

We process information about potential and existing customers, as well as guarantors for the following purposes:

Data Type	Processing Purpose	Legal Grounds	Can you receive leasing if you do not provide us with this information?	How long will we keep this information about you?	Can you ask us to delete or stop using this information at any time?	Can you ask us to correct this information?
Name, surname, personal identity number, telephone number and e-mail of the potential customer and guarantor	Preparation of a leasing offer	Legitimate interest in preparing a leasing offer; Implementation of measures before the conclusion of the agreement; Money Laundering and Terrorist Financing Prevention Act	No	10 years after fulfilment of the agreement or 5 years have passed from the date of refusal to grant leasing	No	Yes
Name, surname, personal identity number of the potential customer or guarantor	Creditworthiness assessment	Law of Obligations Act and Creditors and Credit Intermediaries Act; Legitimate interest in assessing the guarantor's ability to fulfill the debtor's obligations	No	10 years after fulfilment of the agreement	No	Yes
Information on the income and creditors, employer, position, duration of employment and number of dependents of the potential customer and guarantor	Creditworthiness assessment	Law of Obligations Act and Creditors, Credit Intermediaries Act and Money Laundering and Terrorist Financing Prevention Act; Legitimate interest in assessing the guarantor's ability to fulfill the debtor's obligations	No	10 years after fulfilment of the agreement or 5 years have passed from the date of refusal to grant leasing	No	Yes
Bank account statement of the potential customer and guarantor	Creditworthiness assessment	Law of Obligations Act and Creditors and Credit Intermediaries Act; Legitimate interest in assessing the	Yes (if the required information is obtained in any other manner)	10 years after fulfilment of the agreement	No	Yes

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		guarantor's ability to fulfill the debtor's obligations				
Amount of funded pension contributions of the potential customer and guarantor	Creditworthiness assessment	Law of Obligations Act and Creditors and Credit Intermediaries Act; Legitimate interest in assessing the guarantor's ability to discharge the debtor's obligations	Yes (if the required information is obtained in any other manner)	10 years after fulfilment of the agreement	No	Yes
Information on the potential customer and guarantor in credit registers and debtor databases	Creditworthiness assessment	Law of Obligations Act and Creditors and Credit Intermediaries Act; Legitimate interest in assessing the guarantor's ability to fulfill the debtor's obligations; Implementation of measures before the conclusion of the agreement	No	10 years after fulfilment of the agreement	No	No
Name, surname, personal identity number, copy of ID or passport of the potential customer and guarantor	Prevention of money laundering and terrorism financing	Money Laundering and Terrorist Financing Prevention Act	No	5 years after the last contact or fulfilment of the agreement	No	Yes
Bank account statement of the potential customer	Prevention of money laundering and terrorism financing	Money Laundering and Terrorist Financing Prevention Act	No	5 years after the last contact or fulfilment of the agreement	No	Yes
Amount of funded pension contributions of the potential customer and guarantor	Prevention of money laundering and terrorism financing	Money Laundering and Terrorist Financing Prevention Act	No	5 years after the last contact or fulfilment of the agreement	No	Yes
Information from credit registers and debtor databases on the potential	Prevention of money laundering and terrorism financing	Money Laundering and Terrorist Financing Prevention Act	No	5 years after the last contact or fulfilment of the agreement	No	Yes

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customer and guarantor						
Customer's and guarantor's credit file (information stored in various data sources) containing all personal data processed for the issuance of leasing and during its validity or any communication with you if the agreement is not entered into	Prevention of money laundering and terrorism financing	Money Laundering and Terrorist Financing Prevention Act	No	5 years after the last contact or fulfilment of the agreement	No	No
Information on a politically exposed person and the beneficial owner	Prevention of money laundering and terrorism financing	Money Laundering and Terrorist Financing Prevention Act	No	5 years after the last contact or fulfilment of the agreement	No	Yes
Information from public registers	Prevention of money laundering and terrorism financing	Money Laundering and Terrorist Financing Prevention Act	No	5 years after the last contact or fulfilment of the agreement	No	No
Name, surname, personal identity number, bank account No. of the potential customer and guarantor	Granting and execution of leasing	Entry into the agreement; Money Laundering and Terrorist Financing Prevention Act	No	10 years after fulfilment of the agreement or 5 years have passed from the date of refusal to grant leasing	No	Yes
Contact details and postal address of the potential customer and guarantor	Granting and execution of leasing	Entry into the agreement; Money Laundering and Terrorist Financing Prevention Act	No	10 years after fulfilment of the agreement or 5 years have passed from the date of refusal to grant leasing	No	Yes
Name, surname, personal identity number, contact information of the potential customer	Insurance of the leasing object	Consent	Yes	Until the insurance contract is entered into	Yes	Yes
		Purchase of insurance for	Yes	Until the insurance	Yes	Yes

