**JOINT STOCK COMPANY LITHUANIAN POST**

**PRIVACY NOTICE**

Valid from 15/04/2020[[1]](#footnote-1)

**I. GENERAL PROVISIONS**

1. This privacy notice (hereinafter - the notice) applies to the joint stock company Lithuanian post, legal entity code 121215587, located at J. Jasinskio str. 16, 03500 Vilnius (hereinafter - the company), and natural persons who use, have used, expressed an intention to use the Company's services or are in any other way related to the Company and / or its services (hereinafter - customers or you).

2. The notice also applies to employees of the company's business customers with whom the company has a contractual relationship.

3. The notice applies to personal data of natural persons, it does not apply to data of legal persons.

4. The notice also applies to relations which arose before the date of its entry into force.

5. The notice contains basic information on the processing of personal data by the company in the course of the provision of services or other activities. Additional information on the processing of personal data can be found in the service provision agreements and other documents related to the services provided, concluded directly with the client, as well as in other documents related to the company's activities and on the company's website at [www.lietuvospastas.lt](http://www.lietuvospastas.lt).

6. The notice is published on the company's website at [www.lietuvospastas.lt/privatumo-pranesimas](http://www.lietuvospastas.lt/privatumo-pranesimas), and upon request – printed in the post offices.

7. The company processes your personal data in accordance with the General Data Protection Regulation (EU) 2016/679 (hereinafter - GDPR), the Law on Legal Protection of Personal Data of the Republic of Lithuania, other laws and by-laws. The terms used in the notice have the same meaning as the terms used in this legislation.

8. The company may unilaterally change the content of this notice. The company informs about the change of the notice on the website [www.lietuvospastas.lt](http://www.lietuvospastas.lt) by publishing a new version of the notice. Amendments to the notice takes effect on the date of their publication in that manner unless another date of entry into force is specified.

9. The Company ensures the protection of personal data in accordance with the requirements of applicable legislation. The company as well as ensures the implementation of appropriate technical and organizational measures to protect personal data from unauthorized access, disclosure, accidental loss, alteration or destruction, or other unlawful processing.

10. The company does not perform automated decision making.

**II. CONTACTS**

11. Personal data controller – joint-stock company Lietuvos paštas, legal entity code 121215587, address J. Jasinskio str. 16, 03500 Vilnius, el. E-mail info@post.lt, tel. no. 8 700 500.

12. For personal data processing matters, please contact the company's Data protection officer directly by e-mail duomenusauga@post.lt or by post to J. Jasinskio str. 16, 03500 Vilnius, by addressing a letter to the Data Protection Officer.

**III. LEGAL BASIS AND PURPOSES FOR THE PROCESSING OF YOUR PERSONAL DATA**

**Additional relevant information:**

**Regarding the printing of the Opportunity Passport (*lith. Galimybių pasas*):** in order to check whether a person has the Opportunity Passport and print the Opportunity Passport, the company acts as a sub-processor (additional service provider) of the State Enterprise Center of Registers. The company processes the following personal data required to verify the possession of the Opportunity Passport: name, surname, personal identification code. The company processes the following data by printing the Opportunity Passport: general personal data - name, surname, year of birth and special data - start and end dates of the Opportunity Passport (year, month, day) and time (hours, minutes), QR code to encode general data and information on the start and end dates (year, month, day) and time (hours, minutes) of the Opportunity Passport or information that the contact activities for the person (name, surname, year of birth) are limited. The company do not store this data.

Detailed information about the processing of personal data related to the Opportunity Passport, as well as rights related to it is provided in the Opportunity Passport Privacy Policy <https://eimin.lrv.lt/uploads/eimin/documents/files/GP_Privatumo_politika.pdf>

**Regarding the delivery of postal items during quarantine**: during the quarantine period, taking into account the recommendations, instructions and applicable disease prevention and control measures, the company collected the last four numbers of the identification document of the postal item recipient. These numbers were an alternative to the signature of the postal item recipient and confirmed the delivery of it to the recipient. The company stored these numbers in graphic form, in the same manner and under the same conditions as the signature of the recipient.

