IMPORTANT INFORMATION

HOW WE COLLECT, USE AND STORE INFORMATION

**ABOUT OUR SUPPLIERS AND/OR PARTNERS (NATURAL PERSONS)**

UAB Robin takes care about the protection of your information. We comply with the General Data Protection Regulation of the European Union (GDPR) and other personal data protection legislation. For more information, read this Notice.

1. **How should I read this Notice?**

This Notice will answer the most important questions about how we collect, use and store information about you. In case you have any questions or any part of this Notice is unclear, we are ready to help you as described in Section 13 of this Notice. Please, note that any reference to the word “we” in this Notice means our Company as indicated in Section 2 of this Notice.

1. **Who is responsible for the protection of my information?**

We are:UAB Robin Jobs

Identifier of our legal entity: 300659719

Our address: Naručio str. 3, Vilnius

1. **Why do you collect information about me?**

You are willing to make a contract with us or we have made a contract with you.

We will also have legal obligations imposed by tax, accounting and other legislation in relation to information about the contracts made with natural persons.

For these reasons, we have to collect, use and store information about you.

1. **What information should I provide to you and why?**

In order to conclude and perform a contract with us, you must provide the following information:

* Identification data (name, surname, date of birth, personal ID number, VAT payer's identifier, etc.);
* Contact details (address, e-mail address, telephone number, etc.);
* Other information necessary to conclude and perform the contract (subject-matter of the contract, its terms and conditions, performance documents, etc.)

In the cases provided for by legal acts, we may also request data about your criminal record and/or a copy of your identity document.

If we do not get the information necessary from you, we will be unable to conclude a contract with you.

1. **What information about me is collected from other sources?**

We do not collect any information about you from other sources.

1. **What is the legal basis for collecting information about me?**

We collect information about you lawfully as your information is necessary for:

* concluding and performing a contract with you (Article 6(1)(b) of the GDPR);
* for compliance with legal obligations imposed by tax, accounting and other legislation (Article 6(1)(c) of the GDPR).
1. **Do you collect sensitive information about me?**

Sensitive information about you is not collected.

1. **Is your decision-making automated? Do you profile me?**

Decisions are not made by automatic means, you are not profiled.

1. **Do you communicate information about me to anybody?**

Information about you may be transferred to:

* state authorities (tax inspectorate, etc.) as provided for in legal acts;
* providers of administrative services (account keeping, etc.);
* providers of information and communication services (e-mail, business management and accounting systems, data repositories, etc.);
* customers, suppliers, partners, etc. when necessary for contract performance;
* companies auditing our company and/or state authorities;
* owners of our company, other companies of the Group.
1. **Do you transfer information about me outside the European Economic Area?**

Information is not transferred outside the European Economic Area (all Member States of the European Union and Iceland, Liechtenstein and Norway).

1. **How long do you store information about me?**

Information about you is stored in accordance with the Index of the Timeframe of Storage of General Documents as approved by the order of the Chief Archivist of Lithuania.

1. **What rights do I have?**

In order to take any of the actions referred to below, please contact our data protection coordinator as specified in Section 13. Please note that these rights are subject to statutory conditions and exceptions.

* **Right to access the information held about you;**
* **Right to request rectification of the information held about you;**
* **Right to request erasure of the information held without any legal basis about you;**
* **Right to request restriction of access to the information held without any legal basis about you or request its erasure;**
* **Right to contest the collection, use and storage of your information in our company;**
* **Right to request export your data;**
* **Right to submit a complaint to the State Data Protection Inspectorate.**
1. **How can you help me?**

If you have any questions, comments or complaints in relation to how we collect, use and store data about you, assistance is available from our data protection officer. If you need any help, contact us by e-mail finance@robin.jobs.