

## INTERNAL RULES

### SIA Rīgas nami USE OF WEBSITE COOKIES

#### INFORMATION ON THE PERSONAL DATA CONTROLLER

**SIA Rīgas nami**, registration No. 40003109638, legal address: Rātslaukums 5, Rīga, LV-1050, Tel. +371 66957267, e-mail: [rigasnami@rigasnami.lv](mailto:rigasnami@rigasnami.lv)

You can contact Uldis Sīpols, Personal Data Protection Specialist of SIA Rīgas nami, regarding data protection issues by calling +371 26658265 or by writing to [rndatuspec@rigasnami.lv](mailto:rndatuspec@rigasnami.lv). Please note that the above-mentioned methods of contact with the Personal Data Protection Specialist of SIA Rīgas nami are not intended for requests for information in order to exercise your rights as a data subject.

SIA Rīgas nami is the data controller for the following websites: [www.rigasnami.lv](http://www.rigasnami.lv), [www.splendidpalace.lv](http://www.splendidpalace.lv), [www.melngalvjunams.lv](http://www.melngalvjunams.lv), [www.kongresunams.lv](http://www.kongresunams.lv) (hereinafter collectively – website).

#### PURPOSE AND LEGAL BASIS FOR COOKIES

This website, like many others, uses cookies to help improve the user experience and ensure that the website functions properly. For more details on the purposes, please see the table below which lists cookies.

When visiting this website, the user will see a window with a message that the website uses cookies. If you accept cookies, the legal basis for the use of cookies is the consent of the user and you confirm that you have read the information about cookies, the purposes of their use, the cases in which information is passed on to third parties.

Cookies do not allow us to identify the user, but they help us to establish quantitative statistics about the use of the portal to better understand the interests of users and to improve the user experience. The collection of such information helps us to tailor the content of the 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 these browsers collect and store 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 selecting the working language or controlling the display of the cookie notice. Through the use of cookies, the website gains the ability to store the individual settings of the browser of the website visitor, recognise them and react accordingly.

Each browser is different, so we encourage you to read more about cookie settings in the Cookie control and user guide linked below. The operating system of your device may include additional cookie control features. If you do not want cookies to collect information, refuse further use of cookies in your browser settings. For more information on managing cookies, visit <http://www.allaboutcookies.org/manage-cookies/>.

#### TYPES AND USE OF COOKIES

##### Types of cookies

There are two types of cookies – session cookies, or strictly necessary cookies, 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.

**Sessions, 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 choices made 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 in to the website, until you make a successful Logout. These cookies allow you to quickly and easily use multiple pages of the same website, avoiding the need 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 particular website.

**Persistent cookies**

Persistent cookies are cookies that are stored on the device you are using to view a website for a specific pre-defined period of time, with a countdown timer calculated after the end of the website browsing session. The cookies stored allow the application of 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 owned by us. 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 ON OUR WEBSITE [WWW.RIGASNAMI.LV](http://WWW.RIGASNAMI.LV),  
[WWW.SPLENDIDPALACE.LV](http://WWW.SPLENDIDPALACE.LV),  
[WWW.MELNGALVJUNAMS.LV](http://WWW.MELNGALVJUNAMS.LV)**

Domain	Cookie	Cookie type	Use of cookies (purpose)	Cookie validity period
[splendidpalace.lv] [rigasnami.lv] [melngalvjunams.lv] [kongresunams.lv]	_ga _gid _gat _gid	Third-party cookie	Used to improve our website by analysing user habits. These cookies provide us with information such as the number of visitors to the website and the pages visited by users and the total time spent on our website (for more information, see Google Analytics Cookie Usage on Websites)	Persistently
[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 when the communication infrastructure uses an information exchange protocol such as HTTP.	Session Deleted when you close your browser.
[kongresunams.lv]	PHPSESS	Session cookie		Session Deleted when you

				close your browser.
[splendidpalace.lv] [rigasnami.lv] [meIngalvjunams.lv] [kongresunams.lv]	xs c_user dpr sb presence _fbp spin fr datr	Third-party cookie	Used to improve our website by analysing user habits. These cookies provide us with information such as the number of visitors to the website and the pages visited by users and the total time spent on our website (for more information, see Cookie Settings for Facebook Pixel)	Persistently

**INFORMATION ABOUT THE CONSENT GIVEN BY THE PERSON TO THE CREATION OF 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.

**CANCELLATION OF CONSENT AND RESTRICTION OF THE USE OF COOKIES**

You can change your cookie settings at any time in your internet browser on your device. For example, you can revoke your consent to cookies by ticking the box in your browser that allows you to refuse 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 internet browser on your device 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**

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 request access to your personal data held by us, to have it rectified, updated, deleted, to restrict its processing, to object to the processing of your data, as well as the right to data transfer in the cases and in the manner provided for in the General Data Protection Regulation.

We respect these rights, therefore, in case of your request, we will respond within the time limits established by the laws and regulations (no later than within one month).

You may exercise your rights as a data subject in any of the following ways:

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 from 8.30-16.00);

by post to: Rātslaukums 5, Rīga, LV-1050.

by sending an application signed with a secure electronic signature to our e-mail address: [rigasnami@rigasnami.lv](mailto:rigasnami@rigasnami.lv).

Upon receipt of your application, 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 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, please be advised that the withdrawal of consent cannot 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 basis for lawful processing set out in laws and regulations.

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

**LODGING OF COMPLAINTS IN RELATION TO THE PROCESSING OF PERSONAL DATA**

If you have any questions or objections regarding our processing of your personal data, please first contact us (e-mail: [rndatuspec@rigasnami.lv](mailto:rndatuspec@rigasnami.lv)) to mutually agree and resolve the issues.

If you believe that we have not been able to resolve the issue mutually and you believe that we are violating your right to the protection of personal data, you have the right to lodge a complaint with the Data State Inspectorate. You can find templates for applications to the Data State Inspectorate and other related information on the website of the Data State Inspectorate <https://www.dvi.gov.lv/lv/iesniegumu-paraugi>.