13. In cases specified in this section, the company processes your personal data and acts as a data controller in relation to this data. The list below is not exhaustive. In some cases, personal data may be processed on several legal bases.

14. **In case of a postal service provision**, the company processes personal data of the sender and the recipient of the postal item (name, surname, address and, in certain cases, e-mail address, telephone number, signature, postal item registration number) on the following legal basis: the conclusion and performance of the contract and the performance of the legal obligations applicable to the company[[2]](#footnote-2) for the purpose of providing the postal service. If you use the self-service system (*lith. e-savitarna*), the privacy notice of the self-service system specifies the conditions for the processing of personal data.

15. **In case on the COD (cash-on-delivery) postal services** (postal service where the recipient pays a redemption fee to the sender via the company), the company processes the personal data of the sender and the recipient of the COD postal item (name, address and, in certain cases, bank account number, e-mail address, telephone number, signature, postal item registration number, as well as the payer’s personal identification code, identity document data and a copy thereof and other data required on the following legal basis: the conclusion and performance of the contract and the performance of the legal obligations applicable to the postal service and the payment service provider for the purpose of the provision COD postal services. The company processes this data in compliance with the requirements of the legislation on the provision of payment services and the prevention of money laundering and terrorist financing.

16. **In case of a money transfer service (local and international)**, the company processes the personal data of the sender and recipient of the money transfer (name, surname, personal identification code, address, signature, identity document data and, in certain cases, a copy and other data required for money transfer) on the following legal basis: the conclusion and performance of the contract and the performance of the legal obligations applicable to the payment service provider for the purpose of providing the money transfer service. The company also processes this data in compliance with the requirements of the legislation on the provision of payment services and the prevention of money laundering and terrorist financing.

17. **In case of the service of collecting payments through the electronic government gateway**, the company processes the personal data of the payer (name, surname, payer's code, bank account number and other data) on the legal basis for fulfilling the legal obligation[[3]](#footnote-3). The company also processes this data in compliance with the requirements of the legislation on the provision of payment services and the prevention of money laundering and terrorist financing.

18. **If you have used the company's payment account service**, the company processes your personal data (name, surname, address, personal identification number, e-mail address, telephone number, identity document data and a copy thereof, data on income, financial liabilities and other account service) on the following legal basis: legal obligation and in accordance with the legal requirements applicable to the company in the field of payment services and the prevention of money laundering and terrorist financing.

18. **In case of subscription service to newspapers or related items** (ordering at the place of provision of the company's services, via postman, mobile postman, via the company's phone number 8 700 55 400 or on the website www.prenumeruok.lt) the company processes the client's personal data (name, surname, address, e-mail address, telephone number, order period and other data provided by the customer in connection with the provision of the publication subscription service) on the basis of concluding and executing the contract, for the purpose of providing the publication subscription service. In order to ensure the proper execution of subscriptions and subscription service itself, the personal data of the subscriber (name, surname, address, order period, e-mail address, telephone number) may be processed jointly with the publisher of the subscribed publication.

19. **In case of philatelic service** (philatelic subscription service and sale of goods in the e-shop (available online at <http://eparduotuve.post.lt/>), the company processes the customer's personal data (name, surname, e-mail address and other data provided by the customer) relating to the provision of philatelic services) on the basis of the conclusion and performance of the contract for the purpose of providing philatelic services.

20. **In case of the service of submitting an international postal item for customs inspection (declaration) to the customs of the Republic of Lithuania**, the company processes personal data of the sender and recipient (name, surname, address, information about the item, e.g. value, weight, content, quantity, in some cases also the e-mail address and telephone number of the sender and the recipient) on the legal basis for the fulfillment of the legal obligation[[4]](#footnote-4), for the purpose of submitting the postal consignment to customs inspection (declaration). Part of this data may be provided by the sender of the postal item, postal service providers of other countries, while the other part by the company's customer, who uses the company's declaration service and who, in certain cases, confirms the accuracy of the company's preliminary data. This data is transferred to the customs of the Republic of Lithuania for the purpose of declaring an international postal item.

