

State Agency "Latvian National Accreditation Bureau" list of restricted access information
Riga

Order No.	Information, type of document or title of the document	Justification for recognizing the information as restricted access information	Duration of the status of restricted access information
1.	Procurement documentation – information provided by candidates as a trade secret or confidential information, excluding the offer of the candidate with whom the procurement contract is concluded.	Article 5, Part 2, Clause 3 of the Freedom of Information Act; Article 14 of the Public Procurement Law.	indefinitely
2.	All accounting information and data that, according to regulations, are not to be included in the Agency's public reports.	Article 5, Part 2, Clause 1 of the Freedom of Information Act; Article 4 of the Accounting Law.	indefinitely
3.	Information about an individual's private life.	Article 5, Part 2, Clause 4, and Article 8 of the Freedom of Information Act; 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 – Data Regulation).	indefinitely
4.	Correspondence with information requesters and information about these individuals.	Article 11, Part 6 of the Freedom of Information Act	indefinitely
5.	Information about natural and legal persons who have approached the Agency with oral and written submissions, complaints, and suggestions. Facts indicated in the submission as instructed by the submitter.	Article 5, Part 2, Clause 1, Article 11, Part 6 of the Freedom of Information Act; Article 9 of the Submissions Law.	indefinitely
6.	Materials of administrative proceedings related to a natural person.	Article 5, Part 2, Clause 1 of the Freedom of Information Act; Data Regulation; Article 54 of the Administrative Procedure Law.	indefinitely, except in cases specified in Section 29, Part 2, and Section 54 of the Administrative Procedure Law
7.	Materials of administrative proceedings related to a legal person.	Article 5, Part 2, Clause 1 of the Freedom of Information Act;	until the Agency makes a decision within the

		Article 54 of the Administrative Procedure Law.	administrative process, if the information does not contain a trade secret
8.	Personal data of a whistleblower, the report, and any written or physical evidence attached to it, as well as documents related to the examination of the whistleblower's report.	Article 11 of the Whistleblower Law.	indefinitely
9.	Litigation (case management) materials, if the person has appealed an administrative act issued by the Agency or its structural unit.	Article 5, Part 2, Clause 1 of the Freedom of Information Act; Article 28.3 of the Law on Judicial Power.	until a final court decision in the case comes into effect (available only to those persons whose rights are provided for in procedural laws)
10.	Management resolution.	Article 5, Part 2, Clause 2, Article 2, Sections 1 and 2 of Article 6 of the Freedom of Information Act.	until a decision on the relevant matter is made or the document, which is not classified as a document of restricted access, has been sent to the recipient
11.	Documents prepared in anticipation of handling a case (including expert and technical assessor opinions/ reports/ assessment notes).	Article 5, Part 2, Clause 2, Clauses 1 and 2 of Section 2 of Article 6 of the Freedom of Information Act.	until a decision on the relevant matter is made or the document, which is not classified as a document of restricted access, has been sent to the recipient
12.	Disciplinary cases.	Article 5, Part 2, Clause 5 of the Freedom of Information Act.	until a decision on the relevant matter is made or the document, which is not classified as a document of restricted access, has been sent to the recipient
13.	Internal documents regulating and describing security and information system security.	Article 5, Part 1 and Part 2, Clause 2 of the Freedom of Information Act; Article 14, Part 1 of the State Information Systems Law.	indefinitely

14.	Security, information security, and data protection training materials.	Article 5, Part 1 and Part 2, Clause 2 of the Freedom of Information Act; Article 14, Part 1 of the State Information Systems Law.	available to third parties if they participate in the Agency's organized training or seminars within their work (job) duties, or if the transfer of such materials is coordinated with the Agency's director
15.	Documents describing the information system infrastructure, work instructions, and similar nature of written and/or unwritten information.	Article 5, Part 1 and Part 2, Clause 2 of the Freedom of Information Act; Article 14, Part 1 of the State Information Systems Law.	partially available to third parties if, according to the contract, they perform activities related to the maintenance of the information system infrastructure
16.	Quality management system documents and internal audit reports.	Article 5, Part 2, Clause 2, Section 1 of Article 6 of the Freedom of Information Act.	indefinitely
17.	Risk management and other internal evaluations and management reporting documents.	Article 5, Part 1 and Part 2, Clause 2 of the Freedom of Information Act.	indefinitely
18.	Protocols of working groups, employee meetings, and commission meetings.	Article 5, Part 1 and Part 2, Clause 2 of the Freedom of Information Act.	until a decision is made within the respective process, if the information does not contain a trade secret or other types of restricted access information
19.	Information obtained from other persons and classified as a trade secret.	Article 5, Part 2, Clause 5 and Section 3 of Article 7 of the Freedom of Information Act; Article 5 of the Trade Secret Protection Law.	indefinitely
20.	Personnel information - employment contracts; workbooks; personnel files of the Agency's employees/officials; information about candidates in the Agency's announced competitions for officials and employees; company contracts; power of attorney contracts, and	Article 5, Part 2, Clauses 1, 4, and 5, and Article 8 of the Freedom of Information Act; Data Regulation; Article 38 of the Labor Law.	indefinitely, with the obligation of the Agency to disclose personal data to state and municipal officials in legally specified cases;

	other information about an individual's private life.		information about candidates and hiring documents may only be disclosed to third parties with the candidate's consent (Article 38 of the Labor Law)
21.	Personnel (staff) orders.	Article 5, Part 2, Clauses 1 and 4, and Article 8 of the Freedom of Information Act; Data Regulation.	indefinitely
22.	Mandatory health check cards, accident at work acts, investigation materials, sick leave certificates.	Article 5, Part 2, Clauses 1 and 4, Article 8 of the Freedom of Information Act; Article 9, Clause 1 of the Data Regulation.	indefinitely
23.	Service report.	Article 5, Part 2, Clauses 2 and 6 of the Freedom of Information Act.	indefinitely
24.	Documents related to the payroll and state social insurance contributions of personnel.	Article 5, Part 2, Clause 5 of the Freedom of Information Act.	indefinitely
25.	Information related to the evaluation of employees and officials.	Article 5, Part 2, Clause 5 of the Freedom of Information Act.	indefinitely
26.	Information received from foreign organizations, which the information provider or document author (data subject) has classified as restricted access or "RESTRICTED" or "CONFIDENTIAL" status, and a list of such information (including information and correspondence obtained in the meetings of working groups and committees of international organizations).	Article 5, Part 2, Clauses 2, 3, 4, and 5, and Article 11, Part 6 of the Freedom of Information Act.	indefinitely, information created by international organizations is disclosed with the consent of the respective organization
27.	Information for service needs.	Article 8.1 of the Freedom of Information Act.	indefinitely
28.	Information obtained during the evaluation of conformity assessment institutions, as well as reports on the evaluation of conformity assessment institutions.	Article 5, Part 2, Clause 5 of the Freedom of Information Act.	indefinitely
29.	Information received about or related to the evaluation of other countries' conformity assessment institutions and accreditation bodies.	Article 5, Part 2, Clauses 2 and 5 of the Freedom of Information Act.	indefinitely
30.	Information related to the accreditation of a conformity assessment institution.	Article 5, Part 2, Clause 5 of the Freedom of Information Act.	until the Agency makes a decision on the respective

			matter or the document, which is not classified as a document of restricted access, is sent to the recipient (excluding information that is a trade secret or its disclosure is prohibited by law)
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Director

G.Jaubērziņa - Beitika