

Processing of Personal Data in Production of Statistics and Data Processing

1. Types of personal data and purpose of processing thereof in production of statistics and data processing aimed at carrying out a task performed by the Central Statistical Bureau of Latvia (hereinafter – the CSB) in the public interest or in the exercise of official powers legitimately conferred or in the performance of a legal obligation

1.1. To produce statistics or perform other activities with the data laid down in other legislation

What is personal data?

Personal data is any information that relates to an identified or identifiable individual, e.g., first name, surname, residence address, e-mail address, telephone number, workplace, picture of the person, income or family status details.

How CSB captures personal data?

Aiming to produce statistics or perform activities with data provided for in regulatory enactments CSB is processing various personal data captured from administrative sources (different official and private registers, databases, information systems and other sources) and respondents. The data available in paper format and electronically are processed in the CSB data collection and processing system.

Aiming to produce statistics and process the data, the personal data (e.g., phone number, address, e-mail address, client number, etc.) acquired by the CSB about individuals from other data sources in the cases provided for in the laws and regulations or from individuals directly may be used by the CSB as an identifier to capture the needed data from various administrative sources.

What personal data is processed by the CSB?

The types of personal data processed by the CSB with an aim to produce official statistics are specified in the Table 3 attached to the [Official Statistics Programme](#) approved by the Cabinet (available in Latvian).

The amount of information to be requested from respondents is defined by the [Cabinet Regulation](#) stipulating the approval of official statistics model questionnaires as well as completion and submission of questionnaires (available in Latvian).

To produce other statistics or perform activities with data provided for in regulatory enactments, CSB is processing personal data to the extent necessary to achieve each specific objective.

Result of processing personal data

Processing of personal data received from administrative sources and respondents results in summarised data, which means that CSB does not publish data allowing to identify an individual.

In addition, CSB takes appropriate measures to protect personal data against theft, corruption, or unlawful processing.

CSB does not use the personal data obtained for the administrative, monitoring, marketing, and rights protection purposes. This means that data obtained primarily to produce statistics may not be used in civil, administrative, criminal, or commercial proceedings and will not be transferred by the CSB to, e.g., State Revenue Service, bailiff, court, instigator of criminal proceedings, etc.

Who in the CSB will have access to personal data?

Your personal data will be processed by authorised CSB employees within the scope defined in their work duties fulfilled to produce statistics and by observing the requirements specified in the personal data protection and other regulatory enactments as well as personal data processing requirements imposed by the CSB internal regulatory enactments. Identifiable personal data are classified as restricted access information throughout the processing thereof.

Employees of the CSB are prohibited from disclosing data or any other restricted access information coming to their knowledge in the performance of their service or work duties. This also applies to people temporarily involved in the production of official statistics or having their employment or service relations terminated. An employee may face disciplinary and criminal prosecution for violating these requirements.

1.2. To support data providers

Helpline and online chat

When performing the tasks specified by the law, the CSB records helpline calls and online chat discussions made to consult respondents, thus being compliant with the principles of good governance of public administration, which includes data protection, fair and efficient implementation of procedures within a reasonable time, ensuring high quality of the services provided to the public by improving procedures for the benefit of individuals. The helpline numbers the calls whereto are recorded are +371 80000098 and +371 80008811. The online chat is incorporated on the website: <https://e.csp.gov.lv>.

During the call, CSB will record your voice. Other personal data revealed during phone calls as well as in online chat, e.g., your first name, will be processed if provided.

Electronic Data Collection system

The data to the CSB are submitted via [Electronic Data Collection](#) (EDC) system. When signing up, you are asked to provide your first name, surname and email address for future communication and to receive registration data. If you want to use portal latvija.lv to sign in the EDC in future, you will also be asked to provide personal identity number.

Natural persons invited to take part in surveys sign in the [EDC](#) via the portal latvija.lv.

When using [EDC](#), the CSB will process the following data:

- authentication data of a natural person;
- connection metadata: user access data, information selection parameters, traffic and Internet Protocol (IP) address information.

Who in the CSB will have access to personal data?

Your personal data will be processed by authorised CSB employees within the scope defined in their work duties. Identifiable personal data are classified as restricted access information throughout the processing thereof.

1.3. Within the framework of cooperation with other institutions

Cooperation partners specified by law

In accordance with the Section 25 of the Statistics Law, CSB may transfer personal data to another statistical institution for the production official statistics or in accordance with the Regulation (EC) No 223/2009 of the European Parliament and of the Council on European statistics to the Statistical Office of the European Union (*Eurostat*), statistical institutes of other Member States of the European Union, European Central Bank, and members of the European System of Central Banks.

Contact information of the people involved in the performance of contracts and agreements may also be processed within the framework of cooperation agreements (including inter-departmental agreements) aiming to ensure the fulfilment thereof.

Where will cooperation partners use the personal data received?

The processing of personal data received from the CSB results in summarised data. This means that collaboration partners receiving personal data from the CSB will not publish them in a way allowing to identify individuals. The cooperation partners are mandated to take appropriate measures to protect personal data against theft, corruption, or unlawful processing.

The cooperation partners are prohibited from using personal data obtained for administrative, monitoring, marketing, and rights protection purposes. This means that data obtained primarily to produce statistics may not be used in civil, administrative, criminal, or commercial proceedings and will not be transferred to, e.g., State Revenue Service, bailiff, court, instigator of criminal proceedings, etc.

Does CSB evaluate its cooperation partners?

The CSB carefully evaluates the legal basis for transferring personal data to a cooperation partner. The purpose of the transfer may only be the further processing of personal data which does not involve disclosure thereof and use in civil, administrative, criminal, or commercial proceedings.

