

Annex 1. Register of Personal Data Processed

Category of personal data	Personal data	Purpose of processing	Legal grounds for the processing of data	Where the data come from	Form of data storage (electronic, paper)	Place of storage	Time of retention	Data recipients
Personal data of candidates	Name, surname, address, email address, phone number, references, curriculum vitae (CV), date of birth	Internal administration (Selection of candidates for vacancies)	The data subject has given consent to the processing of his or her personal data for one or more specific purposes (Article 6(1a))	Directly from data subjects, a publicly accessible database, a paid database	Electronic and paper	HR Manager's computer, a separate binder	10 years	Administrative staff of UAB Juodeliai
Customer data	Name, surname, position, contact phone number, email address	Provision of a service, implementation of contract, maintenance, settlement of disputes	Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract (Article 6(1b))	Directly from data subjects	Electronic and paper	Files, email boxes, computer archive, intranet – document management system, NAVISION	Paper documents - 1 year, electronic - 5 years	Administrative staff of UAB Juodeliai, state institutions (police authorities, prosecutor's office, courts), law firms, credit insurance brokers, Chambers of Commerce, Industry and Crafts, cargo insurance companies, the Customs of the Republic of Lithuania, banks and post offices

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Data of customers, suppliers, partners	Name, surname, position, contact phone number, email address	Direct marketing, newsletter sending	The data subject has given consent to the processing of his or her personal data for one or more specific purposes (Article 6(1a))	Directly from data subjects	Electronic and paper	Computer archive, intranet – document management system	5 years	Administrative staff of UAB Juodeliai, state institutions (police authorities, prosecutor's office, courts), law firms, companies managing the company's website, delivery services, postal workers
Data of partners	Name, surname, position, contact phone number, email address	Internal administration (Conclusion of a contract, implementation, maintenance, settlement of disputes)	Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract (Article 6(1b))	Directly from data subjects	Electronic and paper	Computer archive, intranet – document management system, NAVISION	5 years	Administrative staff of UAB Juodeliai, state institutions (police authorities, prosecutor's office, courts), law firms, credit insurance brokers, auditors
Data of suppliers	Contact person's name, surname, email address, phone number, position, Supplier's (in the case of a natural person) personal identification	Internal administration (Conclusion of a contract, implementation,	Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the	Directly from data subjects	Electronic and paper	Computer archive, intranet – document management system, NAVISION	5 years	Administrative staff of UAB Juodeliai, state institutions (police authorities, prosecutor's

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	number, logging authorisation, copies of business certificate, authorisation	maintenance, settlement of disputes)	request of the data subject prior to entering into a contract (Article 6(1b))					office, courts), State Forest Enterprises, auditors