**Additional relevant information**: if you submit a request for recalculation of fees related to the declaration of an international postal item, the company processes the data provided in the request (e.g. name, e-mail address, item number, circumstances of the request for recalculation, bank account to which money may be transferred after recalculation of taxes, personal identification number, as well as other documents required for this process) on the legal basis for the performance of a legal obligation[[5]](#footnote-5). These data are transferred to the customs of the Republic of Lithuania.

The legal period for processing these data is 8 years[[6]](#footnote-6).

21. **The company processes video data of natural persons who have visited the places where services are provided** (post offices, PayPost) and headquarters and used self-service parcel terminals on the legal basis of the company's legitimate interest (personal and property protection), company’s, employees, customers, partners and for the protection of the health and property of third parties and the prevention of illegal activities of third parties. The fact that specific service locations of the company are filmed is notified by a special notice at the entrance to the premises.

22. **The company processes the personal data** (name, surname, address and other data provided by the person) **of natural persons who have submitted a request, complaint, inquiry or otherwise addressed the Company in writing** (including by e-mail, social networks, as well as in procedural documents) as well as the company's response on the legal basis of consent or legitimate interest or fulfillment of a legal obligation (depending on the content and other circumstances of the request, complaint, inquiry or other request).

23. **The company processes the personal data of natural persons who have called the company's telephone number 8 700 55 400** (telephone number, call record and other data provided during the call) on the legal basis of legitimate interest, for the purpose of reviewing and providing an answer and ensuring service quality. The recording of the conversation is announced before the conversation.

24. **The company processes personal data of candidates for trainees, employees of the company and members of the company's collegial management bodies or their advisory bodies** (name, surname, curriculum vitae and other data provided to the company) in the company's legitimate interest (recruitment for persons for the vacant positions in the company) for the purpose of recruitment for a specific position, assessment of the candidate's suitability for this position or compliance with legal requirements.

25.1. If the company receives information about the candidate and/or candidate data from the Employment Service under the Ministry of Social Security and Labor of the Republic of Lithuania, websites of job search service providers, career social networks and/or other entities providing job search, recruitment and/or related services, the company considers that the candidate is already aware of the processing of his/her personal data and has given his/her consent to the processing of his/her personal data (or the data is processed on another lawful basis) to another entity which also includes the right to provide his personal data to potential employers (including the company) which gives such potential employers (including the company) the right to process the personal data of the candidate.

25.2. The company may review the candidates’ accounts on career social networks (e.g., LinkedIn) and the information contained therein, based on a legitimate interest, to assess whether the information provided by the candidate to the company is the same as publicly available information on the candidate on professional social networks.

25.3. Special categories of personal data (such as data on health, criminal record, reputation or compliance with other legal requirements) of candidates for employees, members of collegial management bodies or their advisory bodies may be processed by the company, received from or transferred to a competent third party only if and only to the extent necessary for the recruitment of a particular position and to the extent provided for in the applicable legislation. In all cases, the company processes special categories of data only in the final stages of recruitment process, on the legal basis of the legal obligation, for the purpose of assessing the candidate's compliance with legal requirements and the candidate's health status and concluding an employment contract.

25.4. If the candidate and the company enter into an employment contract, the data on the candidate obtained during the recruitment process is transferred to the employee's file.

25.5. If the candidate and the company do not conclude an employment contract, the company processes the data of this candidate until the end of the recruitment process unless the candidate gives an explicit consent to the company which allows the further processing of this data after the recruitment process. These data are processed on the legal basis of consent, with the aim of inviting the candidate to participate in upcoming recruitments.

26. Personal data (name, surname, position, telephone number and e-mail address) of former employees of the company can only be processed by the company on the basis of the data subject's consent, with the aim of submitting a job offer or transmitting information related to employment in the company. The information contained in the employment contracts and their annexes (agreements on additional terms of the employment contract, etc.) is stored in the company in order to fulfill the legal obligation applicable to the company[[7]](#footnote-7).

27. In the course of **direct marketing**, the company processes customers' personal data (name, surname, e-mail address, telephone number) on the legal basis of consent for the purpose of marketing, including the customer's survey on a specific company's service or product.

