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Privacy Policy

Purpose of the Privacy Policy

The purpose of this Privacy Policy is to provide the data subject - a natural person - with information about the purposes, legal basis, recipients, storage period, and security of personal data processing, as well as the data subject's rights in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council (the General Data Protection Regulation – GDPR).

Data Controller

SIA “Anna Invest Group”

Registration No.: 40203178647

PVN No.: LV40203178647

Registered address: Aristida Briāna iela 4–27, Rīga, LV-1001

Phone: +371 22888884

Email: info@mezadraugi.lv

Hereinafter referred to as **Meža Draugi**.

Scope of the Privacy Policy

This Privacy Policy applies to the processing of personal data carried out by Meža Draugi on its website www.mezadraugi.lv, as well as in communication with potential clients and cooperation partners.

Meža Draugi ensures that your personal data is protected in accordance with the provisions described in this Privacy Policy and in compliance with Regulation (EU) 2016/679 of 27 April 2016. Meža Draugi undertakes to take all necessary measures to ensure that your data is kept confidential and secure.

Purposes and Legal Basis of Processing

Meža Draugi processes personal data for the following purposes:

- to ensure communication with website visitors and respond to submitted inquiries or requests (legitimate interest);
- to process contact form submissions (name, surname, email address, phone number) (based on the data subject's consent);
- to develop company services and improve customer service quality (legitimate interest).

Personal data is not used for automated decision-making or profiling.

Categories of Personal Data Recipients

Personal data may be transferred to third parties only to the extent necessary to achieve the purposes defined in this Privacy Policy and insofar as Meža Draugi has the legal right or obligation to do so:

Authorized employees of Meža Draugi or service providers ensuring the technical operation of the website and email services;

State and municipal authorities, if required by applicable laws and regulations.

Personal data is not transferred to third parties for commercial purposes.

Personal Data Retention Period

Personal data is collected and processed only for predefined purposes and only for as long as necessary to achieve those purposes, protect the legitimate interests of Meža Draugi, or comply with the retention periods set out in applicable laws. After the expiration of the retention period, the data is deleted or archived.

Personal data is considered restricted-access information and is accessible only to employees who are authorized or require access to perform their job duties. All employees authorized to process personal data are appropriately trained to ensure the protection of data subject rights.

Rights of the Data Subject

You have the right to obtain confirmation from Meža Draugi as to whether or not your personal data is being processed, unless you already possess such information. You also have the right to request correction, deletion, or restriction of processing of your personal data, to object to processing, and to withdraw your consent at any time without affecting the lawfulness of processing based on consent prior to its withdrawal. You have the right to lodge a complaint with the supervisory authority – the Data State Inspectorate of Latvia.

Cookies

The Meža Draugi website does not use marketing or analytical cookies. However, third-party technical solutions (such as contact form or email plugins) may use technical or session cookies that are necessary for the basic functionality of the website.

Such cookies are not used to identify users and do not require separate consent; however, information about their use is provided within this Privacy Policy to ensure transparency.

Information Security

Meža Draugi implements appropriate technical and organizational measures to protect personal data against unauthorized access, disclosure, loss, or destruction. Access to personal data is granted only to authorized persons.

Effective Date and Changes

Meža Draugi reserves the right to make changes to this Privacy Policy at any time. The current version of the Privacy Policy is always available on the website **www.mezadraugi.lv**.

Acknowledgement

By providing your personal data to Meža Draugi, you confirm that you have read and understood the terms of this Privacy Policy.

Contact Information

If you have any questions or concerns regarding the processing of personal data, please contact us:

info@mezadraugi.lv

+371 22888884