

## PRIVACY POLICY

The controller of the personal data specified in this document is Silvestica Green Forest AB, company code 559107-2797, business seat: Västra Storgatan 22 2tr 291 31 Kristianstad, Sweden; phone: +46 705 132430; email: ekonomi@crkforest.se (hereinafter referred to as the **Company** or **We**).

The present privacy policy (hereinafter referred to as the **Privacy policy** or **Policy**) is intended for persons visiting the Company's website (www.silvestica.se), using website information and services provided on the website.

Data subjects for the purpose of this Privacy policy can be called **Visitors** or **You**.

Term 'personal data' used in this Privacy policy means any information by which you can be recognised – directly or indirectly identified.

The Privacy policy establishes and defines the purposes and procedure of personal data processing and collection, the scope of collected personal data; informs the Visitors about their rights.

By using services, continuing browsing the website, you (website Visitor) confirm that you are familiar with the present Privacy policy, understand its clauses and agree with them.

The Company collects and processes your personal data in accordance with the legal acts of the EU and Kingdom of Sweden regulating personal data protection.

### **The purposes, legal basis of your personal data processing, storage duration, data categories processed by the Company**

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

<b>Purpose</b>	<b>Basis</b>	<b>Data categories</b>	<b>Storage term</b>	<b>Necessity to provide data</b>
Assurance of the functionality of the website	Data processing is needed for our legitimate interest (assurance of the functionality of the website)	Specified next to the description of an appropriate cookie and similar technology (Cookie No. 1)	Specified next to the description of an appropriate cookie and similar technology (Cookies No. 1)	Required (Failing to provide data can slow down browsing on Internet, restrict operation of certain functions of the website, block access to the website).
Replies to inquiries on the website (www.silvetica.se)	Your consent	Contact details Data contained in the inquiry	3 months after the inquiry receipt	Not required

The Company exerts efforts to ensure that personal data is processed accurately, fairly and lawfully, exclusively for the purposes, for which it was collected, that personal data is processed following expressive and transparent principles and requirements of personal data processing established in legal acts.

We will process and store your personal data for not longer than required for fulfilment of the purposes for which the data was collected or for the period established by legal acts.

Personal data storage period is established by the following criteria:

- period, during which the information is needed for the purposes, for which it was collected and processed;
- period, during which the information is needed for fulfilment of legal requirements applied to us;
- period, during which the information is needed for fulfilment of our contractual obligations;
- for the period permitted by you for the use of such information about you by us (by your consent or otherwise).

Your personal data can be stored for a longer period than established in the Policy, when:

- there is reasonable suspicion of unlawful act under investigation;
- your data is needed for proper settlement of a dispute, complaint;
- we received complaints related to the Visitor, or we noticed offences committed by an appropriate Visitor;
- it is needed for the purposes of backup copies or the purposes related to operation and support of information systems or similar purposes;
- other special basis, conditions or cases stipulated in legal acts are present.

## Cookies and similar technologies

Cookies are used in our website. Cookies are small textual files (maximum several kilobytes), which are placed by your browser in your computer, tablet or other smart device when visiting our website. Cookies are used to ensure effective and safe website operation and to analyse your habits to make the operation of the website more convenient, effective and meeting your needs and expectations.

The following types of cookies can be used in the website:

**Technical cookies.** Technical cookies help to display the website on your device. Technical cookies are used to ensure functionality of the website and adaptation to your needs, e.g. by adapting the display of the website to the size of the screen of your device. Technical cookies are required for proper operation of the website. Full use of our website without them is impossible. Besides, technical cookies ensure that once you gave your consent to the use of other cookies, you are not requested to repeat the same action every time you visit our website.

These cookies do not collect information about you to be used for commerce or marketing purposes.

**Functional cookies.** Functional cookies are used to improve functionality of the website, to make the website convenient and effective to use. Functional cookies can be used to save your website language preference. If you want, functional cookies help to remember your logon details automatically and perform similar functions to support your preferred operation of the website.

These cookies do not collect information about you to be used for commerce or marketing purposes.

**Analytical cookies.** We use analytical cookies to know our website visitors better, so that we could make better adaptation of our website to your needs and wishes. We use analytical cookies to analyse our activities, what we do right, and what needs improvement. Information collected by analytical cookies is common and it is not individualised. Information of analytical cookies can be used to display the most popular articles read by the website visitors or webpages visited.

