PRIVACY POLICY OF THE .LT DOMAIN

Up-to-date version (document translated into English)

2023-05-11

1. Privacy policy of the .lt domain (hereinafter – Privacy Policy) stipulates conditions of processing, legal framework, objectives, retention period, publishing and provision, accuracy, protection measures of the natural person's data collected in the register of .lt domain, and conditions for the use of the rights of data subjects.

2. Privacy Policy is not applied to the processing, publishing and provision of the data of legal entities.

3. The following abbreviations and terms with specific meaning are used for the purposes of this text:

3.1. DAS – data controller's installed and linked to the website www.domreg.lt .lt second level domains administration system, for the purpose to receive applications, carry out procedures, process and store data.

3.2. Data subject – general term; in Privacy Policy it includes:

3.2.1. Domain holders – natural persons, such as holders of .lt second level domain, including previous domain holders and persons who are becoming domain holders;

3.2.2. Technical representatives – natural persons appointed by the domain holders who are responsible for solving of technical questions while managing .lt second level domains;

3.2.3. Individual registrars – natural persons as service providers accredited to perform procedures in .lt domain;

3.2.4. Responsible employees – employees of the accredited registrars who have access to DAS and authorisations to process personal data;

3.2.5. Individual data recipients – natural persons who receive the data of other data subjects in the cases of one-off provision of register data according to paragraphs 22 and 23 of the Privacy Policy.

3.3. Data processor – registrar accredited to perform procedures in .lt domain who creates DAS accounts of the serviced domain holders, provides and processes data of serviced domain holders in these accounts, processes personal data of serviced domain holders' technical representatives in DAS, provides and processes personal data of responsible employees in its own DAS account. Accredited registrars are Lithuanian and foreign business operators – legal entities or natural persons who performs registered individual activity. Data processor who provides services related to creation and / or management of specific .lt second level domain to the domain holder is considered servicing data processor.

3.4. Data controller – Kaunas University of Technology, legal form: public institution, legal entity code: 111950581, head office address: K. Donelaičio str. 73, 44249 Kaunas. Data controller's structural department administrating .lt domain is responsible for the implementation of Privacy Policy: Internet Service Centre, address: Studentų str. 48A, 51367 Kaunas, telephone: +370 37 353 325, e-mail: hostmaster@domreg.lt.

3.5. Register – structured and systematically arranged set of information about .lt second level domains and data of the persons responsible for these domains.

3.6. Register data – information about the following items collected in DAS:

3.6.1. .lt second level domain – domain name, current domain status, and procedures performed from the domain's creation till its deletion, servers of the domain name system and their addresses for accessibility of the domain, DNSSEC records;

3.6.2. Domain holder. If domain holder is a natural person, his / her personal information includes the following data: name and surname, address, email address, telephone number;

3.6.3. Technical contacts – name (if domain holder has chosen a legal name) / name and surname (if domain holder has appointed a technical representative), address, email address, telephone number;

3.6.4. Servicing registrar, i. e., data processor – name and legal entity code (in case of a legal entity) / name, surname, and personal identification code (in case of a natural person), service provider's VAT payer code, bank account number, address, website address, email, telephone number and responsible employees – name and surname, email address, telephone number.

3.7. Procedural data – information about the following items collected in DAS:

3.7.1. Unique identifiers for access to DAS that were provided to data processors and domain holders by data controller;

3.7.2. Login names and IP addresses of terminal equipment used for the responsible employees' access to DAS;

3.7.3. In each case of registration and access to DAS – unique identifier of the connected person, IP address that connects to DAS account, date, time, duration, connection result (successful, failure) and performed actions.

3.8. WHOIS – register database for public search and review of the information available at the address www.domreg.lt/whois.

3.9. Data of the individual data recipients – name and surname, personal identification code, address, email address, telephone number, bank account details, VAT payer code (if any).

4. General principles of personal data processing are established by the 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). Processing conditions of the register data are established in the accreditation contracts made between data controller and data processors.

