hereinafter – Controller), and the procedure for implementing the data subjects' rights associated with the processing of personal data.

The Controller may revise and change the privacy policy at any time; we therefore recommend that you periodically check that you are familiar with the current version of the privacy policy. The publication date of the current privacy policy is specified at the top of this webpage.

The personal data of website visitors shall be processed in line with the valid legal acts and ensuring appropriate technical and organisational measures for the protection of personal data.

The Controller shall use the personal data provided by you or collected by the Controller only for the purposes specified in the privacy policy. Your personal data shall be transferred to the data processors of the Controller who provide the website hosting and maintenance services. In the cases provided for by the laws, your data may be transferred to competent government authorities.

The website contains links to other websites not owned by the Controller. The Controller shall not be liable for the privacy policies applied by such websites; you are therefore advised to be proactive and to familiarise yourselves with the privacy policies of the websites to which you are redirected.

PERSONAL DATA PROCESSED FOR COMMUNICATION PURPOSES

Seeking to reply to your inquiry and to save proof of the communication (implementing the legitimate interest to carry out effective communication and to avoid disputes associated with customer service), the Controller shall process the following information provided by you:

- ✓ after sending an email to the addresses given in the website, the email address, email message date, time and contents of correspondence with the Controller's representative shall be processed;
- ✓ after sending a letter to the office address of the Controller given in the website, the following shall be processed: sender's name and surname, address, letter receipt date and information contained in the letter.

Personal data provided together with the inquiries and in further correspondence between you and the Controlled shall be stored for as long as necessary to complete a specific task and ensure the implementation of the Controller's rights.

Your rights associated with personal data processing are laid down in the privacy policy under PROCEDURE FOR IMPLEMENTATION OF RIGHTS.

PERSONAL DATA OF JOB APPLICANTS

The Controller shall process the personal data provided by individuals who are seeking employment with the Controller's company only for the purpose of employee selection and employment while having a legitimate interest to evaluate the suitability of an applicant for the job they are applying for.

Besides the data provided by the individual who is seeking employment with the Controller's company, for the purpose of carrying out the selection and employment, the Controller may also collect and otherwise process other data of the applicants that are in the public domain, i.e. search for information on the internet, check the applicants' profiles on social networks (e.g. LinkedIn, Facebook, Twitter) etc. Furthermore, the Controller may contact the previous employers of an applicant specified in their curriculum vitae and/or public accounts of social networks and ask for information concerning the applicant's qualification, professional skills and objective qualities.

The Controller shall store the data provided by an applicant participating in the selection for a specific position announced by the Controller and collected about the applicant by the Controller independently for 4 months from the end of the selection to the relevant position. The personal data storage period may be extended subject to the consent of the applicant only. Where no consent has been obtained to store the personal data of the applicant for more than 4 months after the end of the selection, upon expiry of this period all personal data of the applicant (provided by the applicant and collected by the Controller) shall be destroyed.

Your rights associated with processing of personal data are laid down in the privacy policy under PROCEDURE FOR IMPLEMENTATION OF RIGHTS.

PROCEDURE FOR IMPLEMENTATION OF RIGHTS

All individuals whose personal data are being processed by the Controller shall have the following rights:

- ✓ **Right to access their personal data being processed by the Controller** *The rights to access and to request to rectify personal data shall be implemented by submitting a request in writing to the Controller's office address or sending an email to info@zest.it (where a request signed by an electronic signature is sent).*
When submitting a request to access personal data, the request should specify the categories of personal data you would like to access.
When submitting a request to rectify incorrect or inaccurate personal data, the request should specify the personal data you are asking to rectify.
- ✓ **Right to ask to rectify their personal data that is incorrect or inaccurate** *This right shall be implemented by submitting a request in writing to the Controller's office address or sending an email to info@zest.it (where a request signed by an electronic signature is sent). If the request is justified, the data processing shall be restricted within 5 working days from the receipt of the request.*
- ✓ **Right to demand the Controller to restrict personal data processing**, until the personal data accuracy has been verified and it has been established whether the interests of the data subject prevail over the interests of the Controller as well as in the cases where personal data are being processed unlawfully, however the data subject objects to their erasure *This right shall be implemented by submitting a request in writing to the Controller's office address or sending an email to info@zest.it (where a request signed by an electronic signature is sent). If the request is justified, the Controller shall provide your personal data in a machine-readable format to you or a data controller designated by you not later than within 30 days from the receipt of the*
- ✓ **Right to data portability**

request.

