



SIA “Rīgas nami” WEBSITE COOKY POLICY

INFORMATION ABOUT PERSONAL DATA CONTROLLER

SIA "Rīgas nami", registration No 40003109638, registered address: Rātslaukums 5, Rīga, LV-1050
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Contact us about personal data protection issues: rndatuspec@riga.lv
SIA “Rīgas nami” is the data controller for the following websites:
www.rigasnami.lv,
www.kongresunams.lv, www.splendidpalace.lv, www.melngalvjunams.lv (together "the website").

PURPOSE AND LEGAL BASIS FOR COOKIES

This website, like many others, uses cookies to help improve your experience and ensure that it works properly. For more information on the purposes, see the table below.
When visiting this website, the user is presented with a window with a message that the website uses cookies. If you accept cookies, the legal basis for the use of cookies is the user's consent and you confirm that you have read the information about cookies, the purposes for which they are used, the cases in which information is passed on to third parties.
Cookies do not identify the user, but they help us to establish quantitative statistics about the use of the portal in order to better understand the interests of users and to improve the user experience. Collecting this information helps us to tailor the content of our pages to your needs and interests.

INFORMATION ABOUT COOKIES

You have accessed our website using a browser such as
- *Chrome, Firefox, Safari, Edge, Opera* or other.
Cookies are information that this browser collects and stores when you use our website. The next time you visit our website, your browser will remember your actions and do some of them for you, such as choosing your working language or controlling the display of the cookie notice. Cookies enable the website to store, recognise and respond to the individual settings of the visitor's browser.
Each browser is different, so we encourage you to read more about your cookie settings in the Cookie Control and User Guide, linked below. Your device's operating system may include additional features to control the use of cookies. If you do not want cookies to collect information, you can refuse the further use of cookies in your browser settings. To learn more about managing cookies, visit <http://www.allaboutcookies.org/manage-cookies/>.

TYPES OF COOKIES AND THEIR USE

Types of cookies

There are two types of cookies - session cookies, or cookies that are strictly necessary, and persistent cookies. Cookies are also divided into first-party or third-party cookies. The above terms are explained below so that you can better understand the nature of cookies and why we use them.

Session or strictly necessary cookies

Session or strictly necessary cookies allow us to recognise the browser and your device, the Internet Protocol (IP) address assigned to your device when you visit a particular website, to remember any changes or preferences on a particular website so that they can be used on other parts of the website, for example - providing you with access to other restricted areas of the website after you have successfully logged into the website, until you have logged out. These cookies allow you to use multiple pages of the same website quickly and easily, without having to log in to the website to visit each protected section of the website. Session cookies are not persistent - they will expire when you close the browser on which you were viewing the website or end your session on that website.

Persistent cookies

Persistent cookies are cookies that are stored on the device you are using to view the website for a pre-defined period of time, with a countdown after the end of the browsing session. The cookies we store allow us to apply user preferences or actions on the website each time you visit the website.

First-party cookies

First-party cookies are cookies created by our website. They can be identified by the domain name of our website.

Third-party cookies

Third-party cookies are cookies from websites that are not ours. The domain names of these websites are different from the domain of our website. Third-party cookies may also be stored on the device from which you are browsing our website.

**LIST OF COOKIES USED BY OUR WEBSITES WWW.RIGASNAMI.LV,
WWW.KONGRESUNAMS.LV, WWW.SPLENDIDPALACE.LV,
WWW.MELNGALVJUNAMS.LV**

