

Privacy Policy

I. Identifying Data

This **Privacy Policy** standardizes the use of personal data obtained from business relationships between the customer and ENCE Energía y Celulosa, S.A. It is recommended to read the following conditions carefully.

In order to comply with Regulation (EU) 2016/679 of the European Parliament and the Council, the following data is reflected:

Owner Company: ENCE Energía y Celulosa, S.A. hereinafter "ENCE"

Registered Office: C/ Beatriz de Bobadilla 14, 4th Floor, 28040, Madrid

Contact Information: info@ence.es or +34 91 337 85 00

CIF: A-28212264

Registry Data: Registro Mercantil de Madrid, Hoja nº M-31131, Folio 157, Tomo 27285

II. Purposes

The collected personal data will be processed by ENCE, as the Data Controller, with the following purposes:

1. Provision of the Wood purchase services
2. Management of recruitment processes
3. Questionnaires on forest management for groups of interest

The legitimate basis of treatment for all of the above purposes is the interested party consent. In addition, these data could be used for the profile elaboration.

III. Data Retention Period

The personal data obtained will be kept for a certain period of time, depending on the purpose for which they were collected:

1. The data obtained for the wood purchase/sale service will be conserved during the next 30 years after the last commercial action. Once the data retention period has expired, these will be deleted or anonymized.
2. The data collected during recruiting processes will be retained one year after completing the process. Once the data retention period has been completed, these will be deleted.
3. The data obtained from the questionnaires on forest management will be conserved for 30 years. Once the data retention period has expired, these will be deleted or anonymized.

IV. Communication of data to third parties

We inform you that your data will only be transferred to other Group companies or third parties that provide services related to the treatment purposes for which the data were

collected (for example, external agency, third parties that provide technological support services, etc.).

In addition, your data will not be transferred to countries outside the European Union, except for reasons of provision of technical services, such as, that the servers of the systems or technological resources suppliers are located in those countries.

However, ENCE may transfer your data to third parties if such transfer is required by law, by a regulatory provision or by a court ruling, or if this disclosure is necessary to guarantee the protection and defense of your rights.

V. Rights of the interested parties

In accordance with Spanish and European laws and regulations regarding data protection, at any time you can exercise your rights of Access, Rectification, Cancellation or Erasure, Opposition, Automated Opposition, Portability and Limitation of Treatment.

The exercise of these rights may be carried out following the procedure established in the document "Instructions for the Exercise of Rights of the Interested Party" available on the ENCE website. This procedure consists of filling out the form contained in the aforementioned document and sending it via e-mail to lopd@ence.es or by postal mail to the company's registered office (C/ Beatriz de Bobadilla 14, 4ª Floor, 28040, Madrid) along with a photocopy of the ID.

If the interested party exercises his rights, ENCE must respond to the interested party's requests without undue delay and no later than within one month, and explain his reasons in case he does not attend to them. This period may be extended for another two months if necessary, taking into account the complexity and the number of applications. The responsible party will inform the interested party of any such extension within one month of receiving the request, indicating the reasons for the delay.

In addition, you can contact the Spanish Data Protection Agency, C/ Jorge Juan, 6, 28001 Madrid, in relation to any question related to the processing of your data by ENCE.