28. The company may process the personal data (name, surname, personal identification code or date of birth, and in certain cases - position, address of permanent residence, telephone number, e-mail, citizenship, data of the personal identification document (e.g. number, date of issue, validity date, country which issued the particular identification document or the citizenship), power of attorney, information on the possession of shares of the company part of the voting rights held or the authorized capital managed, an indication of whether the client's manager/ representative is a politically vulnerable (affected) person) of a third party related to the client (for example, representative, agent, beneficiary) on the following legal basis: on the legal basis of the conclusion and performance of a contract with a client or performance of a legal obligation or a legitimate interest of the company (contract administration). Provision of a specific service to a client, identification of a client or other legitimate purposes are used by the company in this case.

29. **The company does not process special categories of personal data of clients** that reveal the client's racial or ethnic origin, political views, religious or philosophical beliefs, trade union membership, health data or data on sexual life or sexual orientation.

29. By providing services not specified in this section of the privacy notice, the company may act as a processor of your personal data. For example, in the case of a money collection and administration service (*lith. įmokų surikimas*), the company acts as a processor of personal data, processing and transmitting your personal data on behalf of the controller (i.e. the company to which the money is transferred). Depending on the data controller, the data processed by the company may differ, they can encompass name, last name, address, payer’s identification number, amount of money to be paid and/ or other data). Given that the company acts as a payment service provider in providing this service, the company processes and stores the data on the payment made (payment transaction) in compliance with the requirements of legal acts regulating the provision of payment services and the prevention of money laundering and terrorist financing[[8]](#footnote-8).

30. In cases where the company acts as a processor of personal data, in order to exercise the rights granted by the GDPR, you must contact the company's partner on whose behalf the company provides services. This partner is your data controller. In case you do not have the details or contact details of this partner of the company, you can contact the company with the contact details provided in the "Contacts" section of this notice.

**V. PERIOD OF PROCESSING OF YOUR PERSONAL DATA**

31. The company processes customer data for as long as it is needed for the purpose for which the data was collected and used. The company defines the period of personal data processing taking into account the nature of the contracts concluded with the client, the requirements of legal acts and / or the legitimate interest of the company:

31.1. the data of registered postal items are processed within the term established in the Law on Postal Services of the Republic of Lithuania, legal acts of the Universal Postal Union and the Rules for the Provision of the Universal Postal Service, which may be extended on the basis of the company's legitimate interest;

31.2. information about the payment service provided to you is processed for 10 years from the date of provision of the payment service (if it is a one-time payment service) or 10 years from the end of the business relationship (if it is a continuous business relationship between the company and the customer);

31.3. your personal data provided in the subscription to the newspapers or other related items service is jointly processed by the company and the publisher of the specific publication you have ordered for no longer than one year after the end of the period specified in the subscription order;

31.3. the company processes the video data of natural persons who have visited the company's service points (post offices, PayPosts) and the company's headquarters and used the parcel self-service terms for a maximum of 60 calendar days. This time limit may be extended and the video transmitted to the competent authorities when it is suspected that a criminal offense, administrative misconduct or damage to the property or health of the company, employees or third parties may have occurred and as a result of.

31.4. the personal data (telephone number, call record and other data provided during the call) of the natural persons who called the company's general telephone number 8 700 55 400 are processed by the company for 6 months, and in case the call record is related to the dispute, this term may be extended until the dispute dates of full settlement;

31.5. personal data of candidates for the company's employees (name, surname, data provided in the curriculum vitae and related data) received directly from the candidates, as well as received from the Employment Service under the Ministry of Social Security and Labor of the Republic of Lithuania, job search web portals, career social network accounts and/or other entities providing job search, recruitment and/or related services is processed by the company until the end of the particular recruitment. If, at the end of the recruitment process, the candidate gives a consent to the company allowing the further processing of this data for the purpose of inviting him/her to participate in upcoming recruitments, the company shall process this data for 1 year from the date of such consent;

31.6. personal data (name, surname, curriculum vitae data and related data) of candidates for non-managerial positions in the company's Postal Operations Division and / or Network Division (for example, postman, postal items distributor, etc.) for which recruitment takes place continuously is processes no longer than 1 year from the date of the collection of this data;

31.7. when conducting direct marketing, the company processes customers' personal data (name, surname, e-mail address, telephone number) for 2 years after the date of collection of such consent.

