

DESCRIPTION OF PERSONAL DATA PROCESSING OF EMPLOYEES, MEMBERS OF GOVERNING BODIES, SHAREHOLDERS (REPRESENTATIVES),  
BENEFICIARIES, AUTHORISED PERSONS

Annex No. 5

**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
Activity administration of the authorised persons, agents; Storage of essential documents	Service contract / authorisation; Legal acts; Legitimate interest of the Company to fulfill contract with authorised persons / agents	Contact / identification data; bank account details; credentials	During the validity of the service contract / authorization and for 3 years after its expiry; The personal data contained in the documents are stored under the Local Laws	Necessary according to the requirements of legal acts and to conclude/execute contract or authorisation
Conducting internal accounting	Legal acts;	Identification data; financial data; position; workplace	10 years after the operation	We process data already at our possession

2. If you fail to provide your personal data which we have the obligation to process by the legal acts or which is necessary to conclude / execute a contract or authorisation, we won't be able to conclude a service agreement or to issue the Power of Attorney on behalf of the Company.
3. Your personal data can be disclosed to the following data recipients: Tax administrator, banks, auditors, lawyers, courts, dispute settling institutions, notaries, business partners having legitimate interest, CRK Forest Management AB, Owners and administrators of Information Systems, accounting service providers.
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 your Personal data are: Silvestica 2 Green Forest Latvia SIA, Company code 50203353401, business seat address: Saules iela 25, Madona LV-4801, Latvia, phone No. +46(0)705-132430, e-mail address: [ekonomi@crkforest.se](mailto:ekonomi@crkforest.se) and Silvestica 2 Green Forest AB, Company code 559315-9444, business seat: Västra storgatan 22, 281 31 Kristianstad, Sweden, phone No. +46(0)705-132430, e-mail address: [ekonomi@crkforest.se](mailto: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](mailto: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](mailto:info@dvi.gov.lv).