

/National Coat of Arms/

National Archives of Latvia

Registration No. 90009476367, Šķūņu iela 11, Rīga, LV-1050
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Amendments pursuant to:

Decree No. LV_1.2.3./6-2015 of the Director of the National Archives of Latvia, dated 22.12.2015, "Regarding the amendments of 10.04.2015 to the Internal Rules No. LV_LNA-1.2.3./1-2015 "Procedure of the use of documents at the reading rooms of the National Archives of Latvia"”,

Internal Rules No. LV_LNA-1.2.3./5 of the National Archives of Latvia, dated 24.03.2017, "Amendments to the Internal Rules No. LV_LNA-1.2.3./1-2015 of the National Archives of Latvia, dated 10.04.2015 "Procedure of the use of documents at the reading rooms of the National Archives of Latvia", and

Internal Rules No. LV_LNA-1.2.3./2 of 20.06.2018 "Amendments to the Internal Rules No. LV_LNA-1.2.3./1-2015 of the National Archives of Latvia, dated 10.04.2015 "Procedure of the use of documents at the reading rooms of the National Archives of Latvia"”

Consolidated version, valid from 25.06.2018.

INTERNAL RULES

Riga

10.04.2015

No. LV_LNA-1.2.3./1-2015

Procedure of the use of documents at the reading rooms of the National Archives of Latvia

*Issued pursuant to Section 12(7) of the Archives Law
(amendments pursuant to Para. 1 of Decree No. LV_1.2.3./6-2015 of the National Archives of Latvia, dated 22.12.2015,
and Internal Rules No. LV_LNA-1.2.3./5, dated 24.03.2017)*

I. General Provisions

1. *Procedure of the use of documents at the reading rooms of the National Archives of Latvia* (hereinafter — the Procedure) prescribes the procedure whereby a person uses the documents stored at the National Archives of Latvia (hereinafter — the NAL) at premises specifically arranged and equipped for this purpose — the NAL reading rooms (hereinafter — the reading rooms).

2. Pursuant to the Archives Law (hereinafter — the Law), all persons are responsible for observing this Procedure.

II. Services Available at the Reading Rooms

3. At the reading rooms, access is ensured to the following:

3.1 the archive reference system — descriptions, record-keeping lists, electronic registers and databases, archive collection manuals, guides, guidebooks, historical statements of archive collections, thematic and subject catalogues of documents, etc.

3.2 described or listed archive documents or their copies intended for use;

3.3 consultations by reading room staff about archive documents and reference system, the searching, use, availability of information, and archive services;

3.4 collections of references and documents, encyclopaedic editions, the journal “Latvijas Arhīvi” and other publications available at the reading rooms.

4. The following paid services are available at the reading rooms:

4.1 the use of specialised archive equipment to examine audio-visual documents and sound recordings;

4.2 requesting and receiving copies of archive documents.

5. The fee for paid services available at the reading rooms is determined pursuant to the price list of public paid services of the NAL set by the Cabinet of Ministers.

III. Registering to Use the Reading Room

6. To register for the use of the reading room, a person produces a proof of identity to a staff member of the reading room and lodges an application (Annex 1). If a person registers to use the reading room on behalf of a legal entity that is subject to private law (societies, limited liability companies etc.), then the application is supplemented with a document confirming the right of representation (statement, power of attorney).

(amendments introduced pursuant to Para. 2 of Decree No. LV_1.2.3./6-2015 of the NAL, dated 22.12.2015)

7. Upon commencing work on a new research topic, the person must lodge a new application.

8. A person can register for use of the reading room remotely, by using the e-service on the NAL portal.

(amendments introduced pursuant to Para. 2 of Decree No. LV_1.2.3./6-2015 of the NAL, dated 22.12.2015)

8.¹ Prior to filling in and lodging an application, a person must review the rights and obligations as regards personal data processing (Annex 15). Upon submitting an application for the use of documents, the person provides all data referable to the person and voluntarily provides information about means of communication. The rights and duties of the person and the NAL in personal data processing and protection are prescribed in Annex 15 “Rights and duties in personal data processing” pursuant to the 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) (hereinafter — the Data Protection Regulation).

(amendments introduced pursuant to Para. 1 of Internal Rules No. LV_1.2.3./2 of the NAL, dated 20.06.2018)

9. A person visiting the reading room more than once is given a reader’s pass (Annex 2), which is valid for one year.

10. When visiting the reading room, the person must:

10.1 produce a proof of identity and the pass if issued;

10.2 register the visit in the readers’ visit log.

IV. Requesting Archive Documents for Use and Restrictions of Use

11. To use archive documents or their copies requested at a reading room, the person must fill in a request for issuing documents (Annex 3).

12. Archive documents for use in the reading room can be requested remotely using the e-service on the NAL portal.

13. If a person wishes to request the use of archive documents, which pursuant to law are subject to accessibility and usage restrictions (Annex 4 — excerpt from the law), a person shall submit or produce:

13.1 a written request (authorisation) of a pre-trial investigation institution, prosecutor's office, court;

13.2 a document certifying scientific qualification (a diploma);

13.3 a request certified by the dean of the faculty of the student's university, stating the student's scientific or research paper topic;

13.4 a request certified by the head of the scientific institution, library or museum, issued to its employee;

13.5 a recommendation of the head of a scientific institution, accredited library or museum, issued to a natural person;

13.6 a written permission of the institution, which has imposed accessibility restrictions on a document;

13.7 a written permission of the person, to which the document refers, or, if that person is deceased, a written authorisation of the surviving spouse or of the closest descendant or ascendant heir.

14. If an additional review is necessary to make a decision on the accessibility and use of archive documents, the reply shall be given within five working days, by notifying in person, by calling the number or via e-mail indicated in the application. The written decision on the refusal to allow a person to use archive documents is made by the NAL director or their authorised representative no later than within one month after the lodging of the application.