Website domain	Cookie	Cookie type	Use of the cookie (purpose)	Cookie expiry date
[splendidpalace.lv] [rigasnami.lv] [melngalvjunams.lv] [kongresunams.lv]	_ga _gid _gat _gid	Third-party cookie	They are used to improve our website by analysing user habits. These cookies provide us with information such as the number of visitors to and the pages visited by users and the total time spent on our website (for more information, see Google Analytics Cookie Usage on Websites)	Continuously
[splendidpalace.lv] [rigasnami.lv] [melngalvjunams.lv]	PHPSESSID _csrf-[timeklavietne.lv]	Session cookie	Session, or strictly necessary cookie, which allows the browser, your device and the Internet Protocol (IP) address assigned to it to be recognised when you visit the website. Session identifiers become necessary for when the communication infrastructure uses an information exchange protocol such as HTTP.	Session They are deleted when closes the browser.
[congressunams.lv]	PHPSESS	Session cookie		Session They are deleted when closes the browser.
[splendidpalace.lv] [rigasnami.lv] [melngalvjunams.lv] [kongresunams.lv]	xs c_user dpr sb presence _fbp spin fr datr	Third-party cookie	They are used to improve our website by analysing user habits. These cookies provide us with information such as the number of visitors to and the pages visited by users and the total time spent on our website (for more information, see Cookie Settings for Facebook Pixel)	Continuously

INFORMATION ABOUT THE PERSON'S CONSENT TO COOKIES

Our website technically stores information (IP address, date, time, etc.) about your consent to the setting of website cookies on your device, as well as information (IP address, date, time, etc.) when you withdraw your consent to the setting of website cookies on your device.

WITHDRAWAL OF PERSONAL CONSENT AND RESTRICTION OF THE USE OF COOKIES

You can change your cookie settings at any time in your device's internet browser. For example, you can revoke your consent to cookies by ticking a box in your browser that allows you to reject all cookie proposals. You can find these settings in the "Options" or "Preferences" menus of your web browser. You can find more information on how to configure your device's internet browser on the internet browser websites listed below:

1. Chrome: Google Chrome Help Center;
2. Firefox: Cookies - Information that websites store on your computer;
3. Safari: Safari for macOS Sierra: Manage cookies and website data using Safari;
4. Edge: Microsoft Edge, browsing data, and privacy;
5. Opera: Security and Privacy in Opera (Referrals, redirections, and cookies).

YOUR RIGHT TO ACCESS AND RECTIFY YOUR PERSONAL DATA

In accordance with the provisions of the General Data Protection Regulation, you have the right to access your personal data held by us, to request its rectification, erasure, restriction of processing, to object to the processing of your data, as well as the right to data portability in the cases and in the manner provided for in the General Data Protection Regulation.

We respect these rights and, in the event of your request, we will respond within the time limits set out in the laws and regulations (no later than one month). You can exercise your rights as a data subject in any of the following ways: 1) by submitting an application in person and identifying yourself at our office (address Rātslaukums 5, Rīga, LV-1050, (entrance from Svaru iela), every working day 8.30 - 16.00; 2) by sending an application by post to: Rātslaukums 5, Rīga, LV-1050. 3) by sending an application, signed with a secure electronic signature, to our e-mail address: rigasnami@riga.lv. Upon receipt of your submission, we will assess its content and the possibility of identifying you and, depending on the situation, we reserve the right to ask you to identify yourself further in order to ensure the security of your data.

Withdrawal of consent If the processing of your personal data is based on your consent, you have the right to withdraw it at any time. However, we inform you that withdrawal of consent may not affect the processing of personal data that is necessary to comply with the requirements of laws and regulations or that is based on a contract, our legitimate interests or other grounds for lawful data processing set out in laws and regulations. You

may also object to the processing of your personal data if the processing of your personal data is based on legitimate interests.

LODGING A COMPLAINT IN RELATION TO THE PROCESSING OF PERSONAL DATA

If you have any questions or objections regarding our processing of your personal data, please contact us in the first instance (email: rndatuspec@riga.lv) in order to mutually agree and resolve the issues. However, if you believe that we have not been able to mutually resolve a personal data protection issue, you have the right to lodge a complaint with the Data Protection Inspectorate. You can find sample applications to the Data State Inspectorate and other related information on the website of the Data State Inspectorate (<http://www.dvi.gov.lv/lv/datu-aizsardziba/privatpersonam/iesniegumu-paraugi/>).