5. Personal data of data subjects, as defined in subparagraph 3.6 of the Privacy Policy, are collected by these data recipients:

5.1. Personal data of domain holders are collected from domain holders by servicing data processors; in the case specified in paragraph 9 of the Privacy Policy – by data controller;

5.2. Personal data of technical representatives are collected from domain holders by servicing data processors;

5.3. Personal data of individual registrars are collected from these registrars by data controller;

5.4. Personal data of responsible employees are collected from employees by data processors that have employment relationships with these employees;

5.5. Personal data of individual data recipients are collected from the data recipients by data controller.

6. Domain holders are responsible for the provision of personal data of their appointed technical representatives with consent of these technical representatives.

7. Data processors are responsible for the proper information of data subjects on their personal data processing, correctness, completeness and accuracy of personal data of serviced domain holders and responsible employees submitted to DAS, as well as their personal data processing.

8. Data controller is responsible for the protection of register and procedural data in DAS, as well as the protection of the data of individual data recipients from accidental or unauthorised destruction, alteration, disclosure, as well as any other unauthorised processing.

SECTION II
SPECIAL CASES OF DATA PROCESSING

9. In case of a change of the domain holder's name, this item of data is processed by the data controller's authorised employees in a non-automated manner within 5 working days from the date of

receipt of the domain holder's request with supporting documents. Other personal data submitted to data controller not via DAS due to the specifics of performance of individual procedures are processed and managed in a non-automated manner according to the general principles of personal data processing and requirements of the applicable special legislation.

10. Registrar accredited to perform procedures in .lt domain that manages and processes personal data of the serviced domain holders (both, submitted to DAS and additional) in its own information system is considered an independent data controller in the scope he / she processes personal data of the domain holders for the purposes of its activities and processes them in its own information system. In such a case registrar individually notifies domain holders about their personal data processing and bears personal responsibility for the implementation of general principles of personal data processing while processing those personal data.

11. Conditions of personal data processing of the individual registrars as well as responsible employees are established in the accreditation agreement.

12. Special requirements for personal data processing of children under 16 are established by the applicable legislation.

SECTION III
LEGAL FRAMEWORK OF DATA PROCESSING

13. Register and procedural data processing are conducted while guaranteeing the processing of the register. According to the definition provided in subparagraph 2.1 of the "Identification methodology for critical information infrastructure", approved by Resolution of the Government of the Republic of Lithuania No. 818 "On implementation of the Law on Cyber Security of the Republic of Lithuania" of 13 August 2018, data controller is the top-level domain registry, i.e., an entity which registers and administers the second level domain names under .lt. Register would not function without containing the structured data on the register's objects – .lt second level domains and persons responsible for the domains. Proper functioning of the register is in line with the public interest, as well as interests of data processors, data controller and third parties whose rights can be violated in relation to the creation and / or management of .lt second level domains. In this case, personal data are processed based on the grounds of Article 6(1)(e) of the EU General Data Protection Regulation (GDPR): "data processing is required for the performance of a task carried out in the public interest or exercising the official authority functions assigned to the data controller.

14. The data of individual data recipients are processed for the purposes of the performance of orders in the cases of one-off provision of register data. In such cases, personal data are processed based on the grounds of Article 6(1)(b) of the EU General Data Protection Regulation ('the GDPR'): "data processing is required for the execution of a contract to which the data subject is a party or for the purpose of taking action at the data subject's request before concluding a contract.

SECTION IV
PURPOSES OF DATA PROCESSING

15. Data are processed for the following purposes:

15.1. Register data:

15.1.1. Provision of administration services of .lt domain. Data controller provides domain holders with services defined in the Procedural regulation for the .lt top-level domain; therefore, if needed, it has to be possible to identify domain holders, to check correctness, completeness and accuracy of the register data submitted to DAS, to contact directly regarding the performed procedures, to respond to the inquiries or requests in as much as it is related to identification, and to send administrative information;

15.1.2. Development of reliable and secure Internet environment. Register data has to be sufficient for identification of the persons responsible for .lt second level domain;

15.1.3. Implementation of requirements of the applicable special legislation. Data controller has to provide register data under the procedure established by the legislation at the request of the competent state institutions;

15.1.4. Preparation of statistical reports.

15.2. Procedural data:

15.2.1. Possibility for domain holders to express their will regarding initiation of the procedures;

15.2.2. Control of access to DAS;

15.2.3. Supervision of procedures and establishment of conditions of their performance.

15.3. Data of individual data recipients:

15.3.1. Identification of an individual data recipient;

15.3.2. Control of the payment for a one-off provision of register data;

15.3.3. Guarantee of the right specified in subparagraph 29.3 of the Privacy Policy (for the purpose of provision of the information on the data recipients who have received the data subject's personal data).

