

PRIVACY NOTICE
FOR USERS OF THE WHISTLEBLOWING PLATFORM
OF LTG GROUP

Last updated on 20 August 2024

Public Limited Company 'Lietuvos geležinkeliai' (**AB 'Lietuvos geležinkeliai'**), together with companies controlled by it (hereinafter collectively referred to as '**LTG Group**' or simply '**we**'), implemented LTG Group's whistleblowing platform, which is available at <https://pasitikejimas.lt/pranesimai.lt/whisper>. This online platform is LTG Group's common internal whistleblowing channel, allowing different stakeholders to submit reports on a wide range of possible infringements within LTG Group (the '**Platform**').

The platform is designed to provide information on infringements on a category-by-category basis, with a variety of objectives, ranging from protecting the public interest (e.g., to report possible cases of corruption or other infringements of the law), to protecting the rights and legitimate interests of whistleblowers themselves or of the companies in LTG Group. The Platform is one of the measures for the implementation of the Whistleblowing Policy, which was approved by the decision of the Board of AB 'Lietuvos geležinkeliai'.

1. What is contained in this Privacy Notice?

This Privacy Notice is intended for all natural persons who use the Platform to report potential infringements within LTG Group (the '**Whistleblower**' or '**you**'). We protect information about you and process your data in accordance with the European Union's General Data Protection Regulation (the '**GDPR**'¹) and other data protection legislation. In this Privacy Notice of LTG Group (the '**Privacy Notice**'), we provide answers to the most important questions about how we collect, use and store information about you. Please read this important information carefully.

2. Contacts of data controllers and the data protection officer

The controllers of all personal data processed on the Platform are as follows:

2.1. AB 'Lietuvos geležinkeliai', legal entity code 110053842, registration address Geležinkelio St 16, Vilnius, Lithuania, correspondence address Pelesos St 10, Vilnius, Lithuania, email info@ltg.lt, tel. (8 5) 269 2038;

2.2. AB LTG Cargo, legal entity code 304977594, registration address Geležinkelio St 12, Vilnius, Lithuania, correspondence address Pelesos St 10, Vilnius, Lithuania;

2.3. UAB LTG Link, legal entity code 305052228; registration address Geležinkelio St 16, Vilnius, Lithuania;

2.4. AB LTG Infra, legal entity code 305202934, registered office address Geležinkelio St 2, Vilnius, Lithuania;

2.5. UAB 'Geležinkelio tiesimo centras', legal entity code 181628163, registered office address Trikampio St 10, Lentvaris, Lithuania, correspondence address Pelesos St 10, Vilnius, Lithuania;

2.6. UAB 'Rail Baltica statyba', legal entity code 303227458, registered office address Geležinkelio St 16, Vilnius, Lithuania.

Contact details of the data protection officer of LTG Group: address Pelesos St 10, Vilnius, Lithuania, email dap@ltg.lt.

¹ Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

The following joint controllers acting together shall be responsible for the processing of your personal data:

- AB 'Lietuvos geležinkeliai', which is the parent company of all the companies of LTG Group, and
- The company (companies) of LTG Group whose activities are related to the potential infringement you have reported.

If you have any questions, comments or complaints about how we collect, use and store information about you, or if you wish to exercise your rights as a data subject, please contact the data controller, AB 'Lietuvos geležinkeliai', or the data protection officer of LTG Group at the contacts provided in this paragraph.

3. How do we ensure your confidentiality?

You can submit reports through the Platform both confidentially and anonymously (without revealing your identity or other personally identifiable information). Your confidentiality during the processing of the report shall be ensured to the extent objectively possible in light of the data you have provided and its relation to information about you. The transmission of your personal data and other information to competent authorities conducting pre-trial investigations or investigating other infringements shall not constitute a breach of confidentiality.

Your personal data that you have submitted on the Platform together with your report may only be accessed by those employees of LTG Group who are identified on the Platform as qualified entities in charge of processing the report. The qualified entities responsible for processing reports according to individual report categories in the Platform environment shall be appointed by the decision of the CEO of AB 'Lietuvos geležinkeliai', approved by each of the companies of LTG Group. Your personal data may only be transferred to other employees of LTG Group with your consent. You will be able to give your consent on the Platform itself, in correspondence with the designated qualified entity regarding the report which you have submitted and which is being processed.

4. What information do we collect about you and why?

No.	For what purpose do we collect information about you?	What information do we collect about you?	Why do we have the right to collect the information you provide?	How long do we use or keep information about you?
4.1.	<i>To examine whistleblowing reports submitted under the Law of the Republic of Lithuania on the Protection of Whistleblowers through the internal whistleblowing channel in order to protect the public interest</i>	1) Personal data of the Whistleblower: name, surname, personal identification number or date of birth (if there is no personal identification number), place of employment (service, employment or contractual relationship with the institution), position, contact details (email address, telephone number); 2) The specific factual circumstances of the reported infringement;	The legal obligation (Article 6(1)(c) of the GDPR) provided for in Article 4(1)(1), Article 4(8) and (9) and Article 16 of the Law of the Republic of Lithuania on the Protection of Whistleblowers	For five years from the last decision taken in the examination of a whistleblowing report.