32. In other cases, the company defines and determines the period of personal data processing taking into account the nature of contracts with the customer, legal requirements and / or the company's legitimate interest, including but not limited to the legal interest of the company related to the complaints filed by the customers.

33. The storage of your personal data for a longer period than specified above in this notice may be carried out only when:

33.1. there are reasonable suspicions of an illegal act under investigation;

33.2. your data is necessary for the proper handling or resolution of a dispute, complaint;

33.3. this is necessary for backup and other purposes related to the operation and maintenance of information systems or for similar purposes;

33.4. this is necessary in the case of other grounds, conditions or cases provided for by law.

**VI. SOURCES OF YOUR PERSONAL DATA**

34. When providing its services, the company may receive personal data directly from the customers (for example, in cases when a customer provides personal data on postal items, as well as in various forms and sections available on company’s website, by telephone and other means).

35. In certain cases, the company may receive personal data, such as the personal data of the recipients of postal items, from the company's customers (natural and legal persons) to whom the company provides postal services.

36. In certain cases, a company may receive data from registers maintained by the State Enterprise Center of Registers and other publicly available registers or databases (for example, to check the accuracy of data, to update data).

37. In certain cases, a company may receive personal data from other data controllers, companies of the Lithuanian Post Group, payment service providers, state institutions and bodies (for example, law enforcement institutions, tax administration, financial market, institutions supervising postal service providers, Lithuanian Customs, bailiffs, notaries), as well as courts and out-of-court dispute resolution institutions.

38. The list of data sources in this section is not exhaustive.

**VII. TRANSMISSION AND PROCESSING OF YOUR DATA**

39. In some cases the company, in compliance with the requirements of legal acts, may or must disclose (transfer) personal data to third parties both within and outside the public limited company Lietuvos paštas group of companies:

39.1. payment service providers, if you use the company's services to transfer money to the recipients that you have identified;

39.2. state institutions and bodies performing the functions assigned to them by legal acts (for example, law enforcement institutions, tax administration, financial market, institutions supervising postal service providers, the Customs of the Republic of Lithuania, bailiffs, notaries, etc.), as well as courts and out-of-court dispute resolution institutions;

39.3. depending on the particular circumstances (e.g. increased number of incoming postal items during the Christmas holiday period), the company may transfer the personal data of the recipients of postal items (telephone number and item registration number) to the parcel delivery companies with which the company has a contractual relationship on the legitimate interest as the legal basis of the company aiming to ensure compliance of the postal services with the requirements established in the legal acts regulating the activities of postal service providers and / or in the contract concluded with its sender;

39.4. as well as in other cases not specified in this notice, in accordance with the requirements of the legal acts.

40. The company may use data processors to process personal data. In such cases, the company takes take the necessary measures to ensure that such processors process personal data in accordance with the requirements of confidentiality, instructions by the company and applicable law, by implementing appropriate technical and organizational measures for the protection of personal data. The company may use the following data processors: marketing, archiving, accounting, server rental, IT infrastructure, communication, consulting and other companies providing software development, providing, maintaining and developing companies and other personal data processors.

**VIII. GEOGRAPHICAL PROCESSING AREA OF YOUR PERSONAL DATA**

41. The company normally processes personal data within the territory of the European Union (EU) and the European Economic Area (EEA), but in certain cases personal data may be processed and transferred outside these territories.

42. In the event that a client uses the company’s service for the provision of international money transfer service or international postal items delivery services (international in this case means outside of EU/EEA), personal data related to the above mentioned services is transferred outside the EU/ EEA on the legal basis of the performance of a contract between the data subject (sender of the money remittance or postal item). This contract is performed in the interest of the data subject (recipient) and/or such transfer is necessary for an overriding reason relating to the public interest (provision of the universal postal service[[9]](#footnote-9)). The country of destination of a postal item or money transfer may have lower data protection requirements than the EU/ EEA.

