

## **External Privacy Notice**

### **1. INTRODUCTION AND SCOPE**

This External Privacy Notice has been adopted to describe how we, i.e., "BILLERUDKORSNAS LATVIA" SIA, registration No 50003121261, process your personal data in the situations described below and how we use cookies on our public websites.

"BILLERUDKORSNAS LATVIA" SIA is the data controller in respect of the processing of your data, as indicated in Section 4.1 below.

The External Privacy Notice applies to our processing of personal data relating to you as a:

- (i) representative/contact person of our business customers and suppliers, and
- (ii) visitor of our public websites.

We appreciate your interest in our company and your visit to our website. We are committed to your privacy and have a duty to fulfil the provisions of the EU Regulation 2016/679 (General Data Protection Regulation). Please read the following information regarding how we process your personal data.

If you have any questions about this information, or if you wish to exercise any of your rights as set out below, please contact us via the contact information listed under Section 4.2 below.

### **2. COLLECTION AND PROCESSING OF PERSONAL DATA, INCLUDING LEGAL GROUNDS**

#### **2.1 General**

The term "personal data" means any information which, either directly or indirectly via other data, can be linked to a natural individual, such as name, address, telephone number, e-mail address, personal identification number, IP address and logs from a web browser.

The term "processing of personal data" means any operation performed on personal data, such as the collection, storage, adaptation, disclosure or compilation of personal data.

#### **2.2 Collection, processing and deletion of personal data, including legal grounds**

#### **2.3 Contact persons or other representatives at our business customers/suppliers**

Data and purpose: We process personal data that you or your employer (i.e. our business customer or supplier) have provided to us for the purpose of administering the relationship with you in your capacity as a contact person, signatory or other representative of an entity registered as a business customer or supplier with us. For example, this may concern name, contact details, personal identification number (if the customer/supplier is a sole trader).

Retention and erasure: The data will be kept until we have been notified of a new person that



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shall be the contact person and/or representative.

Legal ground: We base the processing on our legitimate interest of maintaining the relation with our business partners (business customers/supplier).

## 2.3.1 Websites and social media

Data and purpose: "BILLERUDKORSNAS LATVIA" SIA also automatically receives and stores information from your web browser, such as IP address, cookie information and the pages you visit, to log files on our server.

We use the information collected to improve the content on our website and the services we provide and to develop anonymous usage statistics.

We use the information we collect with regard to how you, as a user, use of the website so that we can analyse search behaviour and be able to provide you with personalised content. Personal data may also be processed indirectly in connection with the development and administration of "BILLERUDKORSNAS LATVIA" SIA IT systems.

Personal data that we request from you and indicated as mandatory is required to be provided in order for us to fulfil your request. Please note that "BILLERUDKORSNAS LATVIA" SIA is not responsible for your privacy or the content on external websites to which we may provide links on this website.

Retention and erasure: We delete collected personal data when the purpose of the processing has been completed.

Legal ground: We will process your personal data when it is necessary to fulfil a request from you or otherwise when it is necessary for the purposes of a legitimate interests for us, *inter alia*, to improve the website. If a certain data process requires your prior consent, we will collect such consent before carrying out the processing in question.

## 24 Disclosure of personal data to a third party

"BILLERUDKORSNAS LATVIA" SIA will not sell your personal data to a third party unless there are legal grounds for doing so. We only share personal data with other companies in the BillerudKorsnäs Group of Companies, with business partners who process personal data on behalf of "BILLERUDKORSNAS LATVIA" SIA, and when we are required to do so in accordance with law or decisions by public authorities. Where personal data is transferred to Group companies and partners outside the EU/EEA, it is our responsibility to ensure that such personal data is protected in the same way as in the EU/EEA, for example by putting data transfer agreements in place.

## 25 Your rights in relation to your personal data

According to the General Data Protection Regulation, you are entitled to certain rights. If you want to exercise any of these rights, please contact us at the address specified in section 6 below.

As specified in the General Data Protection Regulation you have the right to:



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- request access to and rectification of the personal data we process in relation to you;
- request erasure of your personal data;
- request that we restrict the processing of your personal data;
- object to the processing of your personal data and, in respect of processing based on your consent, to withdraw your consent at any time; and
- receive personal data about you that you have provided to us (data portability).

You are also entitled, at any time, to submit complaints to the relevant supervisory authority, i.e., Data State Inspectorate, if you think that your personal data is being processed in violation of applicable legislation.

### 3. OUR USE OF COOKIES

On our website we use cookies in order to give you the best possible experience when you visit the site.

#### 3.1 What is a cookie and what is it used for?

A cookie is a small text file that the website you visit stores on your computer (or a similar device, such as a tablet or mobile phone).

There are two types of cookies - persistent cookies and session cookies. This website uses both types of cookies.

Persistent cookies are stored as a file on your computer for a certain period of time until they are deleted by the visitor to the website or the server that sent them.

Session cookies are stored temporarily while the visitor is browsing on a webpage and disappear when the visitor closes their web browser.

#### 3.2 Cookies on our websites

The following tables list the types of cookies placed on our websites, their function, the purposes for which the data are collected and how long data collected by cookies are kept:

[billerudkorsnas.com](http://billerudkorsnas.com)

cookie Name on	Type of cookie	Purpose, data collected and retention period	Disclosure to third parties?
Google Analytics	Third party cookie (persistent)	Measure and analyse visitor patterns as well as to improve the website's features and the user's experience of it	Google

#### 3.3 Consent to the use of cookies

According to laws of the Republic of Latvia, everyone who visits a website with cookies shall have access to information that the website contains cookies and how such cookies are used. The visitor must also consent to the use of cookies.

#### 3.4 If you do not want to accept cookies



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If you do not want to accept any cookies, you can set your web browser to block cookies. However, this may mean that you do not have full access to all pages and functions on the website.

Visit [www.aboutcookies.org](http://www.aboutcookies.org) for more information on how to handle and remove cookies.

## **4. DATA CONTROLLER AND CONTACT**

### **4.1 Data controller**

“BILLERUDKORSNAS LATVIA” SIA is the data controller in respect of processing your data.

### **4.2 Contact details**

If you have any questions on how we process your personal data or want information about further contact details for the data controllers above, please contact us by e-mail or post.

If you have any questions concerning this External Privacy Notice, or otherwise regarding processing of personal data by “BILLERUDKORSNAS LATVIA” SIA, you can contact us using the contact details indicated below.

Office in Riga  
"Jaunbūmaņi", Dreiliņi, Stopiņu nov., LV-2130  
Telephone: +371 67106836  
E-mail: [riga@billerudkorsnas.lv](mailto:riga@billerudkorsnas.lv)

Office in Jaunjelgava  
Meža iela 4, Jaunjelgava, Jaunjelgavas nov., LV-5134  
Telephone: +371 65152800  
Fax: +371 65152801  
E-mail: [info@billerudkorsnas.lv](mailto:info@billerudkorsnas.lv)

## **5. UPDATING THE EXTERNAL PRIVACY NOTICE**

“BILLERUDKORSNAS LATVIA” SIA may, at any time, revise this External Privacy Notice by posting an updated version on the website.

This External Privacy Notice was last updated in November 2018.