

Annex 1  
to the Description of the Procedure for the  
Processing of Personal Data at Vilnius  
University

**(Recommended form of a Request to Exercise the Data Subject's Right(s))**

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(Full name, personal identification number of the data subject)

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(Address and/or other contact details (phone number or email address (voluntarily provided by the person submitting the request)))

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(Representative and grounds for representation if the request is made by a representative of the data subject)

To Vilnius University  
Universiteto g. 3  
01131 Vilnius

**REQUEST  
TO EXERCISE THE DATA SUBJECT'S RIGHT(S)**

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(Date)

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(Place)

1. I hereby request to exercise the data subject's right(s) (indicate).  
(Cross the appropriate box):

- The right to receive information about data processing
- The right of access to data
- The right to request rectification of the data
- The right to erasure of the personal data ('the right to be forgotten')
- The right to restrict the processing of data
- The right to data portability
- The right to object to the processing of data
- The right to request that a decision based solely on automated processing, including profiling, is not applied

2. Specify your request and provide as much information as possible to enable the proper exercise of your right(s) (e.g. if you wish to receive a copy of your personal data, indicate the specific data a copy whereof you wish to receive; if you wish to have your data rectified, indicate the specific inaccuracy of the data; if you object to the processing of your personal data, indicate the grounds for your objection, including the specific data processing you object to):

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ATTACHED<sup>1</sup>:

1. \_\_\_\_\_.
2. \_\_\_\_\_.
3. \_\_\_\_\_.
4. \_\_\_\_\_.

I would like to receive an answer by (tick one):

- post;
- contacting the Vilnius University unit at \_\_\_\_\_;
- email (only if the request is signed with a qualified electronic signature).

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Full name)

The employee who verified the identity:

\_\_\_\_\_  
(Position)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Full name)

\_\_\_\_\_

<sup>1</sup> If the request is sent by post, it shall be accompanied by a copy of a personal identity document certified by a notary or following another procedure set out in the legal acts.

If a request is made to rectify inaccurate data, copies of the documents proving the accurate data shall be provided; if they are sent by post, they must be certified by a notary or following another procedure set out in the legal acts.

If the data subject's personal data, such as full name, have changed, the request shall be accompanied by a copy of the documents confirming the change; if they are sent by post, they must be certified by a notary or following another procedure set out in the legal acts.

Annex 2  
to the Description of the Procedure for the  
Processing of Personal Data at Vilnius  
University

(Form of the commitment to keep the personal data secret)

**COMMITMENT TO KEEP THE PERSONAL DATA SECRET**

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(place of signing)

I, \_\_\_\_\_,  
(full name)

\_\_\_\_\_  
(job position)

**hereby confirm** that I am familiar with 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 Republic of Lithuania Law on Legal Protection of Personal Data, the Description of the Procedure for the Processing of Personal Data at Vilnius University, and other legal acts regulating personal data protection, and promise:

1. To keep personal data secret throughout the duration of the contractual or other relationship with the University and after the termination of that relationship if that personal data is not intended for public disclosure.
2. To process personal data only for legitimate and specified purposes.
3. To process accurate personal data and, where necessary, update, rectify or supplement inaccurate and/or incomplete data and/or to stop processing such personal data.
4. To process personal data only to the extent necessary for its processing and for the performance of its function.
5. To implement the provisions of legal acts regulating personal data protection that establish how to protect personal data against unlawful processing or disclosure.
6. Not to disclose, transfer or make available by any means the information processed by me to any person who is not authorised to use it, either inside or outside Vilnius University.
7. To report to my immediate superior and the data protection officer any suspicious situation that could jeopardise the security of personal data.
8. To ensure the exercising of the data subject's rights in accordance with the law.
9. To comply with other legal acts governing the processing and protection of personal data.

By signing this commitment, I confirm that I understand that non-compliance with this commitment will be subject to legal liability.