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		fulfilment of the agreement		contract is entered into		
Name, surname, contact information, leasing agreement, payments made, number of dependents of the potential customer and guarantor	Debt recovery	Legitimate interest in debt recovery	Not applicable	Until the debt is paid in full or the claim has been assigned to another person	No	Yes
Customer's and guarantor's credit file (information stored in various data sources) containing all personal data processed for the issuance of leasing and during its validity	Provision of services; Enforcement of contractual obligations	Fulfilment of the agreement; Money Laundering and Terrorist Financing Prevention Act	No	10 years after fulfilment of the agreement or 5 years have passed from the date of refusal to grant leasing	No	Yes
Customer's and guarantor's credit file (information stored in various data sources) containing all personal data processed for the issuance of leasing and during its validity	Protection of interests of Citadele Leasing in cases of complaints/claims	Legitimate interest in making a profit from a leasing transaction; Legitimate interest in defending company's interests (incl. provision of evidence) with authorities or court	Not applicable	3 years after leasing is repaid; 7 years from the end of financial year after the claim has been finally awarded	No	Yes
Recording telephone conversations	Customer service quality evaluation	Legitimate interest in providing and improving the quality of service, providing evidence of transactions and communication with you	Yes	12 months	Yes	No
Name, surname, e-mail, telephone number, information on creditworthiness and liabilities from the credit file, other information	For advertising - receipt of notices and offers	Consent	Yes	Until withdrawal of consent	Yes	Yes

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Name, surname, e-mail, telephone number, information on creditworthiness and liabilities from the credit file, information from credit registers and debtor databases, other information	For advertising - receipt of personal credit limit offers	Consent	Yes	Until withdrawal of consent	Yes	Yes
Credit file (information stored on different data sources) containing all the personal data processed for entering into the agreement and during its validity	Obligation to preserve accounting documents	Accounting Act	Not applicable	7 years from the end of financial year when the agreement has expired	No	Yes
Name, surname, personal identity number and credit file (information stored on different data sources) containing all the personal data processed for entering into the agreement and during its validity	Risk management and fulfilment of prudential regulations	Legal obligation and Legitimate interest of parent company to fulfil legal requirements stipulated in regulations of European Banking Authority and European Central Bank	Not applicable	5 years after fulfilment of the agreement	No	Yes

INFORMATION: Please be advised that the retention periods of information (incl. but not limited to personal data) stipulated in the table hereinabove are indicated according to each processing purpose. If the same set of information (incl. but not limited to personal data) has been processed for multiple purposes, the longest retention period shall prevail.

We process information about persons buying out leased property for the following purposes:

Data Type	Processing Purpose	Legal Grounds	Are you able to buy out a leased property if you do not provide us with this information?	How long will we keep this information about you?	Can you ask us to delete or stop using this information at any time?	Can you ask us to correct this information?
Name, surname, personal identity number and contact information	Processing of leased property buy-out	Conclusion and fulfilment of the agreement	No	10 years after fulfilment of the agreement*	No	Yes

Name, surname, personal identity number	Due diligence process/ Prevention of money laundering and terrorism financing	Money Laundering and Terrorist Financing Prevention Act	No	5 years after the last contact or fulfilment of the agreement	No	Yes
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\*until the expiration of the limitation period for claims and/or including the term arising from the Accounting Act.

We process information about persons selling property to be leased for the following purposes:

Data Type	Processing Purpose	Legal Grounds	Are you able to sell/lease a property if you do not provide us with this information?	How long will we keep this information about you?	Can you ask us to delete or stop using this information at any time?	Can you ask us to correct this information?
Name, surname, personal identity number, address, e-mail, telephone number, bank account number, data of property (e.g. registration plate number, identification number, etc.)	Conclusion of the agreement with seller of property to be leased, incl. communication thereon	Conclusion and fulfilment of the agreement	No	10 years after fulfilment of the agreement*	No	Yes
Name, surname, personal identity number	Due diligence process/ Prevention of money laundering and terrorism financing	Money Laundering and Terrorist Financing Prevention Act	No	5 years after the last contact or fulfilment of the agreement	No	Yes

\*until the expiration of the limitation period for claims and/or including the term arising from the Accounting Act.