15. The decision made by the NAL director's authorised representative on the refusal to allow the use of an archive document or the actual conduct may be challenged by the person in compliance with procedures established in the Administrative Procedure Law with the NAL director. The person may challenge the decision made by the NAL director on the refusal to allow the use of an archive document in compliance with procedures established in the Administrative Procedure Law.

(amendments introduced pursuant to Para. 3 of Decree No. LV_1.2.3./6-2015 of the NAL, dated 22.12.2015)

V. Requesting Copies of Archive Documents

16. To request a copy of archive documents, a person must fill in a request for the making of copies of documents (Annex 5–8).

17. If a person requests to make copies of archive documents on behalf of a legal entity, an authorisation from the legal entity, stating invoicing information, is necessary to request and receive copies.

18. If a person authorises another person to receive copies of archive documents, it must be stated in the application.

19. An invoice for document copies is issued in person, sent in mail or e-mail.

20. Upon settling the invoice, copies of documents are received in person, via mail or e-mail.

VI. Rights and Duties of the Person

21. The person is entitled:

21.1 to take notes, use personal books and other printed works, documents or electronic editions, as well as laptops and tablets to take notes or gather information, upon showing them to a staff member of the reading room;

21.2 to use the help of a translator or another consulting specialist, upon making arrangements with a staff member of the reading room, all the while not interfering with the work of other individuals at the reading room;

21.3 to make suggestions or claims regarding the reading room work and archive services;

21.4 a natural person is entitled, free of charge, at the archive reading room (no flash, tripod or other auxiliary equipment allowed) publicly accessible documents (incl. their derivatives without access restrictions, and the reproduction of which is not subject to copyright). A natural person may use the obtained copies of documents for personal or scientific purposes only in compliance with personal data protection regulations. To take photographs of documents originating before the year 1800, it is necessary to obtain an expert opinion confirming that taking photographs will not affect the physical condition of these documents;

21.5 a person may take photographs at the archive reading room, free of charge (no flash, tripod or other auxiliary equipment allowed), of documents with restricted access, if such rights are provided for in the permission stipulated in Para. 13.6 or 13.7 of the present Procedure or in the authorisation stipulated in Para. 13.1. If the rights to use restricted access documents are granted pursuant to Para. 13.7 of the present Procedure, then a person may photograph only those documents or parts of documents, which do not contain data of other persons;

21.6 a person may take photographs at the archive reading room, free of charge (no flash, tripod or other auxiliary equipment allowed), of documents with restricted access, for scientific purposes, in compliance with personal data protection requirements, if the rights to use such documents are obtained upon producing documents stipulated in Paras. 13.2–13.5 of the present Regulations.

21.7 upon receiving a permission from a staff member of the NAL reading room, a representative of an institution may take photographs, free of charge, at the archive reading room (no flash, tripod or other auxiliary equipment allowed), of documents of their institution, which the institution has handed over for permanent holding of the state. When photographing the said documents, the representative must make entries regarding the obtained copies of documents on sheets of the use of archive documents, listing the photographed archive document sheets.

(amendments introduced pursuant to Paras.1-4 of Internal Rules No. LV_1.2.3./5 of the NAL, dated 24.03.2017 and Para. 2 of Internal Rules No. LV_1.2.3./2 of the NAL, dated 20.06.2018)

22. A person has the duty:

22.1 to review *The Procedure of the Use of Documents at the Reading Rooms of the National Archives of Latvia* and to observe it;

22.2 to use the information obtained from the archive documents pursuant to the existing laws, including pursuant to the purpose of use of documents stated in the application. To process and use the data of other persons obtained in archive documents only for the purposes of use stated in the application to an adequate extent and to observe the requirements of data processing and protection that are prescribed in the Data Protection Regulation, national laws and the present Procedure;

22.3 to treat the archive documents, elements of the archive reference system, reference documents. When using archive documents, touch the surface as little as possible.

22.4 when working with documents that are categorised in the archive as unique and especially valuable, parchment (vellum), graphics, drawings, coloured (painted) maps, photographs, documents on magnetic carriers, micro-films, gloves provided by a staff member of the reading room must be used;

22.5 to make entries on sheets of archive document use;

22.6 every day, upon finishing work, return all archive documents, reference system elements, reference documents etc. to a staff member of the reading room;

22.7 to inform a staff member of the reading room about interruptions in the visits of the reading room, if longer than four weeks and changes in data indicated in the application;

22.8 within reasonable limits, to provide the archive with a copy of the publication or a copy of the audio-visual material created as a result of use of documents;

22.9 to promptly inform a staff member of the reading room about document damages, missing pages or erroneous page numbering’;

22.10 a natural person, when photographing documents at the reading room, must make entries about the obtained document copies in the sheets of use of archive documents, by stating the photographed archive document sheets;

22.11 If the said copies of documents are obtained for personal needs, the natural person may use the copies for personal needs only. Pursuant to personal data protection provisions, a person has the duty not to divulge personal data to any (third) persons, and it is forbidden to hand over the obtained copies to other persons, to distribute or publish them.

If the said copies of documents are obtained for scientific purposes (studies, publications and works available to third parties, for instance, works are submitted in a university), the person must observe and guarantee personal data processing and protection in line with the Data Protection Regulation and national laws.

If using the copies of obtained documents for scientific purposes, a reference must be made to the National Archives of Latvia and the used document;

22.12 a natural person, when photographing documents at the reading room, must sign an attestation as follows: “I hereby confirm that, if I, in capacity of a natural person, take photographs and obtain copies of documents for personal or scientific purposes, I will observe the requirements of personal data protection, I will not divulge personal data of other persons, and I will only use the obtained document copies for personal or scientific objectives.”, if that is not included in the application for the use of documents at the reading room of the National Archives of Latvia.