\_\_\_\_\_  
(title of position)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(full name)

Annex 3  
to the Description of the Procedure for the  
Processing of Personal Data at Vilnius  
University

**(Model form of consent to the processing of personal data)**

**CONSENT TO THE PROCESSING OF PERSONAL DATA**

\_\_(day) \_\_\_\_\_ (month) 20\_\_ (year)

\_\_\_\_\_  
(place)

I, \_\_\_\_\_,  
(full name, date of birth)

as an employee/student of Vilnius University (delete as appropriate),

hereby agree/disagree (delete as appropriate) that:

1. The public institution Vilnius University (hereinafter the 'University') would receive and process the following personal data about me<sup>2</sup>:

\_\_\_\_\_  
2. The personal data listed above would be processed for the following purposes<sup>3</sup>:

\_\_\_\_\_  
3. The following processing operations would be carried out on the personal data listed<sup>4</sup>:

\_\_\_\_\_  
4. The personal data would be obtained  
 from<sup>5</sup>: me directly,  
 public registers and information systems,  
 information systems controlled and managed by the  
 University, other sources<sup>6</sup>

\_\_\_\_\_  
5. Personal data would be transferred<sup>7</sup>

6. Time limit for processing with consent<sup>8</sup> – \_\_\_\_\_

7. Data controller – public institution Vilnius University, Universiteto g. 3, LT-01513 Vilnius;

8. Contacts of the data protection officer – email dap@vu.lt, address Universiteto g. 3, LT-01513 Vilnius.

9. Legal basis for the processing – this consent shall be the legal basis for the processing of your personal data indicated in this consent.

\_\_\_\_\_  
<sup>2</sup> This Item shall contain a list of the personal data necessary to achieve the specific purpose(s) of the processing on the basis of this consent as set out in the VU Records of the Data Processing Activities, e.g. full name, date of birth, qualification, length of employment, etc.

<sup>3</sup> This Item shall contain the specific purposes for which VU will use personal data on the basis of this consent.

<sup>4</sup> This Item shall set out specific actions that will be made in relation to the processing of the data indicated in Item 1 of the consent for the purposes indicated in Item 2, e.g. data evaluation and analysis.

<sup>5</sup> Data sources shall be indicated, e.g. the data subject themselves, public registers or information systems, natural or legal persons.

<sup>6</sup> Other possible sources shall be indicated.

<sup>7</sup> This Item shall indicate data recipients to whom data would be transferred on the basis of this consent.

<sup>8</sup> The estimated duration of the processing in years shall be indicated.

10. I am informed that this consent and the personal data contained therein will be kept for three years from the date of withdrawal or expiry of the consent or from the date of the University's decision to stop processing personal data for the purposes set out in the consent.

11. I am informed that, following the procedure set out in the laws, I have all the rights set out in this consent, the Description of the Procedure for the Processing of Personal Data at Vilnius University, and other rights provided for in the General Data Protection Regulation and the Republic of Lithuania Law on Legal Protection of Personal Data, including but not limited to the right to:

11.1. contact Vilnius University with a request for information about the personal data processed by the University and the purposes for which they are processed;

11.2. request rectification of incorrect, incomplete or inaccurate personal data and/or suspend the processing of such personal data where, after consulting the personal data, it is established that the data are incorrect, incomplete or inaccurate;

11.3. restrict the processing of the personal data collected until the lawfulness of the processing is verified;

11.4. request the erasure of the personal data provided in this consent ('to be forgotten');

11.5. object to the processing of personal data for direct marketing purposes, including profiling;

11.6. withdraw consent without affecting the use of personal data performed prior to the withdrawal of consent.

12. I am informed that the Description of the Procedure for Personal Data Processing at Vilnius University which sets out the requirements for the processing and protection of personal data, the rights of personal data subjects and the procedure for their implementation at Vilnius University are published and made publicly available at <https://www.vu.lt/en/privacy-policy>.

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(Place and date of consent)

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(signature)

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(full name)

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