No.	For what purpose do we collect information about you?	What information do we collect about you?	Why do we have the right to collect the information you provide?	How long do we use or keep information about you?
		3) Details of the person or persons who intend to participate, participate or have participated in the infringement: name, surname, place of employment, position; 4) Details of the witness or witnesses to the infringement: name, surname, place of employment, position, telephone number, email address; 5) The person to whom the infringement had been reported and whether a reply was received; 6) Other data provided by the whistleblower in the accompanying written or other evidence of the infringement.		
4.2.	To investigate reports of possible <i>corruption</i> in LTG Group	1) Personal data of the whistleblower: name, surname, email address, postal address, unless the report is anonymous; 2) Data relating to the report: the fact, date, time and content of the report submitted via the Platform; 3) Details of whether the infringement was previously reported, to whom it was reported, whether a reply was received and the substance of the reply; 4) Other personal data the list of which depends on the specific situation and the information in the documents submitted by the Whistleblower to prove the possible infringement.	The delegated task carried out in the public interest is performed (Article 6(1)(e) of the General Data Protection Regulation): to create an environment resistant to corruption, one of the means of which is reporting of criminal offences of a corrupt nature. This task is set out in Article 5(1)(1), Article 5(2)(4) and Article 22 of the Law of the Republic of Lithuania on Prevention of Corruption.	For 3 years from the date of reporting a possible infringement.

No.	For what purpose do we collect information about you?	What information do we collect about you?	Why do we have the right to collect the information you provide?	How long do we use or keep information about you?
4.3.	To investigate reports of possible <i>infringements related to violence, harassment, equal opportunities and diversity in the working environment within LTG Group</i>	1) Personal data of the whistleblower: name, surname, email address, postal address, unless the report is anonymous; 2) Data relating to the report: the fact, date, time and content of the report submitted via the Platform; 3) Details of whether the infringement was previously reported, to whom it was reported, whether a reply was received and the substance of the reply; 4) Other personal data the list of which depends on the specific situation and the information in the documents submitted by the Whistleblower to prove the possible infringement. There may also be special categories of personal data, which include data revealing a person's racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, as well as data concerning health or data concerning the person's sex life and sexual orientation.	Legal obligation (Article 6(1)(c) of the GDPR), as provided for in Article 30 of the Labour Code of the Republic of Lithuania For special categories of personal data, in addition, the necessity to process the data in order for the controller or the data subject to be able to carry out obligations and exercise specific rights in the field of employment and social security and social protection law (Article 9(2)(b) of the GDPR)	For 3 years from the last decision taken in the examination of a whistleblowing report.
4.4.	To investigate reports of possible infringements relating to the <i>protection of personal data, occupational health and safety, environmental protection, fire safety, rail traffic safety, theft and damage to property, security of facilities, civil protection and other areas of activity of LTG Group</i>	1) Personal data of the whistleblower: name, surname, email address, postal address, unless the report is anonymous; 2) Data relating to the report: the fact, date, time and content of the report submitted via the Platform; 3) Details of whether the infringement was previously reported, to whom it was reported, whether a reply was received and the substance of the reply; 4) Other personal data the list of which depends on the specific situation and the	Legitimate interest (Article 6(1)(f) of the GDPR), to receive and investigate reports from stakeholders about possible infringements in various areas of activity of LTG Group, to react promptly and, where necessary, to take the necessary steps to prevent possible damage to LTG Group and to third	For 1 year from the last decision taken in the examination of a whistleblowing report.

No.	For what purpose do we collect information about you?	What information do we collect about you?	Why do we have the right to collect the information you provide?	How long do we use or keep information about you?
		information in the documents submitted by the Whistleblower to prove the possible infringement.	parties (the state, the general public, the Whistleblower, employees, customers, other persons), and, in the event of such damage, to minimise or eliminate the consequences of such damage	
4.5.	To defend the legitimate interests of LTG Group in legal proceedings relating to the submission of knowingly false information about possible infringements in LTG Group via the Platform	Any personal data provided by the Whistleblower via the Platform or identified in the course of the analysis of the information provided by the Whistleblower	Legitimate interest (Article 6(1)(f) of the GDPR) in asserting, enforcing or defending the rights and legal claims of the companies of LTG Group in legal proceedings	For 10 years after the end of the legal proceedings, if it becomes necessary to process the personal data for the stated purpose.

5. Processing of children's personal data

4.1. Taking into account the specific nature of the purpose of the Platform, as well as the possible range of Whistleblowers, the processing of data of persons under the age of 14 on the Platform is not planned.

4.2. If we have reasonable grounds to suspect that we are processing the data of persons under the age of 14, we will remove the data of these persons from our databases.

6. What information do you have to provide to us and why?

Paragraph 4 of the Privacy Notice above sets out the personal data that you are required to provide in your report. If you do not provide the information specified, we will not be able to investigate the report of a possible infringement within LTG Group properly.

7. Where do we get information about you?

We will only receive your personal data directly from you.