(amendments introduced pursuant to Paras. 5-7 of Internal Rules No. LV_1.2.3./5 of the NAL, dated 24.03.2017 and Para. 3 and 4 of Internal Rules No. LV_1.2.3./2 of the NAL, dated 20.06.2018)

23. A person is forbidden:

23.1 to be present in a reading room in outerwear, in dirty clothing, under influence of alcohol or intoxicating substances;

23.2 to bring into the reading room suitcases (incl., computer bags), bags (larger than 200 x 290 x 100 mm), packs, food and drinks, bring in animals.

23.3 speak loudly or on the mobile phone at the reading rooms, thereby disturbing the work of others;

23.4 to tear out and remove pages of archive documents, mix up their sequence;

23.5 to take archive documents and elements of the reference system out of the reading room, hand it over to other persons;

23.6 to place open volumes of archive documents on top of each other;

23.7 to write on a piece of paper that is placed on top of a document;

23.8 to make notes in the documents or otherwise inflict physical damage;

23.9 to turn over pages with wet fingertips;

23.10 to use paperclips, sticky notes and various objects as bookmarks.

23.11 it is forbidden for representatives of institutions (as per Section 1(16) of the Archives Law) and legal entities subject to private law (limited liability companies, foundations, associations, religious organisations, political parties, partnerships, etc.) to use cameras or other devices (including digital and multimedia devices) for making and storing archive document copies, photocopies or digital copies, except for cases when a permission is received in compliance with procedures established in Chapter V of the Procedure on “Requesting Archive Document Copies”. A natural entity may not take photographs at the archive reading room, using a flash, tripod or other auxiliary equipment;

23.12 to copy electronic documents or received copies in a digital format into other data carriers.

(amendments introduced pursuant to Para. 4 of Decree No. LV_1.2.3./6-2015 of the NAL, dated 22.12.2015 and Paras. 8-10 of Internal Rules No. LV_LNA-1.2.3./5 of the NAL, dated 24.03.2017)

24. A person shall be held administratively and criminally accountable for unsanctioned conduct. If the person’s infringements have caused financial damages to the NAL, the NAL is entitled to bring a civil claim against the person for compensation for damages. In processing personal data contained in the NAL archive documents, a person shall be deemed a controller pursuant to the Data Protection Regulation, and the person shall be fully responsible for the processing and protection of personal data contained in the NAL archive documents; furthermore, a person shall be held administratively liable for violations of personal data processing and protection.

(amendments introduced pursuant to Para. 5 of Decree No. LV_1.2.3./6-2015 of the NAL, dated 22.12.2015 and Para. 5 of Internal Rules No. LV_LNA-1.2.3./2 of the NAL, dated 20.06.2018)

25. A person who fails to observe the Procedure shall be prohibited to use the archive documents in NAL reading rooms.

(amendments introduced pursuant to Para. 6 of Decree No. LV_1.2.3./6-2015 of the NAL, dated 22.12.2015)

VII. NAL Rights

26. To set the working hours of reading rooms and the procedure of preparation of archive document copies at each reading room of the NAL (Annex 9–13).

27. To determine that the reading rooms are closed:

27.1 on the last Thursday of each month, when the NAL is closed for general cleaning;

27.2 in August of each year, upon putting up notifications in the archive reading rooms and on the NAL portal four months prior to the closing period.

28. To introduce changes in the working hours of reading rooms, by placing timely information at the reading rooms and on the NAL portal.

29. To issue a copy of a document for use instead of the original copy of a document. To issue the original of the archive document only if the purpose of use of a document is original research and it is feasible bearing in mind the physical and technical condition thereof.

30. To restrict temporarily the issuance of archive documents in the reading rooms during restoration, micro-filming, exhibiting in expositions, preparation of publications.

31. Subject to notifying the person in advance, to request that the archive document is returned before the set deadline, if that document is necessary for the preparation of an archive statement or to be issued in cases that do not fall within the regulatory scope.

32. To carry out video surveillance at the reading rooms.

33. To request to produce and to examine equipment used for taking photographs of documents.

(amendments introduced pursuant to Para. 11 of the Internal Rules No. LV_LNA-1.2.3./5 of the NAL, dated 24.03.2017)

33.¹ To prevent that a person uses archive documents, if, upon registering for a visit to the reading room, the person has failed all relevant data in the application for the use of documents (except for data about means of communication).

(amendments introduced pursuant to Para. 6 of the Internal Rules No. LV_LNA-1.2.3./2 of the NAL, dated 20.06.2018)

33.² To carry out video surveillance at the reading rooms and other NAL premises in compliance with the Data Protection Regulation, national laws and the internal regulations of the NAL.

(amendments introduced pursuant to Para. 7 of the Internal Rules No. LV_LNA-1.2.3./2 of the NAL, dated 20.06.2018)

VIII. Final Provisions

34. Para. 8 and 12 of the Procedure shall take effect upon the commencement of operation of the Single Information System of State Archives.

35. The Procedure shall take effect at the time of signing.

Director

(signature)

M. Sprūdža

Slaidiņa, 67211059
inguna.slaidina@arhivi.gov.lv

Annex 1

To the Procedure of the Use of Documents at the Reading Rooms of the National Archives of Latvia
(Annex version as prescribed in Para. 8 of the Internal Rules No. LV-1.2.3./2 of the NAL, dated 20.06.2018)

APPLICATION
FOR THE USE OF GENERALLY ACCESSIBLE DOCUMENTS
AT THE READING ROOM OF NATIONAL ARCHIVES OF LATVIA

Name, surname _____
Year _____ **of** _____ **birth**

Domicile: _____ State

City, _____ municipality, _____ rural _____ municipality

Street, _____ house, _____ apartment _____ (or _____ house _____ name)

Place of employment/ legal entity (if research on their behalf) or education establishment, department (if researching for studies)

Name _____

Address _____

Telephone _____ E-mail _____

Education _____

Scientific degree _____

Research _____ **topic**

Chronological _____ framework

Purpose of research _____

Enclosed documents _____

(must indicate and enclose the document confirming authorisation, if researching on behalf of the employer or a legal entity, and other documents)

I hereby confirm that:

- I have reviewed *The Procedure on the Use of Documents of the National Archives of Latvia at the Archive Reading Rooms* and I undertake to observe it as well as use other information obtained from the archive documents pursuant to the laws of the Republic of Latvia.

