Rundāle Palace Museum
PRIVACY POLICY

The purpose of the Rundāle Palace Museum's Privacy Policy is to provide a natural person – data subject – with information on the purpose, scope, protection, terms of processing and rights of the data subject during data acquisition and processing, as well as while transferring data to competent authorities or another data manager.

1. Data manager and contact details:
1.1. The manager of personal data processing is the Rundāle Palace Museum (hereinafter – the Manager), the registration no. 90000045601, legal address: Pilsrundale, Rundale Parish, Bauska District, LV-3921, phone: +371 63962274, website: https://rundale.net/
1.2. Contact information regarding personal data processing issues – Dzintars Zunda, e-mail: drosiba@rpm.gov.lv, phone: 29193400.

2. Applicable law:
2.1. Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation);
2.2. Personal Data Processing Law (promulgated on 4 July 2018);
2.3. The National Cybersecurity Law (promulgated on 4 July 2024) and the regulations issued pursuant thereto.

3. Purposes of personal data processing:
3.1. Ensuring the fulfilment of public administration functions and tasks, including:
3.1.1. ensuring the proper care, preservation, restoration, accounting and management of the Museum's collection;
3.1.2. assembling of materials and related information about the ensemble and the interior of Rundāle Palace, and European applied decorative art in the 15th-20th centuries;
3.1.3. performing scientific research about the historical styles in the art history of Latvia (13th-20th centuries); researching and reviving Baroque music and festivals, and historical gardens of Latvia and Europe;
3.1.4. ensuring public access to the Museum's collection, including the Museum's expositions inside the Rundāle Palace ensemble and at the family vault of the Dukes of Courland in Jelgava Palace.
3.2. Establishment, recording and maintenance of internal processes, and managing of document flow, including:
3.2.1. organisation and maintenance of accounting in accordance with the Republic of Latvia law 'On Accounting' of 14.10.1992 and other regulatory enactments;
3.2.2. ensuring the maintenance of existing information and communication technology resources and improving them as necessary, as well as supporting the creation and maintenance of conceivably unified industry information and communication technology resources;
3.2.3. providing support to personnel in relation to human resources management issues;
3.2.4. preparation, recording, storage and transfer of personnel document files to the archive;
3.2.5. ensuring mutual relations between the Rundāle Palace Museum and its target audience;
3.2.6. facilitating the implementation of tasks, including in co-operation with other public administration and local government institutions, entrepreneurs, public organisations or individual residents;

3.2.7. ensuring a healthy working environment, establishing requirements and conditions for fire safety, electrical safety and workforce protection;
3.2.8. organisation and coordination of document management system;
3.2.9. preparation and sending of felicitations, invitations and greetings;
3.2.10. filming, photography and audio recording of work-related events;
3.2.11. filming employees (as one of the responsibilities of the role) to promote the image of the Manager;
3.2.12. video surveillance, access control devices and computer audit records for the safety of employees, customers and the Manager.

4. Categories of personal data processed by the Manager:
4.1. To ensure the fulfilment of public administration functions and tasks, the following personal data are processed, depending on the data subject's obligations to the Manager:
4.1.1. name; surname; personal identification number or date of birth; correspondence address; address of the declared place of residence; telephone number; e-mail address;
4.1.2. place of work; role; type of employment; membership in professional associations, clubs, societies; membership in capital companies;
4.1.3. bank account numbers;
4.1.4. politically repressed person status;
4.1.5. degree of kinship with other family members;
4.1.6. social status;
4.1.7. data of the minor (name; surname; personal identification number or date of birth; address of correspondence; address of the declared place of residence; information regarding any property belonging to the minor);
4.1.8. photo and video images, audio recordings.
4.2. The following personal data are processed for the purposes of employment rights and staff recruitment by the Manager:
4.2.1. Curriculum vitae and work experience;
4.2.2. information stored in the personnel file, including information regarding education; dependents; a copy of the child's birth certificate; a copy of the death certificate; a copy of the marriage certificate; and data regarding health examinations of the employees;
4.2.3. bank account numbers;
4.2.4. photos;
4.2.5. workstation audit records;
4.2.6. work email, internet and telephone audit records.
4.3. The following personal data is processed to ensure the safety of the Manager's customers; visitors and employees; and the protection of the Manager's property:
4.3.1. video surveillance system records;
4.3.2. website traffic data;
4.3.3. audit records of access control devices and signalling equipment with data of employees, visitors or cooperation partners;
4.4. Other data which the data subject communicates to the Manager shall also be processed for the purposes referred to in paragraph 3.

