

INFORMATION NOTICE REGARDING YOUR PERSONAL DATA PROCESSED

To ensure protection of your personal data processed in accordance with Article 13 of the REGULATION OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL (EU) 2016/679 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** or **Regulation**), we hereby inform:

1. Your personal data is processed according to the below-stated conditions:

Purpose	Basis	Data categories	Storage term	Needs to be provided
Internal administration: conclusion / execution of employment contract, calculation and payment of salary, submission of income tax returns, management of financial resources (issuing of tangible assets, issuing of bank cards), personnel and career management; Storage of documents;	Legal acts Employment contract The legitimate interest of the Company in career management, ensure communication, safety of employees and property, help the employees to fulfil his / her family obligations	Name; surname; personal identity number; position; signature; details of non-compete agreements; social insurance details; salary data; bank data; vacation data; working schedule; business trips; children data, marital status (single mother or father, married or not), evaluation data; education data; place of residence, telephone number, e-mail address, personalized security codes, entrance card details	Name, surname, personal identity number, position, details of non-compete agreements; social insurance details; salary data; bank data; vacation data, working schedule, business trips are kept for the duration of the employment contract and for 3 years after the end of the employment relationship; Other data is stored during the validity of the employment contract and for 1 month after the end of the employment relationship; The personal data contained in the documents is stored for the terms established in the Local Laws	Necessary for signing and implementing Employment contract or necessary according to the requirements of legal acts
Employee health care; storage of essential documents	Legal acts Legitimate interest of the Company in ensuring employees' health	Contact / identification data, other data in the medical booklet; data on the level of work capacity; data on accidents at work / injuries suffered	The name, surname, other data contained in the medical booklet; data on the level of capacity for work are kept during the term of the employment contract; Personal data contained in the documents is stored for the terms established in the Local Laws	Necessary according to the requirements of legal acts
Publicity/marketing of the Company's activities	Consent (for the image) Legitimate interest of the Company to inform other persons about employees' contact details	Contact / identification data; image;	During the validity of the consent (for image) / during the validity of the employment contract (for contact / identification data)	Data that is processed on the basis of a consent does not need to be provided

	(contact/identification data)			
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2. If you fail to provide your personal data which we have the obligation to process by the legal acts or which is necessary for signing / implementing the employment contract – we will not be able to sign / implement the employment contract with you.
3. Your personal data can be disclosed to the following data recipients: Banks, Social welfare institution, Tax Administrator, Clients, Suppliers, Travel Agents, Insurance Companies, Telecom Service Providers, Auditors, Lawyers, Courts, Dispute Settlement Agencies, Archives, Health Care Institutions, State Labor Inspectorate, Consultants, companies providing occupational safety and health services, Company partners / shareholders, CRK Forest Management AB, Owners and administrators of Information Systems (Navcite Consulting AB), accounting service providers, website visitors, Website Hosting (Loopia AB), Other Third Parties with Legitimate Interests or Contractual Relations with the Company.
4. When processing your personal data, we do not apply automatic decision-making.
5. We have no intention to disclose your personal data to a third country or international organisation.
6. Joint controllers of the Personal data are: Silvestica Green Forest Latvia SIA, Company code 40103244310, business seat address: Vilandes iela 3 - 7, LV-1010 Riga, Latvia, phone No. +46(0)705-132430, electronic mail address: ekonomi@crkforest.se and Silvestica Green Forest AB, company code 559107-2797, business seat: Vastra storg 22, 291 31 Kristianstad, Kingdom of Sweden, phone No. +46(0)705-132430, electronic mail address: ekonomi@crkforest.se.

YOUR RIGHTS:

You have the right to submit your reasonable request to us for the following:

- notification and familiarisation with your personal data processed;
- correction of your personal data;
- erasure of your personal data;
- restriction of your personal data processing;
- presentation of your personal data in systemised, computer readable format;
- your objection to your personal data processing (if the basis for data processing is the legitimate interest).

If your personal data is processed on the basis of your consent, you have the right to revoke the consent and our right to process your personal data for the purpose specified in the consent at any time, by sending an email to: ekonomi@crkforest.se.

Your requests submitted must contain the following: information allowing us to identify you as the data subject; actions requested to be carried out; personal data, in respect of which the actions are requested to be carried out. We will examine the request within 30 (thirty) days from its receipt and notify you about the actions taken following the request. **Only reasonable requests will be satisfied.** You will be notified in the same form as the request.

If you believe that your rights related to your personal data processing carried out by us were infringed, you have the right to apply to the supervising institution: Data State Inspectorate of the Republic of Latvia, Blaumana Street 11/13-11, Riga, LV-1011, Latvia; Phone.: 67 22 31 31; Fax : 67 22 35 56; E-mail : info@dvi.gov.lv.

I RECEIVED THE NOTICE AND FAMILIARISED MYSELF WITH THE INFORMATION:

(name, surname, signature)