All information about the cookies used on the website, their purpose, validity and used data is provided in the table below:

No.	Cookie category	Cookie name	Cookie purpose	Data collected by cookie	Cookie storage period
1	Technical	devicePixelRatio	Ensures website adaptation to different-sized screens of devices	Type of a device used for browsing, its screen size	7 days

You can give your consent to the use of cookies by one of the following ways:

- without erasing them and/or changing your browser settings so that cookies are not accepted;
- in the message about cookies, clicking 'I Agree'.

You can revoke your permission to the use of cookies at any time. You can do it by changing your browser settings so that cookies are not accepted. How to do that depends on the operating system and browser used by you. Comprehensive information about cookies, their use, waiver possibilities are available on <http://AllAboutCookies.org> or [http://google.com/privacy\\_ads.html](http://google.com/privacy_ads.html).

In some cases, especially if you deactivated required technical and functional cookies, do not agree to cookies or erase them, your browser can start working slower, operation of certain website functions can be restricted, access to the Website can be blocked.

### **Sources from which your personal data is collected**

The Company processes:

- data provided by you when communicating with the Company, applying to us for information, etc.;
- data generated while you are using our network (e.g. calling by phone, sending an email or visiting our website), etc.

### **Cases and third parties to whom your data is disclosed**

The Company does not disclose your personal data to third parties without your prior consent, with the exception of the cases described below.

We can disclose your data to affiliates of Silvestica Green Forest AB operating in other EU Member States. At present, Silvestica Green Forest AB has the following companies:

- Silvestica Green Forest Lithuania UAB  
Konstitucijos pr. 4A, LT-09308 Vilnius, Lithuania;
- Silvestica Green Forest Latvia SIA  
Vilandes iela 3 - 7, LV-1010 Riga, Latvia;
- SILVESTICA GREEN FOREST ESTONIA OÜ  
Riia 24D, 51010 Tartu, Estonia c/o Grant Thornton;
- Silvestica Green Forest Finland Oy
- Camilla Viherlaakso, PL 18, 00271 Helsinki, Finland

We can transfer your data to third parties to process, who help us in carrying out our activities – data processors. Such persons may be website developers and administrators, suppliers and administrators of database software, providers of data centre, hosting and cloud services, companies creating, providing, supporting and developing software, companies providing information technology infrastructure services, companies providing communications services, etc. In every case, the data provided to a data processor is limited to the extent needed for fulfilment of a specific assignment or provision of a specific service.

Our contracted data processors can process your personal data exclusively according to our instructions. Besides, they must ensure your data security according to the effective legal acts and written agreements with us.

If an event described in the inquiry placed on the website can be recognised as insured event, we will forward your inquiry and data to insurance company (companies), with which our civil liability, property is insured, or which provides different insurance cover related to the event named in your inquiry. Insurance companies act as independent data processors and process your data in accordance with the terms and conditions and rules established by the insurance company.

Besides, data can be disclosed to competent governmental or law enforcement authorities, e.g. the police or supervising institutions, but only upon their request and only when such data is required under effective legal acts or in the cases and by the procedure stipulated in legal acts, in order to secure our rights, safety of our clients, employees and resources, to express, lodge and defend legal claims.

Data can be disclosed to the following data recipients: tax administrator to the extent related to fulfilment of legal requirements, lawyers, audit companies, courts, debt recovery companies.

### **Territories and jurisdictions, in which we process your personal data**

We process your personal data within the territory of the European Economic Area. At present, we have no intention to disclose and do not disclose your personal data to third countries.

### **Data security**

We process personal data in accordance with the requirements of data protection legislation, including the General Data Protection Regulation. We use various security assuring organisation and technical means to protect your personal information against unlawful access, use, destruction, disclosure or any other unlawful processing. Our chosen data processors are diligently selected, we demand application of adequate

measures by them, which can protect your confidentiality and ensure security of your personal information. However, security of information disclosed on internet or by mobile communication cannot be ensured; any communication of information to us by above-mentioned modes is carried out at your own risk.

### **External websites**

The website can contain links to external websites – websites of governmental institutions, news portals, etc., or websites in which our services are advertised. Following such links to any website, please note that those websites and services accessible on them have their own privacy policies and we do not assume responsibility or obligations for their policies or for personal data collected in those websites or during provision of services. Review privacy policies of those websites before providing personal data in them or using any services provided by them.

### **Rights granted to you by the data protection legislation**

Personal data protection legislation grants many rights to you which you can freely exercise while we have ensure such possibility for you. Information about your specific rights and how they can be exercised is provided in this section of the Privacy policy, therefore please read it carefully.