- I have been informed of the duty to comply with the Regulation (EU) No. 016/679 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) as regards the requirements of processing (incl., collecting, storing, disclosing, publishing) personal data of other natural persons obtained from archive documents.

- if, in capacity of a natural person, I take photographs and obtain copies of documents for personal or scientific purposes, I shall observe the personal data protection requirements, shall not divulge personal data of other persons and shall use the obtained copies of documents for personal or scientific purposes only.

(Place, date)

(Personal signature)

Other data about the applicant (to be provided voluntarily, subject to the person's consent*)

Contact telephone _____ E-mail _____

Other information _____

* I hereby confirm that in the section "**Other data about the applicant**", I am voluntarily providing information about myself and I give my consent to the National Archives of Latvia to process my personal data for the purpose of contacting me. I am informed about my rights as regards processing

of my personal data (including the right to withdraw consent for processing) and the fact that they are expounded in Annex 15 to the *Procedure of the Use of Documents of the National Archives of Latvia at the reading rooms of the archive*, which are publicly available on the NAL website online (<https://www.arhivi.gov.lv/>)

(Place, date)

(Personal signature)

**APPLICATION
FOR THE USE OF DOCUMENTS
OF GENERAL ACCESS AND RESTRICTED ACCESS
AT A READING ROOM OF THE NATIONAL ARCHIVES OF LATVIA**

Name, surname _____

Identity number (foreign nationals - date of birth)

Domicile: _____ State _____

City, _____ municipality, _____ rural _____ municipality

Street, _____ house, _____ apartment _____ (or _____ house _____ name)

Place of employment/ legal entity (if research on their behalf) or education establishment, department (if researching for studies)

Name _____

Address _____

Telephone _____ E-mail _____

Education _____

Scientific degree _____

Research _____ topic

Chronological _____ framework

Purpose of research _____

Information on kinship¹ _____

Enclosed documents² _____

I hereby confirm that:
- I have reviewed *The Procedure on the Use of Documents of the National Archives of Latvia at the Archive Reading Rooms* and I undertake to observe it as well as use other information obtained from the archive documents pursuant to the laws of the Republic of Latvia.

- I have been informed of the duty to comply with the Regulation (EU) No. 016/679 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) as regards the requirements of processing (incl., collecting, storing, disclosing, publishing) personal data of other natural persons obtained from archive documents.

- if, in capacity of a natural person, I take photographs and obtain copies of documents for personal or scientific purposes, I shall observe the personal data protection requirements, shall not divulge personal data of other persons and shall use the obtained copies of documents for personal or scientific purposes only.

(Place, date)

(Personal signature)

Other data about the applicant (to be provided voluntarily, subject to the person's consent*)

Contact telephone _____ E-mail _____

Other information _____

* I hereby confirm that in the section “**Other data about the applicant**”, I am voluntarily providing information about myself and I give my consent to the National Archives of Latvia to process my personal data for the purpose of contacting me. I am informed about my rights as regards processing of my personal data (including the right to withdraw consent for processing) and the fact that they are expounded in Annex 15 to the *Procedure of the Use of Documents of the National Archives of Latvia at the reading rooms of the archive*, which are publicly available on the NAL website online (<https://www.arhivi.gov.lv/>)

(Place, date)

(Personal signature)

Explanatory information for filling in the application:

In part 1 “**Information about kinship**” provide information if it is requested about deceased relatives or spouse pursuant to Section 12(2) and Clause 4 of Section 13(2) of the Archives Law, and no copies of documents confirming kinship can be enclosed with the application. In that case, the following information shall be indicated about the relative or the spouse: Name, Surname (former surnames), identity number (former identity numbers). If such information is not available about the relative, then the same data is indicated about the relative's (spouse's) parent(-s) or child(-ren). The data are necessary for reviewing the application to obtain the necessary information from the data available in the Population Register.

In part 2 “**Enclosed documents**”, information must be provided about and the application must be supplemented with:

- a document confirming authorisation, if researching on behalf of the employer or a legal entity;
- documents confirming the rights to use restricted access documents;
- other documents enclosed with the application.

Annex 2
to the Procedure of the Use of Documents
at Reading Rooms of the National Archives of Latvia

NATIONAL ARCHIVES OF LATVIA
<hr style="border: 1px solid black;"/> (Name of structural unit of the NAL)
<hr style="border: 1px solid black;"/> (Person's name, surname)
PASS for work at the reading room NO. _____
Valid until _____ (Date)

Topic _____

Issued by _____ (position, signature, N. Surname)
_____ 201_

The law came into force on 1 January 2011.

The law was adopted at the Saeima on 11 February 2010.

Archives Law

Section 13. Restrictions for Accessibility and Use of Archival Records

(1) The National Archives of Latvia, institution and accredited private archives shall apply the restrictions for accessibility of records specified in this Section in such a way that they are not in contradiction with the fundamental rights and freedoms of persons, especially inviolability of private life.

