



Riga, 8 May 2018 (enters into force on 25 May 2018)

Amended on: 17 May 2019 (enters into force on 22 May 2019), 25 November 2024

## **DATA CONTROLLER**

1. The Network Solutions department (NIC.LV) of the Institute of Mathematics and Computer Science, University of Latvia is the Registry of the top level domain .LV. The Data Controller of the personal data collected by the top-level domain .LV Registry is:

Name	Institute of Mathematics and Computer Science, University of Latvia
Scientific institution registration no.	381013
Tax payer registration no.	90002111761
Address	Raina bulvaris 29, Riga, LV-1459, Latvia
Tel.	+371 67085858
E-mail	dns@nic.lv

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## **DATA PROTECTION OFFICER**

2. NIC.LV data protection officer – tel. +371 67085858, e-mail dns@nic.lv

## **THE PURPOSE AND LEGAL BASIS FOR DATA PROCESSING**

*Performance of the agreement pursuant to point (b) of the Article 6(1) of the General Data Protection Regulation.*

3. NIC.LV processes your data to conclude the agreement for the right to use the .LV domain name and ensure the agreement's performance. Pursuant to Article 1404 of the Civil Law of the Republic of Latvia, in each lawful transaction the parties should be taken into account, therefore personal data processing is required in order to conclude the agreement.

4. NIC.LV processes website cookies to ensure the functionality of the service in the NIC Online system. For more details see NIC Cookies policy.

*Legal obligation pursuant to point (c) of the Article 6(1) of the General Data Protection Regulation*

5. NIC.LV processes your data (name, surname, e-mail address, telephone number) to fulfill a legal obligation to identify and contact the domain name holder and contact persons. This processing complies with the Paragraph 6 of Section 23 of the National Cyber Security Law and Clause 6.2 of Cabinet of Ministers Regulation No. 553 of 6 September 6 2022 'Requirements for the maintainer of the top-level domain ".lv" registry and electronic numbering system and the procedure for its recognition'.

6. NIC.LV may process your data to comply with legal obligations, such as responding to requests under regulatory enactments to disclose your personal data to competent state authorities. In justified cases involving domain name system (DNS) infringements under private law (e.g., intellectual property rights), NIC.LV may disclose your personal data to natural or legal persons upon receiving a justified request.

7. NIC.LV logs your website activity in log files and audit trails to ensure proper website functionality, service security, early detection and prevention of cybersecurity threats, and to address cybersecurity incidents.

*Performance of the task determined in the regulatory act pursuant to point e) of the Article 6 (1) of the General Data Protection Regulation*

8. NIC.LV may process your data as part of the alternative dispute resolution procedure in accordance with the Rules on the .LV domain name dispute resolution policy. This procedure was established pursuant to Clause 7.4 of the Cabinet of Ministers Regulation No. 553 of 6 September 2022 ' Requirements for the maintainer of the top-level domain ".lv" registry and electronic numbering system and the procedure for its recognition.'

## **CATEGORIES OF RECIPIENTS OF PERSONAL DATA**

9. NIC.LV has the right to disclose personal data:

9.1. upon request of the data subject, provided that NIC.LV can verify the identity of the requestor.

9.2. upon a written request of a competent state authority in cases prescribed by law and in accordance with the regulatory enactments of the Republic of Latvia.

9.3. to a natural or legal person in cases involving DNS infringements under private law.

9.4. to the domain name alternative dispute resolution service provider as part of the alternative dispute resolution procedure.

**10.** A natural person has the right to request information about recipients of his/her personal data, except when such disclosure is restricted under the regulatory enactments of the Republic of Latvia.

**11.** Upon request from the domain name holder, NIC.LV has the right to disclose holder's personal data to the Registrar chosen by the domain name holder.

### ***TYPES OF PERSONAL DATA***

**12.** NIC.LV may process the following personal data:

**12.1.** name, surname;

**12.2.** personal identity number;

**12.3.** telephone number;

**12.4.** e-mail address;

**12.5.** address;

**12.6.** signature;

**12.7.** IP address;

**12.8.** Uniform Resource Locator (URL);

**12.9.** timestamp;

**12.10.** cookies;

**12.11.** payment information;

**12.12.** log files and audit trail.

### ***ACCESS TO PERSONAL DATA AND DATA PORTABILITY***

**13.** You can access and update your data via the NIC On-line System, at our Customer Service on-site or by submitting your request to our postal address Raina bulvaris 29, Riga, LV-1459, Latvia.

**14.** You have the right to receive your data processed by NIC.LV in a machine-readable format.

## ***DATA RECTIFICATION, ERASURE OF PERSONAL DATA OR RESTRICTION OF PROCESSING***

**15.** You are responsible for providing valid, actual and complete data when concluding the agreement, as well as during the entire period of the performance of the agreement. If your domain names are managed by a Registrar, then valid, effective and complete data should be provided to the Registrar.

**16.** You must update your data promptly via the NIC On-line System or by notifying NIC.LV or your Registrar in case of changes.

**17.** If NIC.LV finds that your data are false, outdated or incomplete, you will receive a request to correct the data within a specified time. If no response is received or the data are not updated, NIC.LV has the right to terminate the Agreement on the Right to Use the Domain Name.

**18.** If a domain name holder objects to the processing of his/her personal data, NIC.LV will terminate the agreement, as personal data are necessary for the conclusion and performance of the agreement, as well as for the fulfillment of legal obligations.

**19.** The procedure for waiving the status of the contact person, is defined in the Terms and Conditions of NIC On-line System Use.

## ***DATA STORAGE LIMITATIONS***

**20.** The Data Controller is a derived public person, who is bound by the regulatory enactments regarding the national documentary heritage; therefore, personal data are stored in accordance with the procedures specified in the regulatory enactments of the Republic of Latvia, including the Law on Archives.

**21.** Log files and audit trails are stored for at least one year but no longer than two years after their creation.

**22.** Cookies in the NIC On-line system are deleted after each finished session or after 30 minutes of session being idle.

## ***COMPLAINT PROCEDURE***

**23.** A natural person has the right to lodge a complaint with the supervisory authority regarding the possible breach of personal data protection.

## ***CHANGE OF POLICY***

**24.** The NIC Privacy policy may be updated as necessary. All the changes will be published on the website [www.nic.lv](http://www.nic.lv), providing a special notice of changes.