#### *The right to access your personal data processed by us*

You have the right to receive our confirmation if we process your personal data, and the right to access your personal data processed by us and information about the purposes of data processing, categories of processed data, categories of data recipients, period of data processing.

Majority of this information is provided to you in this Privacy policy and we believe you will find it useful.

#### *The right to personal data correction*

If the data provided by you to us changed or you believe that our processed information about you is inaccurate or false, you have the right to request for modification, specification or correction of the information.

#### *The right to revoke the consent*

When we process your data on the basis of your consent, you have the right to revoke your consent at any time and data processing on the basis of your consent will be terminated.

#### *The right to disagree to data processing, when processing is based on the legitimate interests*

You have the right to disagree to personal data processing, when personal data is processed on the basis of our legitimate interests.

#### *The right to make a complaint*

If you believe that we process your data in breach of the requirements established by data protection legislation, you are kindly requested to apply directly to us, first. We believe that we will manage to dispel all your doubts with our well-intentioned efforts, to satisfy your requests and to correct our mistakes, if any.

If you are not satisfied with our proposed settlement of an issue or you think we failed to take necessary actions under your request, you have the right to submit a complaint to the supervising institution, which in the Republic of Lithuania is State Data Protection Inspectorate (for more information: [www.ada.lt](http://www.ada.lt)).

#### *The right to request for deletion of data ('the right to be forgotten')*

Under certain circumstances named in the data processing legislation (when personal data is processed unlawfully, basis for data processing ceased to exist, etc.), you have the right to request for erasure of your personal data. In order to exercise this right, you are kindly requested to submit a written request.

#### *the right to restrict data processing*

Under certain circumstances named in the data processing legislation (when personal data is processed

unlawfully, you contested accuracy of data, you submitted an objection to data processing on the basis of our legitimate interest, etc.), you also have the right to restrict your personal data processing.

#### *The right to data portability*

Data that is processed by us on the basis of your consent or agreement concluded with you and processing of which is carried out by applying automated means, you have the right to have it moved to the other data controller. Your requested data to be moved will be provided to you in the format that is usually used in our systems and readable by computer, and upon your request and if technical possibilities permit, we will forward the data directly to the other data controller named by you.

To exercise the rights specified in this section of the Privacy policy, you are kindly requested to submit a written request.

#### **Request examination procedure**

To protect your and other persons' data from unlawful disclosure, upon your request to provide data or exercise your other rights, we will have to verify your identity. For this purpose you may be requested to give your name, surname, email address, phone number of other data and check if your provided data is identical to the appropriate data. If verification procedure fails (e.g., your provided data differs from the data held by us), we will have to declare that you are not proper Data subject and will have to reject your request. In such event, you may visit the business seat of the Company and upon presentation of an identification document, submit your request in writing.

Upon receipt of your request to exercise any of your rights and having passed the above-mentioned verification procedure, we assume an obligation, without any unreasonably delay, but in no event later than within one month from the day of receipt of your request and completion of verification procedure, to provide you with information about actions taken by us under your request. Depending on complexity and number of requests, we have the right to prolong one month's period for two additional months, giving you a notice before the end of the first month and specifying the reasons for such prolongation.

If your request is submitted via electronic means, our reply will be sent also by electronic means, unless it is impossible (e.g. because of too big volume of information) or if you request for reply by any other means.

We will reject your request with a reasoned reply once the circumstances set forth in legal acts are established, by informing you in writing.

#### **Our contact details**

Our, as data controller's, details:

Silvestica Green Forest AB  
Company code 559107-2797  
Business seat address: Västra Storgatan 22 2tr 291 31 Kristianstad, Sweden

Regarding all data processing matters, contact us:

By electronic mail: [ekonomi@crkforest.se](mailto:ekonomi@crkforest.se),  
By phone: +46 705 132430,  
On the Internet: [www.silvestica.se](http://www.silvestica.se)  
Post correspondence address: Västra Storgatan 22 2tr, 291 31 Kristianstad, Sweden.

#### **Miscellaneous**

This Privacy policy can be updated by the Company at any time. The Company will inform the Visitors about the update, by publishing a new version of the Privacy policy on the website.

If any clause of the Privacy policy is declared ineffective or not applicable, it will not affect the lawfulness and validity of the other clauses of the Privacy policy.

This Privacy policy is effective from 25 May 2018 (the date of the last update – 28 March 2019).