

DESCRIPTION OF PERSONAL DATA PROCESSING OF CLIENTS

1. The purpose of the Description of personal data processing of Clients (hereinafter – the Description) is to set the requirements for processing and protection of Personal data of the Clients / Clients' representatives or employees processed in the Company.
2. If this Description does not define certain rules, general provisions of the Description of personal data processing of employees, members of the governing bodies, shareholders (representatives), beneficiaries, authorised persons shall apply.
3. Joint controllers of the Personal data processed for the purposes below are: Silvestica Green Forest Latvia SIA, Company code 40103244310, business seat address: Vilandes iela 3 - 7, LV-1010 Riga, Latvia, and Silvestica Forest AB, company code 559107-2797, business seat: Stationsgatan 30, 302 45 Halmstad, Kingdom of Sweden, phone No. +46(0)705-132430, electronic mail address: ekonomi@crkforest.se.
4. The personal data is processed according to the below-stated conditions:

Purpose	Basis	Data categories	Storage term	Needs to be provided
<ul style="list-style-type: none"> • Conclusion and execution of contracts for the sale of goods / services; • Storage of contracts; • Protection of legitimate interests of the Company (claims management). 	<ul style="list-style-type: none"> • Contract conclusion and execution or legitimate interest of the Company in identifying the signatory, executing person (contract execution); • Legal acts; • Legitimate interest of the Company (to express or defend against claims). 	Contact / identification data; bank account details; credentials; contract execution data	During and for 5 years after the expiration of the sale/service contract; Personal data contained in the documents is stored for the terms established in the Local Laws	<ul style="list-style-type: none"> • Necessary for signing and implementing sales contract • Necessary according to the requirements of legal acts • We process data already at our possession
Conducting internal accounting	Legal acts	Identification data; financial data; position; workplace	10 years after the operation	We process data already at our possession
Debt administration	Legitimate interest of the Company (to express claims)	Contact / identification data; debt / services / goods sold / payments data	Until full debt recovery; Personal data contained in the documents are stored under the Local Laws	We process data already at our possession

5. If Data subject fails to provide his/her personal data which we have the obligation to process by the legal acts or which is necessary for signing/implementing the Sales contract – the Company will not be able to sign/implement the Sales contract.
6. The Personal data can be disclosed to the following data recipients: Tax Administrator, Banks, Auditors, Lawyers, Courts, Dispute resolution authorities, State registers, CRK Forest Management AB, Owners and administrators of Information Systems, accounting service providers, debt recovery service providers, business partners.
7. The Company shall protect personal data by ensuring its confidentiality, integrity and limited availability. Confidentiality means that personal data is not disclosed to persons who do not have access to these data. The Company ensures the confidentiality of personal data. Integrity means that personal data

should be accurate and relevant for the purpose for which it is being processed. Limited availability means that only authorized persons (consumers) have access to and manage personal data for legitimate and defined purposes.

8. The Company shall take the necessary technical and organizational measures to protect personal data against unauthorized processing and / or loss. The Company installs the appropriate hardware and software, applies the necessary security measures (including physical and electronic access control).
9. Personal Data subject has the following rights:
 - 9.1. To know (be informed) about his/her Personal data processing.
 - 9.2. To familiarise with his/her Personal data processed.
 - 9.3. To request for correction of his/her Personal data.
 - 9.4. To request for erasure of his/her Personal data ('the right to be forgotten').
 - 9.5. To request for restriction of his/her Personal data processing.
 - 9.6. To data portability.
 - 9.7. To disagree with his/her Personal data processing.
10. Requests related to Data subject's personal data shall be submitted to the Company by registered letter to: Vilandes iela 3 - 7, LV-1010 Riga, Latvia or e-mail address: ekonomi@crkforest.se.
11. The requests must include: information enabling the Data subject to be identified; requested actions; personal data for which such actions are requested. Only reasonable requests are responded. The Company examines the application within 30 (thirty) calendar days of its receiving, without any additional requests for time received, and informs the Data subject of the action taken on the request. The Data subject shall be informed in the form in which the request was made.
12. The Data subject may complain to the supervisory authority of the actions (omissions) of the Company in relation to the exercise of the Data subject's rights:

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

13. When processing personal data, the Company does not apply automatic decision-making.
14. Personal data is not transferred to a third country or to an international organization.
15. This Description may be reviewed once per calendar year on the initiative of the Data controller and / or in the exchange of legislation governing the processing of personal data.
16. Amendments to the Description shall take effect from the date of their approval.
17. This Description is valid until is changed or cancelled by the Company.