43. In cases other than those provided for in the provision 42 of this notice, the company may also transfer personal data outside the EU/ EEA, provided that appropriate safeguards are in place. Appropriate safeguards include:

43.1. a contract has been concluded, which includes standard conditions adopted by the EU Commission, codes of conduct, certificates, rules binding on the company and / or other documents approved in accordance with the GDPR;

43.2. a non-EU/ EA country in which the recipient of the personal data is located ensures a sufficient level of protection of personal data by a decision of the EU Commission;

43.3. the recipient is certified in accordance with the data protection agreement between the EU and the United States of America (US) (also known as the "Privacy Shield") (applicable to US recipients).

**IX. YOUR RIGHTS**

44. You have the following rights:

44.1. right to be informed about the processing of your personal data;

44.2. right to request access to your personal data that is processed by the company. Please note that the right of access may be limited by law and there might be restrictions to exercise it which related to the protection of the privacy of other persons and their personal data, and reasons related to the services provided by the company and the peculiarities of their provision. The right of access may not apply to information considered to be a company’s trade secret and/ or confidential information, as well as to the company's internal assessments and related material;

44.3. right to require company to correct incorrect, inaccurate or incomplete personal data;

44.4. right to restrict the processing of your personal data until the company verifies the lawfulness of their processing at your request;

44.5. right to require company to delete your personal data which is processed on the legal basis of your consent if such consent is revoked. This right does not apply if the personal data requested to be deleted are processed on another legal basis, such as the performance of a contract and / or compliance with legal requirements;

44.6. right to require company to transfer your personal data to another data controller or to provide it to you directly in a structured, commonly used and computer-readable format (applicable to personal data provided by you and processed with your consent or contract with you). The right to transfer data may not apply to the company's trade secrets and/ or confidential information, as well as the company's internal assessments and related material. The company that has exercised the right to transfer your personal data does not automatically delete the available data. If you wish the company to delete your existing data - you must apply for the exercise of the right to request the deletion of your personal data;

44.7. the right to revoke your consent, without prejudice to the processing of your personal data prior to the revocation of consent;

44.8. the right to object to the processing of your personal data if it is processed on the basis of a legitimate interest, unless there are legitimate reasons for such processing.

44.9. the right to submit a complaint to the State Data Protection Inspectorate if you believe that your personal data is being processed contrary to the legal acts (more information at <https://vdai.lrv.lt/>, at L. Sapiegos St. 17, 10312 Vilnius or by e-mail ada@ada.lt). Before submitting a complaint to the supervisory authority, we recommend that you contact the company using the contacts listed in the "Contacts" section of this notice in order to find a suitable solution to the matter that you have identified.

**X. EXERCISING YOUR RIGHTS**

45. You may submit a request for the exercise of the above mentioned rights, as well as a file complaint, notification, inquiry or other contact us on other matter related to the protection or processing of personal data (hereinafter - the request) in the following ways:

45.1. upon arrival at any place of service of the company and provision of the written request. Please note that an employee of the company will ask you to provide an identity document in order to verify your identity;

45.2. by an electronically signed request by sending an e-mail to duomenusauga@post.lt

46. ​​We would like to draw your attention to the fact that we will not be able to provide information about personal data when providing ordinary postal item delivery services (*lith. paprastoji pašto siunta*), as such postal items are not registered and information about their senders, recipients and their addresses is not processed by the company.

47. The company has the right to refuse to provide the information you have requested if the request is unfounded or disproportionate.

48. The company will provide a response to your request no later than within 1 (one) month from the date of receipt of the request that meets the content requirements. In exceptional cases, after notifying you and indicating the circumstances, the company may extend this term for another 2 (two) months.