(2) Accessibility shall be restricted for:

1) records which contain the State secret in accordance with the regulatory enactments;

2) records the restrictions for accessibility of which are determined by other laws;

3) public records which have been created or received by the State security institutions, the Ministry of Defence, the Ministry of Foreign Affairs, the Ministry of Interior, the Corruption Prevention and Combating Bureau, the President's Chancery, the State Chancellery or are stored in the National Archives of Latvia which contain the information related to national security, protection or foreign affairs the disclosure of which may cause harm to the interests of the State or public. The head of the relevant institution may determine a general information accessibility restriction period of 30 years for those records;

4) records containing sensitive personal data or other information on the private life of a person (including information regarding the adoption of a person and information attesting notarial activities) if the use of personal data or information contained therein can significantly affect the private life of a person. If the restrictions are not provided for in other laws, the record accessibility shall be restricted for 30 years from the death of the person to which the record applies. If the date of a person's death is not possible to determine, the record accessibility shall be restricted for 110 years after the birth of the person to which the record applies. If it is not possible to determine the date of a person's death and birth, the record accessibility shall be restricted for 75 years after creation of the record;

5) private records for which the restriction period for accessibility has been determined by the owner thereof.

(3) Records, for which restrictions for accessibility have been determined, are allowed to be used:

1) upon a request of the pre-trial investigating institution, the prosecutor's office, the court or other public persons in cases specified by the Law;

2) upon a request of a scientist for performance of scientific activity, except the records specified in Paragraph two, Clause 5 of this Section;

2¹) upon a request of a student, if the student is drawing up a scientific or research work and the request is approved by the Dean of the Faculty of the university, except the records specified in Paragraph two, Clause 5 of this Section;

2²) upon a request of an employee of a library, museum, archive or scientific institution (except a scientist), if such employee performs research activity within the respective institution and the request is approved by the head of the library, museum, archive or scientific institution, except the records specified in Paragraph two, Clause 5 of this Section;

2³) upon a request of a natural person, if such person carries out a research with a precisely defined and lawful objective and a recommendation of the head of the scientific institution, accredited library or accredited museum competent in the relevant issue has been received;

3) in cases specified in Paragraph two, Clause 3 of this Section – based on a written permission of the institution which has determined the restriction period for the record accessibility;

4) in cases specified in Paragraph two, Clause 4 of this Section – by a written permission of the person to which the record applies, or after the death of such person – by a written permission of his or her spouse or the nearest forced descending or ascending heir.

(4) Persons, which in accordance with Paragraph three of this Section have the right to use records with accessibility restrictions, shall be responsible for that the records and information contained therein is used only in the amount appropriate for the objective of the request.

(5) The Director of the National Archives of Latvia or his or her authorised person, the head of the institution or the founder of the accredited private archives may determine the restrictions for use of an archival record in order to ensure preservation of the original of the record, which is in bad physical condition, by adopting a written decision thereon.

(6) A written decision regarding refusal of use of a record shall be adopted by the Director of the National Archives of Latvia or his or her authorised person or the Head of the relevant institution not later than within a month after submission of a request. A decision shall be submitted to the requester of a record who may appeal it in accordance with the procedures specified by the Administrative Procedure Law.

(With amendments introduced on 11.04.2013 with the law taking effect on 16.05.2013.)

No.	Collection No.	Stored unit No.	Collateral collection No.	Document name	Document timecode, assembly sheet No.	Interval between selected clips (1 or 2 seconds)	Subtitles	Remarks

RESEARCHER:

date

Signature/name, surname

ARCHIVE EMPLOYEE:

date

Signature/name, surname

Annex 7
to the Procedure of the Use of Documents
at Reading Rooms of the National Archives of Latvia

Request
for the making of copies of PHOTODOCUMENTS

Person's name, surname _____

Method of receiving copies		Purpose of using copies	
	To be recorded in a private external HDD, to be received in person at the archives		For showing
	To be recorded in a DVD of the archive, to be received in person at the archives		For publication in printed material
	To be sent in an e-mail (provide address):		For publication online
	To be recorded in a DVD of the archive, to be sent via mail (provide address):		For printing
	To be placed on an external server (provide address):		

No.	Collection No.	Stored unit No.	Format of photodocuments, number of elements (pixels), resolution	Remarks

No.	Collection No.	Stored unit No.	Format of photodocuments, number of elements (pixels), resolution	Remarks

Annex 8
to the Procedure of the Use of Documents
at Reading Rooms of the National Archives of Latvia

Request
for the making of copies of SOUND files

Person's name, surname _____

Method of receipt of copies	
	To be recorded in a private external HDD, to be received in person at the archives
	To be recorded in a DVD of the archive, to be received in person at the archives
	To be sent in an e-mail (provide address):
	To be recorded in a DVD of the archive, to be sent via mail (provide address):
	To be placed on an external server (provide address):

No.	Collection No.	Stored unit No.	Record-keeping unit No.	Document name	Sound file timecode	Interval between selected sound file fragments (1 or 2 seconds)	Remarks

No.	Collection No.	Stored unit No.	Record-keeping unit	Document name	Sound file timecode	Interval between selected sound file	Remarks
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			No.			fragments (1 or 2 seconds)	

Total number of stored units _____
 /numbers and words/

RESEARCHER:

date

Signature/name, surname

ARCHIVE EMPLOYEE:

date

Signature/name, surname

Annex 9
to the Procedure of the Use of Documents
at Reading Rooms of the National Archives of Latvia

Open hours of reading rooms and
the procedure of issuing case-files and making copies of documents
at the reading rooms of the State Archive of Latvia of the NAL

1. Open hours of reading rooms

1.1 Reading room at 16 Slokas Street, Riga

Monday	9.00-16.00
Tuesday	9.00-16.00
Wednesday	13.00-20.00
Thursday	9.00-16.00
Friday	9.00-16.00

1.2 Reading room at 4 Palasta Street, Riga

Wednesday	11.00-17.00
Thursday	11.00-17.00

2. Issuing of archive documents

2.1 Documents are issued to readers on the third working day after lodging the request.

2.2 In one day, the reader is issued:

2.2.1 no more than 10 case-files (1000 pages).

2.2.2 no more than 20 personal case-files, passports, maps and plans (1000 pages).

2.3 Simultaneously, the reader:

2.3.1 can be issued no more than 30 case-files.