SECTION V
DATA RETENTION PERIOD

16. Register and procedural data regarding each specific .lt second level domain are stored for ten years, because claims / actions regarding the domain names or performed procedures can be submitted within a ten-year limitation period defined by the legislation (paragraph 1 of Article 1.125 of the Civil Code of the Republic of Lithuania). The same retention period is applied to the data of individual data recipients specified in the order and bookkeeping documents. At the end of this term, personal data are destroyed – they are deleted from DAS and data archives so that it is not possible to restore them in usual methods.

SECTION VI
PUBLISHING AND PROVISION OF DATA

17. While ensuring the register's transparency, the following register data about the natural persons' .lt second level domains are published in WHOIS:

17.1. Name of .lt second level domain, current domain status, time of the last creation and expiration of the term;

17.2. Time of the update of information about the domain in the register;

17.3. Technical contacts identified in subparagraph 3.6.3 of the Privacy Policy, except for a case when domain holder has appointed a technical representative, his / her personal data are not published, but DAS is provided with a possibility of forwarding an email to the technical representative;

17.4. Servicing registrar name (in case of a legal entity) / name and surname (in case of a natural person), website address and email address;

17.5. Addresses of the Domain Name System's servers for accessibility of the domain.

18. Personal data of the data subjects are not published in WHOIS, except for the cases when data subject expressed his / her will to publish his / her personal data. Such expression of will, amongst other things, is accreditation as individual registrar, settings in the domain holder's DAS account regarding accessibility of his / her personal data for WHOIS review, specification of the person's name in the name of .lt second level domain or in the name of the legal entity, which are public by nature.

19. Considering the fact that personal data of the data subjects are not published and interested persons may need to contact a specific domain holder regarding defence of their legitimate interests,

DAS is provided with a possibility of forwarding an email to the domain holder without disclosing his / her personal data.

20. WHOIS is accessible for:

20.1. Hypertext review – by connecting to the data controller' s website at www.domreg.lt/whois;

20.2. Text review – by connecting to the data controller's server at whois.domreg.lt via port 43.

21. WHOIS search is only available according to the name of .lt second level domain and is limited by technical means against any misuse by sending automated inquiries.

22. Categories of data recipients in the cases of one-off provision of register data:

22.1. Competent state institutions. Data controller provides data free of charge under the inquiries of the courts, subjects of criminal proceedings and public administration that need data for performance of their functions and their right to receive data is established by the legislation;

22.2. Bailiffs. Data controller provides register data free of charge under the arrangements of the bailiffs in the executive files;

22.3. Notaries. Data controller provides register data for a fee under the inquiries of the notaries regarding the ownership of .lt second level domain by a specific domain holder and current domain status.

22.4. Interested persons. Data controller provides register data for a fee under the individual inquiries of the interested persons or their representative lawyers based on the necessity of defence of their legitimate interests while submitting claims against domain holder regarding the use of a protected designation in the name of .lt second level domain, domain's ownership (concluded transactions) or regarding content of the website managed by the domain holder, if domain holder failed to reply to the email forwarded by DAS within 15 calendar days or grounds for believing that probable conflict of interest between the interested person and the domain holder arose which may be the subject of litigation;

22.5. Data repositories. Data controller can transfer an encrypted backup copy for storage at the providers of data storage services in the member state of the European Union or in the third country when it is done for the insurance of continuity of activities and restoration of register data after technical or cyber incident. Backup copy codes / cryptographic keys are not transferred in such cases.

