

LIMITED LIABILITY COMPANY "SVEASKOG BALTFOR" PRIVACY POLICY

1. General information

- 1.1. The privacy policy (hereinafter - the Policy) of Limited Liability Company "SVEASKOG BALTFOR", registration No.: 40003293038, address: 40-23 Brivibas Street, Riga, LV-1050, phone No.: 67240175, e-mail: sveaskog.baltfor@sveaskog.se (hereinafter - Sveaskog) provides information to individuals on how Sveaskog processes personal data, if you are a service provider or supplier thereof.
- 1.2. The Policy can be obtained from Sveaskog by sending a written request to sveaskog.baltfor@sveaskog.se. Sveaskog issues the Policy to service providers or suppliers at the time of execution of their respective contract or beforehand.

2. Which data does Sveaskog process?

- 2.1. **Suppliers:** Sveaskog processes its suppliers' personal data that are required to identify the seller (e.g., first name, surname and address), to identify a forest or a land lot, for the performance of a contract (e.g., bank account details), verify ownership rights and contact the supplier.
- 2.2. **Service providers:** Sveaskog processes its service providers' personal data required to identify the service provider (first name, surname, personal No., address), make payments (bank account details) and contact the service provider.

3. For which purposes, on which legal grounds and how long does Sveaskog process your personal data?

Data type	Processing purpose	Legal grounds	How long is Sveaskog going to store this information?	Can you request deletion of this information or discontinuance of usage thereof at any time?
First name, surname, personal No., office	Identification of the supplier or service provider	Contract formation	For the entire duration of the effective period of a contract and 10 years after the expiration thereof	No
Contact details (the contact's first name, surname, mailing address, phone number, e-mail)	For contacting the supplier or service provider	Contract formation	For the entire duration of the effective period of a contract and 10 years after the expiration thereof	Yes
Bank account number	For payments	Performance of a contract	For the entire duration of the effective period of a contract and 10 years	Yes

Data type	Processing purpose	Legal grounds	How long is Sveaskog going to store this information?	Can you request deletion of this information or discontinuance of usage thereof at any time?
			after the expiration thereof	
First name, surname, personal No. of the owner or lawful possessor of a felling site, or the name, registration number and address of the respective legal entity	Proof of felling permit	Annex 13 to the Regulations of the Cabinet of Ministers No. 935 of December 18, 2012	For the entire duration of the effective period of a contract and 10 years after the expiration thereof	No
First name, surname, personal No. of the authorised representative of the owner or lawful possessor of a felling site, number of the respective power of attorney, date of issuance and issuing authority thereof	Proof of felling permit	Annex 13 to the Regulations of the Cabinet of Ministers No. 935 of December 18, 2012	For the entire duration of the effective period of a contract and 10 years after the expiration thereof	No
Land Register data	Certification of a seller's title to the respective property	Contract formation	For the entire duration of the effective period of a contract and 10 years after the expiration thereof	No

Processing of personal data is a prerequisite for execution of a purchase or service contract with Sveaskog.

4. Who can access your personal data?

Sveaskog transfers your personal data to IT service providers. Sveaskog shall not transfer your personal data to countries other than the Member States of the European Union or the European Economic Area.

5. Your rights

5.1. You are entitled to request access to your personal data from Sveaskog and receive detailing information on the exact scope of your personal data at the disposal of Sveaskog, the purposes of processing thereof by Sveaskog, personal data receiver categories, information on the period of storage of these data by Sveaskog or the criteria that Sveaskog uses to determine the data storage period.

- 5.2. If you deem the information at the disposal of Sveaskog to be outdated, imprecise or incorrect, you may request the respective corrections to be made to your personal data.
- 5.3. You may request your personal data to be deleted or file objections against the processing thereof if you assume your personal data to be processed illegally or no longer required for the purposes for which Sveaskog collected and/or processed these (the right to "be forgotten").
- 5.4. You may request Sveaskog to restrict the processing of your personal data if any of the following circumstances exists:
 - 5.4.1. You dispute the precision of personal data – for the time of verification of precision of your personal data by Sveaskog.
 - 5.4.2. The processing is unlawful, and you object to the deletion of personal data and request restriction of the use of the data instead.
 - 5.4.3. Sveaskog does not need the personal data any more, but you require these in order to lodge, implement or safeguard legitimate claims.
 - 5.4.4. You have filed an objection against processing – for the time required to determine whether the grounds for data processing would prevail over your legitimate interests.
- 5.5. You may file complaints with the Data State Inspectorate.
- 5.6. You may file a request for the exercise of your rights with Sveaskog as follows:
 - 5.6.1. file a written application in person in the premises of Sveaskog, having presented an ID (passport or ID card),
 - 5.6.2. file a request electronically by signing it with a secure electronic signature and sending it to sveaskog.baltfor@sveaskog.se.
- 5.7. Sveaskog will respond within a month of receipt of your application. Sveaskog may extend the response time if a request is complicated or if requests are numerous.