1. After that date, changes were made to the content of the privacy notice relating to the delivery of postal items during the quarantine period, the printing of the Opportunity passport (*lith. Galimybių pasas*) and the declaration process of international postal items. [↑](#footnote-ref-1)
2. Article 10, paragraph 2, point 2 of The Postal Law of the Republic of Lithuania (available online at <https://www.e-tar.lt/portal/lt/legalAct/TAR.9CD153214DD1/asr> ); Provisions 9.15 and 18.3. of the Order by the Minister of Transport and Communications of the Republic of Lithuania of 2013 April 30 No. 3-259 on the Rules of Universal Postal Service Provision (available online at <https://www.e-tar.lt/portal/lt/legalAct/TAR.96044CEDB291> ); Article RL 272 of the Postal Correspondence Regulation of the Universal Postal Union, Article RC 219 of the Postal Parcels Regulation. (available on the Internet at <https://www.rrt.lt/teisine-informacija/teises-aktai/teises-aktai-reguliuojotys-pasto-veikla/> ). [↑](#footnote-ref-2)
3. Law on the Management of State Information Resources of the Republic of Lithuania (available on the Internet at <https://www.e-tar.lt/portal/lt/legalActEditions/TAR.85C510BA700A> ); Provision 41 of the Order by the Director of the Information Society Development Committee under the Government of the Republic of Lithuania of 2008 December 1 No T-228 on the Rules for the Operation of the Interoperability Platform of the State Information Resources approved (available online at <https://www.e-tar.lt/portal/lt/legalActEditions/TAR.524ED597514C> ); Provision 8, 15 of the Order by the Director of the Information Society Development Committee under the Government of the Republic of Lithuania of 2008 August 8 No. T-139 of the Regulations of the State Information Resources Interoperability Platform (available online at <https://www.e-tar.lt/portal/lt/legalActEditions/TAR.D5A7DED232CD> ). [↑](#footnote-ref-3)
4. Provisions 8,9 of the Order by Director General of the Customs Department under the Ministry of Finance of the Republic of Lithuania of 2009 February 26 No 1B-124 on the Rules for Declaration of Customs Items, Customs Inspection and Calculation of Fees for Goods Received in Postal Items (available on the Internet at <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.338471/asr>).

Order by the Director General of the Customs Department under the Ministry of Finance of the Republic of Lithuania of 9 October 2020 No. 1B-810 “On approval of rules for compilation of customs and re-export declarations submitted by electronic data processing means and in writing” (available on the Internet, at <https://www.e-tar.lt/portal/en/legalAct/a6400e100eb411ebb74de75171d26d52>) [↑](#footnote-ref-4)
5. Order of the Customs Department of 2008 November 27 No 1B-741 on the Approved Rules for Overpayment of Taxes and Tax-Related Amounts and Refunds for Erroneous Payments (available online at https://www.e-tar.lt/portal/lt/legalAct/TAR.79DCA8CADE8E/asr)

At the request of a person whose postal item had to undergo the formal procedures of the customs, the customs conducts an inspection. After the inspection, the relevant customs decision is made, on the basis of which the customs issue a simplified inspection report (SPA), the form of which was approved by the Order of Customs Department No. 1B-550 "Approval of the forms of documents used for customs controls" (provision . 1.3.3). In the above mentioned resport the customs officer must indicate the code of the person to be inspected - the legal entity of the legal person or the personal code of the natural person. [↑](#footnote-ref-5)
6. Article 25 provision 1 of the Law on Customs of the Republic of Lithuania. (available online at https://www.e-tar.lt/portal/lt/legalAct/TAR.2294490FE9DD/asr) [↑](#footnote-ref-6)
7. Provision 7.3. Order by the 2011 March 9 the Chief Archivist of Lithuania of 2011 March 9 No. V-100 on Approved Index of General Document Retention Terms (available online at https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.394402/asr). [↑](#footnote-ref-7)
8. In accordance with the Law of the Republic of Lithuania on the Prevention of Money Laundering and Terrorist Financing, legal acts regulating tax administration and implementing the principle “Know Your Customer”. [↑](#footnote-ref-8)
9. The Resolution of the Government of the Republic of Lithuania of 15 May 2019 No. 467 On the obligation to provide the universal postal service (available online at https://www.e-tar.lt/portal/lt/legalAct/2fa67890789511e9b81587fcbd5a76f6). [↑](#footnote-ref-9)