2.3.2 can have no more than 10 case-files in use on a desk.

2.4 Case-files are issued for use for a period of up to one month. The duration of use may be extended.

3. Making of document copies

3.1 Document copies are made within 5 working days if the scope of request does not exceed 50 pages.

3.2 If the scope of request exceeds 50 pages, the time of fulfilment is agreed upon with the reader.

Open hours of reading rooms and
the procedure of issuing case-files and making copies of documents
at the reading rooms of the State Archive of Latvia of the NAL

1. Open hours of reading rooms

1.1 Reading room at 1 Bezdēlīgu Street and 14 Skandu Street, Riga:

Monday	9.00-16.00
Tuesday	9.00-16.00
Wednesday	9.00-19.00
Thursday	9.00-16.00
Friday	9.00-15.00

2. Issuing of archive documents

2.1 Documents are issued from the storage:

2.1.1 within 3 hours after lodging the request if the request is lodged before 15.00.

2.1.2 on the following working day after lodging the request if the request is lodged after 15.00 on the preceding working day.

2.1.3 within 2 working days if the requested case-files are not technically prepared for use in the reading room

2.2 Simultaneously, a person

2.2.1 can be issued no more than 30 case-files.

2.2.2 can have no more than 10 case-files in use on a desk.

2.3 Case-files are issued for use for a period of up to one month. The duration of use may be extended.

3. Making of document copies

3.1 Archive document copies are made:

3.1.1 within 5 working days if the scope of request does not exceed 100 pages.

3.1.2 if the scope of request exceeds 100 pages, the time of issuance is agreed upon with the reader, however not exceeding 30 days.

Open hours of reading rooms and
the procedure of issuing case-files and making copies of documents
at the reading rooms of the Regional State Archives of the NAL

1. Open hours of reading rooms

1.1 Working days from 9.00 until 16.00

2. Issuing of archive documents

2.1 Documents are issued within 3 hours after lodging the request.

2.2 A person can be issued up to 30 case-files per day.

2.3 Simultaneously, a person

2.3.1 can be issued up to 30 case-files;

2.3.2 can have no more than 10 case-files in use on a desk.

2.4 Case-files are issued for use for a period of up to one month. Upon a request by the person, the duration of use may be extended.

2.5 A member of staff of the reading room shall agree with the person on a case-by-case basis regarding the delivery of documents to the reading room from storages in other archive buildings or possibilities to use documents in other archive buildings.

3. Making of document copies

3.1 Archive document copies are made within 3 working days.

Annex 12
to the Procedure of the Use of Documents
at Reading Rooms of the National Archives of Latvia
(amendments introduced pursuant to Para. 13 of Internal Rules No. LV_LNA-1.2.3./5 of the NAL, dated 24.03.2017)

Open hours of reading room and
the procedure of issuing case-files and making copies of documents
at the Latvian State Archive of Audiovisual Documents of the NAL

1. Open hours of reading rooms

Monday	9.00-16.00
Tuesday	8.00-16.30
Wednesday	9.00-18.00*
Thursday	9.00-16.30
Friday	9.00-13.00

*On Wednesdays, visits after 17.00 must be arranged in advance with the archive.”

2. Issuing of archive documents

2.1 The researcher shall be issued the documents requested from storage for the purposes of watching or listening within 5 working days from the time of receipt of the request.

3. Making of document copies

3.1 Upon requesting copies of documents, the researcher shall enter into an agreement with the Archive on the use of documents.

3.2 Copies of documents are made within 30 days after the payment of invoice issued by the archive.

3.3 The Archive shall agree with the Researcher on the deadline of fulfilment a large scope request.

3.4 Archive documents are issued for copying outside the archive only in cases when it is not possible to make a copy needed by the researcher using the technical means of the archive.

Open hours of reading rooms and
the procedure of issuing case-files and making copies of documents
at the reading rooms of the State Archive of Personnel Files of the NAL

1. Open hours of reading rooms

1.1 Reading room at 1 Ata Street, Riga

Monday	9.00-16.00
Tuesday	9.00-16.00
Wednesday	13.00-18.00
Thursday	9.00-16.00
Friday	9.00-16.00

1.2 Reading room at 16 Šampētera Street, Riga

Monday	9.00-16.00
Tuesday	9.00-16.00
Wednesday	9.00-16.00
Thursday	9.00-16.00
Friday	9.00-16.00

2. Issuing of archive documents

2.1 Documents are issued to readers on the second working day after the lodging of a request.

2.2 Per day, a person can be issued

2.2.1 up to 10 case-files (1000 pages):

2.2.2 up to 20 personnel case-files, passports (1000 pages).

2.3 Simultaneously, a reader

2.3.1 can be issued up to 30 case-files;

2.3.2 can have no more than 10 case-files in use on a desk.

2.4 Case-files are issued for use for a period of up to one month. The duration of use may be extended.

3. Making of document copies

3.1 Document copies are made within 5 working days if the scope of request does not exceed 50 pages.

3.2 If the scope of request exceeds 50 pages, the time of fulfilment of the request is agreed upon with the reader.

STATEMENT OF VIOLATIONS

(city, municipality, rural municipality)

(date of document registration) No. _____

1. Prepared

_____ 20____ at: _____

2. Prepared by

(name, surname of reading room/storage employee)

(title of position)

in the presence of an independent person:

1. _____
(name, surname of the independent person)

(title of position)

2. _____
(name, surname of the independent person)

(title of position)

3. Data about the person (reader)

3.1 Name, surname _____

3.2 Person's application about the research topic:

Registration No. _____

Date _____

4. Other data _____

5. Violation committed/detected _____

Location at the reading room

(check what applies with x) at the storage room

On _____ 20____ at: _____

6. Nature of violation _____

7. Violation concerns: Para. _____ of the Internal Rules No. LV LNA-1.2.3./1-2015 of the National Archives of Latvia, dated 14 April 2015, "Procedure of use of documents at the reading rooms of the National Archives of Latvia"

8. I have read and understood the contents of the statement.

(person's (reader's) signature, name, surname)

(entry on the person's (reader's) refusal to sign the statement)

9. Remarks about the contents of the statement _____

10. The statement is supplemented with _____

11. The statement has been drawn up in 2 copies

(signature, name, surname of person drafting the statement)

(signature, name, surname of independent person)

(signature, name, surname of independent person)

Statement received:

(person's signature, name, surname)

(date)

**RIGHTS AND OBLIGATIONS
in personal data processing**

1. Definitions and abbreviations

1.1 **Regulation** — 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).

