

# **Privacy Policy**

## **1. General Information**

This Privacy Policy outlines how SIA "Anna Invest Group", registration Nr. 40203178647, legal address: Aristida Briāna iela 4 – 27, Riga, LV-1001 (hereinafter – the “Company” or “we”), processes personal data in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council (General Data Protection Regulation or GDPR) and the legislative acts of the Republic of Latvia.

Contact information for inquiries regarding personal data processing:

- Email: [anna@annainvest.lv](mailto:anna@annainvest.lv) / [ofiss@annainvest.lv](mailto:ofiss@annainvest.lv)
- Phone: +371 26260000

## **2. Purpose of Personal Data Processing**

We process personal data for the following purposes:

- Responding to inquiries submitted via the website contact form;
- Ensuring communication regarding our services (real estate transactions, property management, construction equipment rental, investment projects);
- Evaluating potential cooperation;
- Fulfilling legal obligations.

## **3. Personal Data to be Processed**

When using the website contact form, the following data may be processed:

- Name, surname
- Email address
- Phone number

- Message content (comment)

We do not request sensitive personal data.

#### **4. Legal Basis for Data Processing**

The legal basis for processing personal data is:

- Consent of the data subject (GDPR Article 6(1) (a));
- Necessity for the conclusion of a contract or initiation of cooperation (GDPR Article 6(1) (b));
- Compliance with legal obligations (GDPR Article 6(1) (c));
- Company's legitimate interests in ensuring effective communication (Article 6(1)(f) of the GDPR.

#### **5. Data Retention Period**

Personal data is stored:

- For as long as necessary to ensure communication;
- Until the start of cooperation or a refusal;
- No longer than 2 years from the moment of the last communication if cooperation is not initiated.

#### **6. Data Transfer to Third Parties**

Personal data is not sold or rented to third parties. Data may be transferred to:

- IT service providers (website maintainers);
- Legal or accounting service providers, if necessary;
- State authorities in cases provided for by regulatory enactments.

#### **7. Rights of the Data Subject**

You have the right to:

- Request access to your personal data;
- Request correction or deletion of data;
- Restrict data processing;
- Object to data processing;
- Withdraw consent at any time;
- File a complaint with the Data State Inspectorate (Datu valsts inspekcija).

## **8. Data Security**

The Company provides appropriate technical and organizational security measures to protect personal data against unauthorized access, disclosure, alteration, or destruction.

## **9. Changes to the Privacy Policy**

The Company reserves the right to make changes to this policy. The current version is always available on the website.