

## **Privacy Policy**

### **Privacy policy objective**

The objective of the Privacy policy is to provide information to data subjects – natural persons – about the purposes of the processing of personal data, legal basis, categories of recipients of the personal data, duration and security of data retention, as well as the rights of the data subject.

### **Data controller**

AS “Latvijas Finieris”, registration number 40003094173, legal address Bauskas iela 59, Riga, LV-1004, hereinafter Latvijas Finieris.

### **Privacy policy scope**

Latvijas Finieris applies this Privacy policy when processing personal data, including on the websites [www.finieris.lv](http://www.finieris.lv), [www.finieris.com](http://www.finieris.com), [www.izgatavopats.lv](http://www.izgatavopats.lv), [www.abragciems.lv](http://www.abragciems.lv), [www.iekarturupnica.lv](http://www.iekarturupnica.lv), [www.viobond.eu](http://www.viobond.eu), [www.betulin-lab.com](http://www.betulin-lab.com), [www.rigawood.com](http://www.rigawood.com), [www.rigawood.fi](http://www.rigawood.fi), [www.finierklucis.lv](http://www.finierklucis.lv) and the processing of personal data submitted on social media accounts on Facebook (LF, RW, RWB, Dzīvība bez koksnes), YouTube (LF), Instagram (LF, RW), TikTok (LF), X (VIOBOND), LinkedIn (LF, RW, VIOBOND, Dzīvība bez koksnes). Latvijas Finieris ensures that your personal data are protected in accordance with the provisions described in this policy and EU General Data Protection Regulation 2016/679 of 27 April 2016 requirements. Latvijas Finieris undertakes to take all necessary measures to keep your data confidential and secure.

### **Purpose of processing and legal basis**

Latvijas Finieris may use your personal data for the following purposes:

- Potential personnel recruitment when receiving your CV and application letter (legitimate business interests, the data subject’s consent);
- Convenient reservation of goods and services, arrangement of cooperation, improvement of service (legitimate business interests, the data subject’s consent);
- Sale and delivery of goods, and the provision of services (establishing of contractual relations and fulfilment of contractual obligations);
- Goods and services purchase contracts and arrangement of other cooperation (establishing of contractual relations and fulfilment of contractual obligations);

- Provision of quick and qualitative communication by replying to the received questions or comments (legitimate business interests, the data subject's consent);
- Analytic and market research about the use of our website, product and services (legitimate business interests, the data subject's consent);
- Provision of health and safety in the company's premises and territory by using web cameras and access control (legitimate business interests).

### **Categories of recipients of personal data**

Personal data may only be transferred to third persons to the extent and in the manner necessary to reach the objectives of this policy and when it is necessary for Latvijas Finieris to comply with legal or contractual obligations:

- Your personal data may be given to other companies within Latvijas Finieris Group for processing;
- To state institutions to comply with the obligations of legal or normative acts;
- To organisations and institutions to comply with contractual obligations;
- Data processing companies can be outsourced but only those who guarantee to implement appropriate technical and organisational measures in such a way as to ensure the protection of the rights of data subjects in processing in accordance with the requirements of the laws and regulations;
- In the case that merchants operating in third countries are used for processing your data, it is initially ascertained whether the third country or territory has obtained the European Commission's opinion on adequate protection, or whether Latvijas Finieris may apply standard contractual clauses for the transfer of personal data to third countries.

Your personal data will not be sent to international organisations.

### **Personal data storage period**

Personal data is only collected and processed for the purposes stated above and only for the time necessary to achieve these purposes, to protect the interests of Latvijas Finieris, or in accordance with the time limit specified in the applicable laws. After the expiration date of the use of data, they are deleted or archived; For example, CCTV footage is stored

for 3 months, while personal data collected during the recruitment process is stored for 6 months.

Personal data is restricted information to which only authorised personnel have access or where access to these data is necessary to persons as a part of their employment or duties. All employees who have been delegated/authorised to work with the data of natural persons receive appropriate training to be able to protect the rights of the data subject.

### **Rights of the data subject**

You have the right to receive confirmation from Latvijas Finieris as to whether or not your personal data is being processed unless you already have such information. You are entitled to request the company to rectify, remove, restrict data processing, object to data processing and withdraw the consent you have given at any time, without affecting the lawfulness of processing based on consent before its withdrawal. You have the right to complain to the supervisory authority – Data State Inspectorate.

### **Information security**

Latvijas Finieris implements and maintains adequate administrative, physical, technical, and organisational measures to protect your personal data against accidental, unlawful destruction, loss, alteration, unauthorised disclosure or access to personal data transmitted, stored or otherwise processed.

### **Coming into force**

Latvijas Finieris reserves the right to amend this Privacy policy without separate notice. The latest version of the Privacy policy published on the websites [www.finieris.lv](http://www.finieris.lv) and [www.finieris.com](http://www.finieris.com), replaces the previous version of the Privacy policy.

### **Information**

By providing your personal data to Latvijas Finieris, you confirm that you have read the terms of this Privacy policy.

### **Contact details**

If you have any questions, comments or concerns about this Privacy policy or would like to make a complaint about this Privacy policy, please contact us by sending an e-mail: [info@finieris.lv](mailto:info@finieris.lv) or by phone +371 67065846, or post: AS "Latvijas Finieris", Bauskas iela 59, Riga, LV-1004.