1.4. When informing and advising the public

Need for processing personal data to inform and advise the public

To inform public about CSB activities, current events, statistics produced, as well as to advise and educate interested parties on the application of regulatory enactments, CSB organises events and meetings. The processing of personal data within the framework of this process is not related to the processing of personal data obtained from administrative sources and respondents to produce official statistics. In this process, CSB processes personal data of the event participants.

Processing of personal data to organise events

To ensure an event takes place, provide access to the event's venues, receive feedbacks, communicate information about future activities after the event, inform about latest news and other events, the CSB is processing contact details provided by the participants (first name,

surname, company name, telephone number and/or e-mail address and other information provided by the event participants).

Processing of personal data to inform the public about the CSB activities

To inform the public about the CSB activities, advise and educate on the implementation of regulatory enactments, the CSB has access to and may publish the following personal data on its websites and/or social media: photographs, video and voice recordings of individuals, information expressed in CSB premises or events outside CSB premises.

Who in the CSB will have access to personal data?

Your personal data will be processed by authorised CSB employees within the scope defined in their work duties. Identifiable personal data are classified as restricted access information throughout the processing thereof.

1.5. Transfer of personal data for research purposes

Need to process personal data for research purposes

To produce official statistics as well as in the cases provided for by law, the obtained personal data indirectly allowing to identify a person may, in accordance with the Statistics Law, be used for research purposes via transferring to a researcher. Research is a work that covers a case study, analysis, development of conceptual proposals or impact assessment. The CSB provides researchers with an access solely to the indirectly identifiable data that can be protected by the CSB via appropriate methods of data disclosure control preventing use of the data for inappropriate purposes.

What is indirectly identifiable personal data?

Indirectly identifiable personal data are personal data not allowing to directly identify the person, e.g., the data not containing first name, surname, personal identity number, address, etc.

Does the CSB evaluate researchers?

The evaluation of the granting of access to indirectly identifiable data takes place in accordance with the [Section 28 of the Statistics Law](#).

What safety requirements should be met by the researcher?

People who have received indirectly identifiable data are prohibited from disclosing thereof to third parties or from using thereof for a purpose contradicting to that stated when requesting and providing the data. The disclosure of personal data may bring to administrative, civil, and criminal prosecution.

1.6. Cooperation with personal data handlers and quality assurance

Personal data handlers

Your personal data can be processed by persons authorised by the CSB – data handlers (e.g., database developer/technical manager, other persons providing a service to the CSB) – based on the services they provide and solely to the extent necessary.

Quality control

CSB quality management systems comply with the ISO 9001:2015 and CSB information security management system complies with the ISO 27001:2013. The CSB may also be subject to various

supervisory audits of other organisations provided for by law. Thus, your personal data can be accessed by, e.g., auditors, however as part of the audits and to the extent necessary only.

1.7. Processing of personal data mandated by law

Processing of personal data in response to applications, requests and when providing services

The processing of personal data within the framework of this process is not related to the processing of personal data obtained from administrative sources and respondents to produce official statistics. According to the law, the CSB is obliged to examine your applications, complaints and proposals as well as provide information and services e.g., by issuing a statement on a statistical indicator.

The types of data to be processed in this case include: first name, surname, personal identity number, address, e-mail address, telephone number, as well as information that you have provided and the information necessary for the CSB to fulfil a binding legal obligation. Your personal data will be processed by authorised CSB employees within the scope defined in their work duties.

Processing of personal data in case of infringements

The processing of personal data within the framework of this process is not related to the processing of personal data obtained from administrative sources and respondents to produce official statistics.

In accordance with the Statistics Law, respondent is required to provide data to the CSB and researcher, who has received indirectly identifiable data to undertake research, is required to comply with statistical confidentiality requirements.

If your use of the data transferred by the CSB for research violates the procedures for submitting the data necessary to produce statistics or statistical confidentiality requirements, the CSB may impose a fine or bring you to administrative prosecution. To implement CSB decisions as well as progress the proceedings, your personal data, e.g., first name, surname, personal identity number, position, address, information regarding the punishment applied, may be transferred to e.g., sworn bailiffs and court (within the scope of administrative proceedings) or to the instigator of proceedings (within the scope of criminal proceedings).

2. Legal basis for the processing of personal data

The CSB requests and processes data in accordance with the following regulatory enactments:

- Section 6, Paragraph 1, point (c) and (e) as well as Section 9, Paragraph 2, point (g) and (j) of [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](#) for the purpose of carrying out tasks laid down by law or in the public interest;
- Section 29 of the [Personal Data Processing Law](#);
- [Statistical Law](#);
- Section 10, Paragraphs 5, 6 and 10 of the [State Administration Structure Law](#);
- [Regulation \(EC\) No 223/2009 of the European Parliament and of the Council on European statistics](#);
- [Official Statistics Programme](#) (available in Latvian);

- [Cabinet Regulation No 812](#) of 20 December 2016 stipulating the approval of official statistics model questionnaires as well as completion and submission of questionnaires (available in Latvian);
- [Electronic Communications Law](#) (available in Latvian);
- [Law on Submissions](#);
- [Freedom of Information Law](#);
- [Law on Notification](#);
- [Civil Procedure Law](#);
- [Criminal Procedure Law](#);
- Other national and European Union legislation governing statistical production.

More detailed information on the purpose, legal reasoning and use of the data obtained for each statistical survey or questionnaire is available in the CSB website section [Surveys](#).

CSB realises that not all facts and circumstances that may impact or endanger rights and freedoms of an individual are known. Therefore, aiming to ensure fair data processing, individuals have a right to contact the CSB and express objections against or proposals related to the processing of personal data.