1.2 **NLA** – the National Archives of Latvia.

1.3 **Operating Rules of NAL** — Cabinet Regulations No. 747 of 06.11.2012 “Operating Rules of the NAL”

1.4 **Rules of Procedure of the NAL** — Cabinet Regulations No. 1234 of 28.12.2010 “Rules of procedure of the National Archives of Latvia”

1.5 **Personal data** — any information referring to an identified or identifiable natural person (“a data subject”); an identifiable natural person is such that can be directly or indirectly identified, especially by reference to an identifier, such as the said person’s name, surname, identity number, location data, online identifier or one or more of physical, physiological, genetic, spiritual, economic, cultural or social identity factors characterising the respective natural person.

1.6 **Data subject** — an identified or identifiable natural person.

1.7 **Processing** — any activity or a set of activities performed with a person’s data or a person’s data sets, carried out with or without automated means, such as collection, registration, organisation, structuring, storage, adaptation or modification, recovery, viewing, use, disclosure, by sending, distributing or otherwise making available, harmonisation or combination, restriction, erasure or destruction thereof.

1.8 **Controller** — a natural or legal entity, a public institution, an agency or another body that singly or in conjunction with others establish the purposes and means of personal data protection and performs personal data processing.

1.9 **Recipient** — a natural or legal entity, a public institution, an agency or another body, to which personal data are disclosed, whether it is a third party or not. However, public institutions, which can receive personal data in relation to specific investigation pursuant to the Union and national laws shall not be deemed recipients.

1.10 **A third party** — a natural or legal entity, a public institution, an agency or a body, which is not a data subject, a controller, a processor or persons, which are authorised to process personal data under direct supervision of a controller or a processor.

1.11 **Consent** — a consent of a data subject (a natural entity) — any voluntarily given, specific, intended and unequivocal reference to the data subject’s wishes, whereby they, by means or a clearly affirmative conduct, give consent to personal data processing.

1.12 **Violation of personal data protection** — a violation, which results in accidental or illegal destruction, loss, modification, unauthorised disclosure of or access to personal data sent, stored or otherwise processed.

The definitions and terms are used in line with definitions and terms included in the Regulation.

2. Person’s rights and obligations.

A person, who uses NAL documents and processes (including obtains, stores) personal data of other persons, is subject to requirements applicable to personal data processing. When processing personal data, a person, pursuant to Article 4(7) of the Regulation becomes a personal data controller and is responsible for compliance of personal data processing with the Regulation and national laws. A person, in capacity of a controller, shall be held administratively liable for violations of personal data protection pursuant to Article 83 of the Regulation.

The person is informed that, pursuant to Section 13(1) and Clause 4 of Part (2) of the Archives Law, personal data contained in general access documents are also deemed restricted access information, and personal data shall be processed pursuant to the Regulation.

Pursuant to Section 13(4) of the Archives Law, the person shall be responsible for ensuring that the restricted access documents are only used for the lawful purpose stated in the request and to the extent that is relevant to the request.

3. Identity and contact information of the NAL as the controller:

National Archives of Latvia

Registered office: Šķūņu iela 11, Rīga, LV-1050

Telephone 20043706, e-mail LNA@arhivi.gov.lv

The telephone regarding matters of the use and accessibility of documents: 20014824

Data protection specialist's contact information: Senior Specialist of the Human Resources Department of the NAL **Inese Plone**, telephone 29579108, e-mail inese.plone@arhivi.gov.lv

4. Purposes and justification of personal data processing by the NAL

4.1 Pursuant to Article 6(1)(c) and (3)(b) of the Regulation, in order to perform a legal duty applicable to the NAL, the processing is justified by the laws of the Republic of Latvia — Section 12(1) and (2), Section 13(2)(4) and 13(3) of the Archives Law, Paragraph 20 of the NAL Operating Rules, Section 56(1), 59, 60(1), 70(2) of the Administrative Procedure Law, Section 4(1) of the Law on Notification — for the following types of personal data:

4.1.1 General access documents — a person's name, surname, data about domicile, data about place of employment or the legal entity that they represent (if the documents are used on instructions of the latter), the research topic and the chronological framework of the research.

4.1.2 Documents with restricted access — a person's name, surname, identity number or date of birth for foreigners, data about the domicile, data about the place of employment or the represented legal entity (if documents are used on their behalf), the research topic and the chronological framework of the study, the research objective and the justification (data about kinship if documents are requested pursuant to Section 12(2) of the Archives Law), personal data in the enclosed documents.

4.2 Pursuant to Article 6(1)(c) and (3)(b) of the Regulation, in order to fulfil a task that is performed by the NAL, within their lawfully established mandate, and tasks performed in the interests of society, with the purpose (the purpose of processing) of performing the NAL archiving services and statistical analysis about document users (anonymised — age, researchers' education, research purposes etc.), number of visitors to the reading rooms and purposes of visits, research categories and other interests at the reading rooms, the processing being justified pursuant to the laws of the Republic of Latvia — Paras. 4, 5, and 9 of Section 20(2) of the Archives Law and Paras. 3.12, 3.14 and 13 of the NAL Operating Rules — for the following types of personal data:

4.2.1 With regard to general access documents — date of birth, education, scientific degree, purpose of study, information about the education establishment, the education establishment.