✓ Right to object to the processing of personal data	<i>Corporate customers and natural persons representing them in whose respect direct marketing is carried out without their consent shall implement their right to object by sending a request by email to info@zest.lt. In all other cases, when you express an objection to the processing of personal data, it shall be evaluated whether your legitimate interest overrides that of the Controller.</i>
✓ Right to demand data erasure	<i>This right shall be implemented by submitting a request in writing to the Controller's office address or sending an email to info@zest.lt (where a request signed by an electronic signature is sent). The data controller shall delete the appropriate personal data not later than within 30 days from the receipt of the request or refuse to satisfy the request and specify the reasons for the refusal in writing.</i>
✓ Right to file a complaint with the regulatory authority	<i>This right may be implemented by submitting a complaint to the State Data Protection Inspectorate due to any acts of the Controller associated with the processing of your personal data.</i>



In the cases when you implement your rights by submitting a request in writing to the office address of the Controller by post, you must enclose with the request a notarised copy of your personal identity document (passport, personal identity card).

COOKIE POLICY

Privacy policy

To make this site work properly, we sometimes place small data files called cookies on your device.

What are cookies?

A cookie is a small text file that a website saves on your computer or mobile device when you visit the site. It enables the website to remember your actions and preferences (such as login, language, font size and other display preferences) over a period of time, so you don't have to keep re-entering them whenever you come back to the site or browse from one page to another.

How do we use cookies?

ZEST UAB, company code XXXXXXXX, address YYYYYYY Vilnius, Lithuania (ZEST or we) is the controller of your personal data. You can contact us by email at [info@zest.lt]. Our Website uses cookies to collect your IP address and browsing information, such as the websites you have visited or time you have spent on each page and allow the Website to remember your system and preferences. Other cookies allow us to track Website traffic and users' interaction with the Website – we use this data to analyse visitors' behaviour and to improve the visitors' experience.

The Website uses the following cookies:

Name	Categories of personal data collected	Storage Period
Facebook.com	Device and browser information, session time and duration, specific actions performed during the session time, session source, IP address.	Session cookie data until the end of session, up to 180 days
Google.com and Google.lt	Device and browser information, session time and duration, specific actions performed during the session time, session source, IP address.	Session cookie data until the end of session, up to 540 days
Google Analytics	Device and browser information, device location, session time and duration, specific actions performed during the session time, session source, IP address.	Session cookie data until the end of the session, audience cookie data up to 540 days
Linkedin.com, ads.linkedin.com	Device and browser information, device location, session time and duration, specific actions performed during the session time, session source, IP address.	Session cookie data until the end of the session, audience cookie data up to 540 days
Twitter.com	Device and browser information, device location, session time and duration, specific actions performed during the session time, session source, IP address.	Session cookie data until the end of the session, audience cookie data up to 540 day
Youtube.com	Device and browser information, device location, session time and duration, specific actions performed during the session time, session source, IP address.	Session cookie data until the end of the session, audience cookie data up to 540 days

Cookies are placed on your device only if you provide your consent. However, note that if you do not consent to the use of cookies, certain functions of the Website may not function properly or may not function at all.

Please note that third parties (including, for example, advertising networks and providers of external services like web traffic analysis services) may also use cookies, over which we have no control.

How to control cookies

You can control and/or delete cookies as you wish – for details, see aboutcookies.org. You can delete all cookies that are already on your computer and you can set most browsers to prevent them from being placed. If you do this, however, you may have to manually adjust some preferences every time you visit a site and some services and functionalities may not work.

CONTACTS

Should you have any questions pertaining to the privacy policy, please contact us and we will be glad to help you:

UAB Vaizdo Skonis

Address: Žemaitės g. 21-101, Vilnius

Tel. +370 6 962 4996

Email info@zest.lt