23. In case of one-off provision of the register data, search in the register is performed and data are provided:

23.1. According to the name of .lt second level domain indicated in the inquiries of the data recipients defined in subparagraphs 22.1 and 22.2 of the Privacy Policy or domain holder's name and surname and at least one other item of personal data (because names and surnames are not unique), for example, email address;

23.2. According to the .lt second-level domain name specified in the inquiries of the categories of data recipients defined in Subparagraphs 22.3 and 22.4 of the Privacy Policy. In such cases, the data are provided to the extent justified in the recipient's inquiry and subject to the data recipient's undertaking not to use the data received for purposes other than those specified in the inquiry.

SECTION VII
DATA ACCURACY

24. Purpose of the register – collection of correct, complete and accurate information about .lt second level domains and persons responsible for these domains. In case it is determined that incorrect, incomplete or inaccurate personal data of the domain holder are provided to DAS, domain suspension and further deletion procedures can be applied to such .lt second level domain, if domain holder fails to confirm the accuracy of the personal data or reply to the data controller's inquiry sent by the specified domain holder's email address within 7 calendar days.

25. Procedure of change of data for the clarification of personal data is defined in the "Procedural regulation for the .lt top-level domain". If domain holder gets acquainted with his / her personal data and determines they are incorrect, incomplete or inaccurate, he / she can correct them (except for the name) by applying to the servicing data processor he / she has made contract with and provided his / her personal data to, or individually, by connecting to the servicing data processor's information system. Data controller submits applications regarding the change of personal data of the serviced domain holders submitted to DAS according to the serviced domain holder's order or individually performed change in the servicing data processor's information system. In case of a change of the domain holder's name, this item of personal data is changed under the procedure established in paragraph 9 of the Privacy Policy.

SECTION VIII
DATA SECURITY MEASURES

26. Data controller implements the following basic data security measures:

26.1. Access to register and procedural data in DAS is provided only to the data controller's employees who need these data for the performance of their work functions (based on the principle "need to know") and who have signed a commitment to protect the processed personal data. Access is revoked if employment relationship between the data controller and the employee who was provided an access is terminated or in case of changes in the nature of the employee's work functions;

26.2. Authorisation for data processing is provided to the defined circle of the data controller's employees – DAS administrators and specialists of procedure supervision who have signed a commitment to protect the processed personal data. Authorisation is revoked if employment relationship between the data controller and the employee who was given authorisation is terminated or in case of changes in the nature of the employee's work functions;

26.3. Access to register and procedural data in DAS and authorisation for their processing are provided to data processors only with regards to their serviced data subjects. Data processors' obligations to ensure legitimacy of data processing and to implement their security measures are established in the accreditation agreement. Access and authorisations are revoked after the end of the accreditation agreement;

26.4. Identifiers that are used for connection to DAS prevent possibilities for the persons who have no access or authorisation to get acquainted with data or process data:

26.4.1. Data controller's employees connect to DAS via internal computer network via encrypted channel using their password and one-time password generated by the "second factor" authentication equipment for this purpose;

26.4.2. Responsible employees connect to DAS via encrypted channels from their terminal equipment which IP addresses are submitted to DAS using their password;

26.5. DAS is protected against unlawful connection to the data controller's internal computer network via electronic means of communication;

26.6. Number of failed connections to DAS is limited;

26.7. Protection against malicious software is installed in DAS and constantly updated; 26.8. Testing of software using real personal data is prohibited, except when it is necessary;
in such cases additional organisational and technical measures ensuring security of the real personal data are used during testing;

26.9. Security of the premises containing data is ensured;

26.10. Personal data of the previous domain holders that are stored in DAS for the specified term of data retention are pseudonymised; additional information used for the allocation of personal data to a specific person is stored separately;

26.11. Backup copies of DAS data and electronic archives containing personal data are encrypted; codes / cryptographic keys are stored separately and available only to DAS administrators.

27. The organisational and technical security measures applied by the data controller are the component of the information security management system installed according to the standard ISO/IEC 27001:2013. A detailed list of the organisational and technical security measures applied by the data controller is provided in the specific documents of making and implementation of the data controller's information security policy.

