Vilnius Gediminas Technical University (hereinafter ­– VILNIUS TECH) collects the data of natural persons and determines the conditions for processing personal data for concluding and implementing study contracts. The data is collected in accordance with the requirements of the valid legal acts of the European Union and the Republic of Lithuania and the instructions of the controlling authorities. All reasonable technical and administrative measures, to protect the collected data from loss, unauthorized use and alteration, are applied.

**I. SCOPE OF DATA AND PURPOSES OF PROCESSING**

After you conclude the study contract, VILNIUS TECH will process the following data necessary to conclude and implement the study contract:

1. general information about you as a party to the contract:

(a) name and surname;

(b) personal identification number, date of birth;

(c) residential address;

(d) telephone number;

(e) email address;

(f) bank account number for payment processing;

The purpose of processing the above-mentioned data is to conclude and implement a study contract.

2. VILNIUS TECH premises are subject to video surveillance in order to ensure the safety of employees, students, visitors and the premises. For these purposes, VILNIUS TECH processes video data collected at its premises.

**II. LEGAL BASIS FOR DATA PROCESSING**

The processing of the above-mentioned data is based on Article 6 of the General Data Protection Regulation:

1. Point b of paragraph 1 (when processing data is necessary in order to fulfill a contract to which the data subject is a party, or in order to take an action at the request of the data subject before concluding the contract);

2. Point c of paragraph 1 (processing of data is necessary to fulfill the legal obligation applicable to the data controller); this legal basis applies to the processing of data related to the payment of studies;

3. Point f of paragraph 1 (processing of data is necessary for the legitimate interests of the data controller or a third party). This legal basis applies to video data processing, scholarship transfer.

**III. PERIODS OF DATA STORAGE**

Your personal data, specified above, will be stored at VILNIUS TECH for the entire duration of the concluded study contract and after its termination – for another fifty years. If the contract is not concluded, the data will be destroyed until 31 December 2024.

**IV. RIGHT TO FILE A COMPLAINT REGARDING DATA PROCESSING**

Regarding the implementation of your rights in the processing of your data, you can contact the VILNIUS TECH data protection officer at any time by e-mail at dap@vilniustech.lt

**V. CONSEQUENCES FOR NOT PROVIDING PERSONAL DATA**

The provision of your personal data, specified above, is a necessary condition for concluding and implementing the study contract. Without providing personal data, a study contract cannot be concluded.

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(name, surname) (date, signature)