8. With whom do we share information about you?

We may transfer information relating to you that you have provided via the Platform:

8.1. To the data processor – the developer of the Platform who is responsible for the operation, development and maintenance of the Platform itself and the security of the information stored on it. We have entered into a data processing agreement with the developer of the Platform,

which provides us with a reliable guarantee of the security and confidentiality of the information processed on the Platform, in accordance with the highest level of data protection standards and the applicable European Union legislation;

8.2. To other data processors that provide the companies of LTG Group with the services of the maintenance of information systems (such as document management systems), electronic communication services, and other related services necessary for the organisation of their activities;

8.3. To the Prosecutor General's Office of the Republic of Lithuania, if you have submitted a report in accordance with the Law of the Republic of Lithuania on the Protection of Whistleblowers (paragraph 4.1 of the Privacy Notice), your report meets the conditions provided for in Article 3 of this Law, and you wish to acquire the status of a whistleblower;

8.4. To courts, law enforcement and other competent authorities investigating infringements, if the information you have provided gives us reasonable grounds to suspect that a criminal, administrative or other offence is planned, completed or ongoing and that it would give rise to a legal obligation to transfer the data;

8.5. To other authorities, if we are required to provide the information in accordance with the requirements of applicable legislation.

Please note that the Company only selects as data processors those persons who have provided the Company with a satisfactory guarantee that they have appropriate technical and organisational measures in place to ensure the secure processing of personal data and an adequate level of data protection in accordance with the applicable European Union legislation.

9. Will your data be transferred outside the European Economic Area²?

In most cases, personal data are processed and transferred within the territory of the European Union and the European Economic Area, but where necessary for the provision of certain services, they may be transferred and processed outside these territories, subject to an adequate level of protection of personal data. Where permitted by law and necessary for the reasons set out in paragraph 8 of this Privacy Notice, we disclose information about you:

9.1. On the basis of an adequacy decision of the European Commission, which means that the European Commission has recognised the country in which the third party is established and/or carries out its activities as having an adequate level of protection of personal data;

9.2. We have a contract with a third party based on the standard contractual clauses approved by the European Commission;

9.3. We have obtained permission from the State Data Protection Inspectorate;

9.4. We have made use, where possible, of other available safeguards and derogations for the protection of personal data.

10. What rights do you have?

The GDPR and other laws give you rights, provide for the cases in which you can exercise your rights, set out the procedures you must follow, and the exceptions in which cases you cannot exercise the rights granted. Where permitted by law, you may:

10.1. Have access to your personal data, i.e. receive a notice confirming whether LTG Group processes your personal data and, if it does, request access to the personal data being processed;

10.2. Ask us to rectify inaccurate personal data or to complete personal data where it is incomplete;

10.3. Ask us to delete the personal data we hold about you if we are using it unlawfully;

10.4. Submit a request asking us to restrict the use of your personal data where you contest the accuracy of the data or object to the processing, object to the deletion of your unlawfully processed data, or where you need the data to assert, enforce or defend legal claims;

² The European Economic Area is made up of all the Member States of the European Union plus Iceland, Liechtenstein and Norway.

10.5. Object to the use of personal data where we process your data in the legitimate interests of LTG Group and/or third parties;

10.6. Lodge a complaint with a supervisory authority, in particular in the Member State of your permanent residence or the place where the alleged infringement of the GDPR took place, and apply for judicial remedies. In the Republic of Lithuania, the supervisory authority is the State Data Protection Inspectorate (L. Sapiegos St 17, Vilnius; email: ada@ada.lt), but we recommend that you contact us first and we will try to resolve all of your requests together with you.

11. How can you exercise your rights?

In order to exercise your rights as set out in paragraph 10 of this Privacy Notice, you must:

11.1. Personally deliver the request to exercise the data subject's rights (the '**Request**')³ to the registered office of the data controller AB 'Lietuvos geležinkeliai', or to the data protection officer at the addresses specified in paragraph 2 of this Privacy Notice (in addition to the Request, a personal identification document must be submitted);

11.2. Send to the data controller AB 'Lietuvos geležinkeliai' or the data protection officer a Request to the postal addresses specified in paragraph 2 of this Privacy Notice (a copy of the person's identity document certified by a notary public or according to any other procedure established by law must be attached to the Request);

11.3. Submit a Request to the data controller AB 'Lietuvos geležinkeliai' or the data protection officer to the email addresses specified in paragraph 2 of this Privacy Notice (the Request submitted by email must be signed with a secure electronic signature).

If your representative is submitting the request on your behalf, the request must be accompanied by a document certifying the representative's authorisation.

12. Are we profiling and making automated decisions?

No decisions based on automated processing, including profiling, which could lead to legal consequences or other significant effects for you will be taken.

13. Are cookies processed on the Platform?

Cookies are small text files that are stored in the browser of your device (e.g., computer, mobile phone, tablet) when you browse websites. Other technologies, including data we store in your browser or device, identifiers associated with your device, and other software, may be used for similar purposes. Cookies are used extensively to make websites work or work better and more efficiently.

The Platform processes only essential cookies that are necessary for the proper functioning of the Platform. Essential cookies are automatically deleted at the end of your session on the Platform.

³ The recommended form of the Request for the exercise of the data subject's rights can be found [here](#).