5. Justification for the collection and processing of personal data:
5.1. consent of the data subject – the data subject has given consent to the collection and processing of data;
5.2. before or after the conclusion of contract – management of customer relations (incl. remotely); ensuring the conclusion and execution of contracts; as well as the implementation

of related processes; cooperation with customers and state and local government institutions, and implementation of related processes;
5.3. Legitimate interests of the Manager – provision of services; identification of data subjects; Manager's administration, accounting, record keeping, archiving, provision of internal processes; Managerš brand promotion and development; video surveillance for the safety of employees, customers and the Manager; handling of complaints and providing support about the services provided; customer payment administration; litigation;
5.4. legal basis – the effective regulatory enactments (including, but not limited to the State Administration Structure Law of 6 June 2002; Cabinet Regulation No. 241 of 29 April 2003 'By-law of the Ministry of Culture' and Regulations of the Cabinet of Ministers of the Republic of Latvia No. 915 'By-law of the Rundāle Palace Museum' of 18 December 2012).

6. Sources of obtaining personal data of the data subject:
6.1. public databases;
6.2. documents and information submitted by data subjects;
6.3. data held by other Managers, Processors and Sub-Processors;
6.4. documents with archival value; documents stored in the Latvian State Historical Archive;
6.5. data of the Manager's video and / or photographic equipment;
6.6. data of the Manager's computer network equipment;
6.7. data about visiting or browsing the Manager's website https://rundale.net/.

7. Data subject's data processing process:
7.1. identifying the data subject;
7.2. performing the tasks delegated by the public administration and certain tasks of the Cabinet of Ministers;
7.3. participating in legal proceedings;
7.4. concluding economic agreements and controlling their execution;
7.5. recruiting employees, establishing and maintaining employment relations;
7.6. providing information to and receiving information from public and local government institutions and officials.

8. Processing of the data subject's cookies:
8.1. Cookies are small text files that are created and stored on the data subject's device (computer, tablet or mobile phone) when visiting the Manager's websites. Cookies 'remember' the user's experience and basic information, thus improving the ease of use of the website;
8.2. Cookies are used to process common user habits and site usage history, diagnose problems and deficiencies in the site's operation, collect statistics of user habits, as well as ensure full and convenient use of the site's functionality;
8.3. If the data subject does not wish to use cookies, this can be adjusted in their browser settings, although in that case the use of the website may be significantly disrupted and impaired. Stored cookies can be deleted in the browser settings of the data subject's device by deleting browsing history.

9. Data retention period:
9.1. Processing of data which are necessary for ensuring the fulfilment of public administration functions and certain tasks of the Cabinet of Ministers, and are found in the documents of archival value and must be preserved in the interests of society, are stored indefinitely and transferred for permanent storage to the Latvian State Historical Archive as the data Manager in accordance with the regulations of the Archives Law.

9.2. Other data is stored:
9.2.1. until the storage period specified in the regulatory enactments in force has expired;
9.2.2. until it is necessary to implement and protect the legitimate interests of the Manager;
9.2.3. until the consent of the data subject is valid.
9.3. At the end of any of the periods referred to in paragraph 9, all data except 9.1. shall be deleted or anonymised in accordance with the procedures specified by the Manager.