SECTION IX
CONDITIONS FOR THE USE OF THE RIGHTS OF DATA SUBJECTS

28. Domain holder has to understand and accept that requirement for his / her personal data to be submitted and processed for the purposes and in the manner specified in this Privacy Policy is a prerequisite for establishment or acquisition of .lt second level domain (-s) and its (their) management. The person who fails to submit his / her personal data for processing in the defined scope according to the provisions of the Privacy Policy cannot hold .lt second level domain (-s). Fulfilling of the prerequisite is not a consent that can be revoked, and personal data processing in DAS cannot be suspended or terminated until .lt second level domain that belongs to the domain holder exists and data retention period has not ended. Domain holder's requirement to suspend or terminate processing of his / her personal data in DAS during this period will be reasonably rejected.

29. Domain holder's right to get acquainted with his / her personal data processed in DAS is implemented under the following procedure:

29.1. Domain holder can review the processed data by connecting to his / her DAS account at the address www.domreg.lt/registrant. Unique identifier is used for connection; data controller provides the identifier to the domain holder after creation of DAS account;

29.2. Domain holder can require from the servicing data processor to provide information about its processed personal data, their scope and processing purposes;

29.3. The domain holder, who confirms his/her identity by means which enable the proper identification of the individual, may obtain information about the sources and the type of his/her personal data that have been collected, the purposes for which they are processed and the recipients to which they have been communicated within the last 1 year, indicating the name and email address of the recipient's legal entity, or, in the case of a natural person, the name, surname, and email address of the natural person, from the data controller.

30. Technical representative's right to get acquainted with his / her personal data processed in DAS is implemented according to subparagraphs 29.2 or 29.3 of the Privacy Policy by analogy and applying to the domain holder servicing data processor or data controller, respectively.

31. Technical representative has a right to demand to terminate processing of his / her personal data at any time. In such a case his / her personal data are deleted from DAS and data archives; notification on technical issues forwarded to DAS are directed to the domain holder and servicing data processor until the domain holder specifies different technical contacts.

32. Data controller provides information on data processing to the data subject in a brief, transparent, understandable and easily accessible form, clear and simple language, in the same manner as the received request by the data subject, except for the cases when data subject requests to receive information in a different manner.

33. Information on personal data processing is provided and other reasonable requests of the data subject are executed free of charge.

34. When data subject's requests are clearly unreasonable or disproportionate, mainly due to their repeated content, data controller has a right to refuse to take actions under such requests.

35. If data controller does not take actions under the data subject's request, data controller informs data subject immediately but no later than within one month after receipt of the request, indicating the reasons of its inactivity and informing about a possibility to submit a complaint to the supervising institution and a right to use legal remedies.

SECTION X
FINAL PROVISIONS

36. The issues of personal data processing not discussed in the Privacy Policy are solved in accordance with the general principles of personal data processing and with consideration of the legal framework of data processing, and purposes of data processing.

37. Conditions of the use of cookies:

37.1. Cookies are not used in the publicly available part of the website www.domreg.lt;

37.2. The temporary, so-called session cookies are used in the internal pages of the website www.domreg.lt that require the user's registration (hereinafter – self-service and service parts); these cookies remain after the user's login and are automatically removed when the user closes the browser. The session cookies are used for the user's convenience, as it ensures a possibility to save the actions performed or options applied by the user while browsing (for example, entered name and password of the user, choice of language, font size, etc.), to avoid the need to enter or select them repeatedly while browsing the website's self-service and service parts. Some Internet browsers can be configured so that the cookies are not recorded in the user's terminal device. In such a case not all options of the self-service and service parts can functions correctly unless the user changes them manually each time he / she visits these parts. The information on the session cookies used in the self-service and service parts is provided on the website www.domreg.lt;

37.3. Persistent, tracking, third party and other cookies are not used in the publicly available part, self-service and service parts of the website www.domreg.lt.

38. Data controller’s employees who are authorised to process personal data or learn them while performing their duties have to follow the general principles of personal data processing and Privacy Policy. Data controller’s employees are liable for the violations under the procedure set by the legislation.

39.Privacy Policy is introduced to the employees of the data controller’s division responsible for the implementation of Privacy Policy via signed acknowledgement.

40. Privacy Policy is reviewed at least once every 2 years and updated if needed or in case of changes in the legislation regulating personal data processing.