4.2.2 With regard to restricted access documents — the education, scientific degree, information about the education establishment, the education establishment.

4.3 The NAL carries out personal data processing regarding a person's means of communication (telephone and e-mail address) pursuant to Article 6(1)(a) of the Regulation, based on a person's consent, with the purpose (purpose of processing) solely for NAL communication with the specific person in the process of reviewing an application and in matters of using documents.

4.4 At places determined with a decree of the NAL director, including in some reading rooms of the NAL, video surveillance is done without audio-recording, pursuant to Article 6(1)(c) and (3)(b) of the Regulation, in order to fulfil a task that the NAL carries out to exercise legally granted mandates and perform tasks, with the purpose (purpose of processing) being prevention, detection of criminal offences with regard to property protection and preservation in line with the competence prescribed in Para. 3 of Section (20)(2) of the Archives Law.

5. Recipients of personal data:

The personal data shall be received (processed) only by authorised representatives of the NAL (officials and employees) for the performance of direct job (work) duties, tasks to the necessary extent. The NAL officials and employees are subject to confidentiality provisions in personal data processing and are forbidden to perform personal data processing which is unrelated to the performance of direct job (work) duties. The responsibilities and obligations of the NAL authorised representatives in the processing of personal data obtained through video surveillance are prescribed in the decrees of the NAL director and in the internal rules.

The NAL shall not transfer personal data to any third parties, except situations when regulatory enactments (incl. international) prescribe the transfer of such data, e.g. to law enforcement bodies and courts. No transfer of personal data to third countries is envisaged.

6. Personal data retention period.

Pursuant to case-file nomenclature of the NAL, the duration (period) of retention of Applications for the use of documents at the reading rooms of the National Archives of Latvia (including personal data contained in applications) is set at 5 years. After the end of the retention period, applications and the contained personal data are destroyed in compliance with procedures established by law.

If a person withdraws consent for the processing of information on means of communication (telephone number and e-mail address), then these personal data are destroyed (erased).

Pursuant to the procedures established in internal regulations of the NAL and to Section 64(1), 69(2), 79(1) and 91(4) of the Administrative Procedure Law, video surveillance records are stored until they are automatically deleted, however no longer than 30 days. In cases of security incidents (damaging, alienation of national documentary heritage, violations of regulations of the use of archive documents, conflicts and dispute situations in reading rooms, unauthorised access to premises etc.), the retention period is 1 year, whereas, if the case review with regard to the security incident continues, then the retention period corresponds to the retention period of the respective case. After the end of the retention period, video recordings and personal data contained therein are destroyed in compliance with procedures established in the law.

7. The rights of a person to access own personal data

When submitting an application, a person is entitled to receive a NAL confirmation as to whether or not personal data of that person are processed, and, if they are, the person may access the respective data and receive the following information:

7.1 purpose of processing;

7.2 categories of relevant personal data;

7.3 recipients of personal data or categories of recipients, to whom personal data are disclosed or to whom they will be disclosed, especially recipients in third countries or international organisations, except when disclosure is prescribed by the law;

7.4 the intended period of retention of personal data or, if infeasible, criteria applied to determine that period;

7.5 information about the types of personal data, with regard to which the person is entitled to request that the NAL rectifies or erases personal data, or restricts personal data processing, or to object to such processing;

7.6 all available information about the data source, if personal data are not obtained directly from the person;

7.7 information about the rights to lodge a complaint about the personal data processing carried out by the NAL;

7.8 whether the NAL has an automated decision-making system, including profiling and — at least in the said cases — meaningful information about logic included therein, as well as the relevance of such processing and expected consequences as regards the person.

8. The rights of the person to withdraw consent.

By submitting a written application, the person may, at any time, withdraw their consent to the processing of those personal data (information about means of communication (telephone number

and e-mail address)), which is done on the grounds of consent. If consent is withdrawn, the said personal data are erased.

9. Mandatory provision of personal data.

9.1 Pursuant to the law, a person has the duty to state in the application all types of personal data indicated on the application and referable to the person (excluding information about the means of communication — the telephone number and the e-mail address) or, if receiving an e-service on the NAL portal, to state that information in the application card. The NAL may refuse the permission to use the NAL reading room services if a person fails to provide such information. A person is subject to video surveillance in those reading rooms of the NAL and other premises, where video surveillance is performed in line with a decree of the NAL director. The person cannot opt out from video surveillance. If a person objects to the processing of personal data stipulated in the next clause, then the director of the NAL makes a decision on that person's rights to use services of the NAL reading rooms.

9.2 The person voluntarily (on the grounds of consent) provides information about the means of communication — the telephone number and e-mail address — in the application or by means of receipt of an e-service on the NAL portal, and failure to provide the said information does not affect the person's rights to use services of the NAL reading rooms.

10. The person's rights to object to personal data processing.

By submitting a written application, a person may, subject to justification of special circumstances, object to the processing of personal data as follows:

10.1 to be provided (indicated) in an application for the use of general access documents – the date of birth, education, scientific degree, research objective, information about the education establishment, the education establishment;

10.2 to be provided (indicated) in an application for the use of restricted access documents — education, scientific degree, information about the education establishment, the education establishment.

11. The person's rights to request rectification of inaccurate personal data.

By submitting a written request, the person may request that inaccurate (incorrect) personal data are rectified. Taking into consideration the purposes of processing the data subject may request that incomplete personal data are supplemented, including by submitting additional information.

12. The NAL procedure of reviewing a person's application on data processing

The NAL shall, without undue delay and in any case within one month after receiving a request, make a decision and inform the person:

12.1 about the results of the review of the application and about activities carried out with the personal data on the grounds of the application or about the reasons of not carrying out such activities;

12.2 about the possibility to lodge a complaint at the Data State Inspectorate and to address the court.”