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 and business partners	Service agreement / authorisation; Legal acts; Legitimate interest of the Company (to express or defend against claims)	Tax administrator, banks, auditors, lawyers, courts, dispute settling institutions, Data processors	During the validity of the service agreement / authorisation and for 2 years after its end; Personal data contained in the documents is stored for the terms established in the Local Laws	• Necessary according to the requirements of legal acts and to conclude/execute a Power of Attorney

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 Power of Attorney, we won't be able to conclude a service agreement or to issue the Power of Attorney on behalf of the Company.
1. Your personal data can be disclosed to the following data recipients: Tax administrator, banks, auditors, lawyers, courts, dispute settling institutions, Data processors (Employees of the Company, employees of CRK Forest Management AB, Owners and administrators of Information Systems, accounting service provider).
2. When processing your personal data, we do not apply automatic decision-making.
3. We have no intention to disclose your personal data to a third country or international organisation.
4. **Joint controllers of the Personal data** processed for the purposes laid down in Paragraphs 3.1-3.3 of the Description in the Company are: SILVESTICA GREEN FOREST ESTONIA OÜ, Company code 10817274, business seat address: Riia tn 24d Tartu, Tartu Tartumaa 51010, Estonia, 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: Estonian Data Protection Inspectorate, Address: 39 Tatari St., 10134 Tallinn, Telephone +372 627 4135, E-mail info@aki.ee.

I RECEIVED THE NOTICE AND FAMILIARISED MYSELF WITH THE INFORMATION:

_____
(name, surname, signature)