**Procedure by which unmanned aircraft (drone) flights shall be approved**

On the basis of Section 7, Paragraph two, Clause 3, Section 19, Paragraph two of the Law on Ports and [aeronautical information of the SJSC “Latvijas gaisa satiksme” regarding airspace zones and restrictions](https://www.airspace.lv/drones/lv), the Freeport of Riga Authority shall publish the procedures by which unmanned aircraft (drone) flights shall be approved.

**How to get approval**

In order to co-ordinate the flight, a written application shall be submitted to the Freeport of Riga Authority at least 5 working days before the flight of the unmanned aircraft (drone). If it is intended to perform a high-risk flight, the application shall be accompanied by an operating permit. Information on the requirements of the particular flight is available on the website [http://uas.caa.lv](http://uas.caa.lv/) of the SA “Civil Aviation Agency”. The Freeport of Riga Authority draws attention to the fact that when performing an unmanned aircraft (drone) flight, the pilot of the unmanned aircraft (drone) shall comply with the conditions and restrictions specified in the specific geographical area of the UAS, which are available on the website of the SJSC “Latvijas gaisa satiksme” www.airspace.lv/drones.

[Application form for the approval of an unmanned aircraft (drone)](https://www.knab.gov.lv/lv/media/4032/download?attachment) flight

An application for the approval of an unmanned aircraft (drone) flight, signed with a secure electronic signature, shall be sent to the electronic mail address of the Freeport of Riga Authority drons@rop.lv

The applicant will be informed about the flight approval by e-mail.

The Freeport of Riga Authority draws attention to the fact that in order to get approval for the flight of an unmanned aircraft (drone) a request should be addressed to the manager of the relevant zone. This information is available on the SJSC “Latvijas gaisa satiksme” website <https://www.airspace.lv/drones/lv>.

**In accordance with Article 13 of the General Data Protection Regulation, the Freeport of Riga Authority shall provide the following information to the applicant:**

* Information about the controller: Freeport of Riga Authority, address – 12 Kalpaka Boulevard, Riga, e-mail address  – info@rop.lv, phone – 67030800, privacy policy – <https://rop.lv/lv/privatuma-politika>. If any issues arise, the data subject shall apply to the Freeport of Riga Authority using any means of communication.
* The purpose of data processing is to identify persons using unmanned aircraft in the port and to inform the person whether the planned flight of the unmanned aircraft in the port at the specified time and place is permissible. The legal basis for data processing is the obligation assigned to the Freeport of Riga Authority by laws and regulations to determine the regime of passes in the port (Section 7, Paragraph two, Clause 3 of the Law on Ports).
* The obtained personal data will be used by the Port Internal Security Service of the Freeport of Riga Authority, the Port Police. Personal data will be transferred to the Maritime Search and Rescue Coordination Centre (MRCC) for approval of the planned flight of the unmanned aircraft.
* The transfer of personal data to third countries or international organizations is not envisaged.
* The storage of personal data is planned for up to 2 years, if the relevant application has been prepared and submitted by a natural person, or 5 years if the application has been prepared and submitted by a merchant or legal person.
* The Freeport of Riga Authority shall exercise the rights provided for the data subject in the laws and regulations without restrictions, i.e. to access one’s data, to make corrections, to delete them, to object to their processing, as well as other rights.
* The Freeport of Riga Authority informs that the data subject has the right to submit a complaint regarding the controller and the data processing performed by him or her to the Data State Inspectorate.
* The obligation to provide personal data arises from the right of the Freeport of Riga Authority to determine the regime of passes in the Freeport of Riga, which ensures general security in the port by controlling the flow of people, goods and transport in the port. In case of failure to provide the personal data indicated in the application, the Freeport of Riga Authority shall reserve the right to refuse to issue a permit for the flight of an unmanned aircraft in the territory of the Freeport of Riga.