

This Privacy Policy sets out the basic rules for the collection, storage, processing, and retention of your personal data, other information relating to you, the scope, purpose, sources, and other important aspects of your personal data.

1. General Principles

Privacy Policy (hereinafter – the Policy) describes how SIA “Corporate Development Solutions” (hereinafter – CDS) processes personal data. To contact with CDS and/or exercise the rights of a data subject, see Section 6 of the Policy.

Personal data collected by CDS is processed in accordance with the Personal Data Processing Law of the Republic of Latvia, the General Data Protection Regulation (hereinafter — the GDPR) and other legal acts. All employees, agents, and employees of the agents of CDS who know the secret of personal data must keep it safe even after termination of the employment or contractual relationship.

By accessing and / or using the information on this website and / or our services, you acknowledge and confirm that you have read, understood, and agree to this Policy.

CDS reserves the right, at its sole discretion, to modify this Policy at any time by publishing an updated version of the Policy on the website and, if the changes are substantial, notifying registered users by email. An amended or updated version of this Policy shall take effect upon its publishing on the website.

If the user of the services is a legal entity, this Policy applies to natural persons whose data is transmitted to us by the legal entity. The user shall inform the data subjects (managers, recipients, agents, etc.) of the transfer of their data to CDS in accordance with Article 14 of the GDPR.

2. Data processing purpose and legal basis

We process your personal data if at least one of the following applies:

- **You have given consent to the processing of your personal data for one or more specific purposes** ((Art. 6 1a) GDPR). In case you gave your consent to the processing of your personal data for specific purposes, the processing is permitted on the legal basis of your consent. Your consent is revocable at any time. If you revoked your consent any processing of your personal data will become unlawful after the revocation. This means that the previous processing of your data remains lawful. You may request information about your given consents at any time.
- **Direct marketing. For this purpose, personal data is processed in order to provide the client with offers on the services provided by CDS.**

The following personal data may be processed for this purpose: email address, phone number. With this document, you confirm that you are aware of the fact that the aforementioned data may be processed for the purpose of direct marketing, and that you have the right to disagree and to object the use of your personal data for this purpose at any time by informing CDS thereof in writing via email to CDS@cdsolutions.lv. The message must contain the full name and email address of the personal data subject.

- **The purpose for which CDS collects your personal data is to support and administer relations with clients, and correspondence of business relations with the client.**
- **Processing is necessary for compliance with a legal obligation to which the CDS is subject.** CDS is subject to several national legal obligations as well as regulatory requirements, among other, in regard to the risk assessment, observation of the sanction regimes and the due diligence of its clients and partners.

3. Geographical area of processing

Personal data is processed within the European Union, but may in certain cases be transmitted and processed outside the EU.

Personal data may be transferred and processed outside the EU where the transfer is necessary for the conclusion or execution of a contract or with the consent of the client. In all of these cases, we seek to ensure that appropriate technical and organisational measures are in place.

4. Cookies

CDS may use cookies on its website. Cookies are small files sent to a person's Internet browser and stored on their device. Cookies are transferred to a personal computer upon first visiting the website. CDS uses only necessary cookies, which on personal devices are used to identify the person, improve the functionality and use of the website, and to streamline the person's access to the website and information contained therein.

Most web browsers accept cookies, but the person can change the browser settings so that cookies would not be accepted. However, in this case, some functions may not work.

All information about the cookies used by the website, their purpose, validity, and the data used are given in the table below:

Cookie name	Domain	Description	Duration
cookielawinfo-checkbox-advertisement	www.cdsolutions.lv	The purpose of this cookie is to check whether or not the user has given their consent to the usage of cookies under the category 'Advertisement'.	1 year
cookielawinfo-checkbox-analytics	www.cdsolutions.lv	The purpose of this cookie is to check whether or not the user has given the consent to the usage of cookies under the category 'Analytics'.	1 year
cookielawinfo-checkbox-functional	www.cdsolutions.lv	The purpose of this cookie is to check whether or not the user has given the consent to the usage of cookies under the category 'Functional'	1 year
cookielawinfo-checkbox-necessary	www.cdsolutions.lv	The purpose of this cookie is to check whether or not the user has given the consent to the usage of cookies under the category 'Necessary'.	1 year
cookielawinfo-checkbox-others	www.cdsolutions.lv	The purpose of this cookie is to check whether or not the user has given the consent to the usage of cookies under the category 'Other'	1 year

cookieLawInfo-checkbox-performance	www.cdsolutions.lv	The purpose of this cookie is to check whether or not the user has given the consent to the usage of cookies under the category 'Performance'.	1 year
CookieLawInfoConsent	www.cdsolutions.lv	The cookie is used to store the summary of the consent given for cookie usage. It does not store any personal data.	1 year
viewed_cookie_policy	www.cdsolutions.lv	The cookie is set by the GDPR Cookie Consent plugin and is used to store whether or not user has consented to the use of cookies. It does not store any personal data.	1 year

The user is able to either control or delete cookies according to own preferences, more details are available at <https://www.aboutcookies.org/>. Cookies can be deleted from the user's device or browser settings may be adjusted in a way to prevent cookies from being stored.

Please ensure that your browser setting reflects whether you wish to be warned about and/or accept cookies where possible. Browser capabilities and instructions on how to use them are available in the manual or help file of your browser.

Deactivation or 'unticking' of cookies might lead to the reduced availability of services and conveniences provided by the site.

CDS is entitled to unilaterally amend this cookie policy. Please, regularly check up-to-date edition of this Policy.

5. Retention period

Personal data will be retained for the period which depends on the particular purpose of processing for which these data are collected, or which is stipulated in the regulatory legislation. Personal data will be processed by CDS as long as the contractual relationship or the consent of the client/partner is valid. Other deadlines may be applicable when the personal data is processed for purposes based on CDS's legitimate interest.

In all cases, CDS limits the processing of personal data to a minimum.

6. Rights of data subject

You have following rights:

- Receive confirmation if your personal data is being processed by CDS and, if so, then to access it.

- Require your personal data to be corrected if it is inadequate, incomplete or incorrect.

- Require the erasure of your personal data.

- Restrict the processing of your personal data.

- Object to processing of your personal data if processing is based on CDS's legitimate interests.

- Object to processing of your personal data for direct marketing.

- Receive the personal data that is provided by you and is being processed based on consent or performance of an agreement in a structured, commonly used electronic format and, where feasible, transmit such data to another service provider (right to data portability).

- Withdraw the consent to process your personal data.

You can send your request for access, rectification, or objection to data processing via email to: CDS@cdsolutions.lv. The person submitting the request must clearly indicate their full name and sign the request with a qualified electronic signature.

7. Third-party websites

CDS is not responsible for the protection of your privacy on websites of third parties, even if such websites are accessed by you through links provided on this website. We recommend to learn the privacy policies of each website that does not belong to CDS.