10. Sharing and issuance of personal data of a data subject:
10.1. The Manager may share the data subject's data in the European Union and EEA (European Economic Area) countries to provide services and perform work-related tasks;
10.2. The Manager may transfer data to a third country (outside the European Economic Area) or international organisations to ensure the performance of functions and tasks and the work of the Manager, ensuring specific data protection as required by the GDPR framework;
10.3. To comply with the provisions of regulatory enactments, the Manager may share the data subject's data with public and local government institutions, law enforcement institutions, courts or other institutions;
10.4. The Manager will release data only to the extent specified in the applicable regulatory enactments, including the GDPR and Personal Data Processing Law (promulgated on July 4, 2018).

11. Protection of personal data of the data subject:
11.1. The Manager shall protect the data subject's data against unauthorised access, accidental loss, disclosure or destruction. To ensure this, the Manager uses the capabilities of modern technologies, while considering existing privacy risks and organisational requirements, including the use of firewalls, hacking, detection and analytics software, as well as SSL encryption and anonymization;
11.2. The Manager shall scrutinize all Processors and Sub-Processors who process the data subject's data on behalf of the Manager; the Manager shall assess whether appropriate security measures are in place, whether the data processing is carried out as delegated by the Manager, or whether it is carried out in accordance with applicable laws and regulations, and data protection requirements and standards.
11.3. Processors and Sub-Processors do not have the right to process the Manager’s data for their own purposes;
11.4. The Manager shall not be liable for any unauthorised access to or loss of the data subject's data if they are not within the competence of the Manager, for example due to the data subject's fault or negligence.

12. Profiling logic:
12.1. The Manager does not make any automated decisions, nor does it profile personal data.

13. In accordance with the regulatory enactments in force, the data subject has the following rights in the processing of his or her personal data:
13.1. access rights – the data subject has the right to request confirmation from the Manager as to whether the personal data of the data subject are processed, as well as to request the issuance of information regarding all processed personal data;
13.2. the right to rectify – if the data subject considers that the information about him or her is incorrect or incomplete, he or she has the right to request that the Manager corrects it;
13.3. objections to the processing based on a legitimate interest – the data subject has the right to object to the processing of personal data which are processed based on the legitimate interests of the Manager, except where the law provides for the processing of such data;

13.4. erasure – in certain circumstances the data subject has the right to request the erasure of his or her personal data, except in cases where the law prescribes a specific term for the storage of this data;
13.5. restriction of processing – in certain circumstances the data subject has the right to restrict the processing of his or her personal data, except in cases when legal acts determine the scope of data processing;
13.6. data transfer – the data subject has the right to receive or transfer his or her personal data to another Personal Data Manager. This right includes only personal data provided to the Manager with the consent of the data subject, on a contractual basis or if the data processing is performed automatically. The data subject may not exercise the rights granted if the Manager carries out the processing in the performance of a task in the public interest or in the exercise of official powers lawfully conferred on the Manager.

Analytics and functional cookies on rundale.net:			
Name	Purpose	Category	Term
_ga	The _ga cookie installed by Google Analytics calculates visitor, session, and campaign data, and tracks site usage for the Site Analytics report. The cookie stores information anonymously and assigns a randomly generated number to identify unique visitors.	Analytics	2 years
_gid	The _gid cookie installed by Google Analytics stores information about how visitors use the site, as well as generates analytics report on the site's performance. Some of the data collected includes the number of visitors, their source and the pages they visit anonymously.	Analytics	1 day
_gat_gtag_UA_11512577_1	Google setting to differentiate users	Analytics	1 minute
wp-wpml_current_language	A cookie that allows to remember that a visitor has chosen a language	Functional	1 day
aceeptcookies	Used to remember if the user has agreed to the use of cookies	Functional	1 day

To exercise the above rights, please submit a written application to the Manager.
In case of questions and uncertainties, the data subject may contact the Manager:
Pilsrundāle, Rundāle Parish, Bauska District, LV-3921

If the data subject is not satisfied with the received response, he or she has the right to submit a complaint to the Data State Inspectorate (www.dvi.gov.lv).
The Manager has the right to regularly improve or supplement the Privacy Policy. The Manager will inform the data subject of any changes by publishing the current version of the privacy policy on the website https://rundale.net/