

## PRIVACY POLICY AND COOKIE FILES

Confidentiality of visitors to our website <https://www.papir.kiev.ua> is very important to us. This privacy and cookie policy (hereinafter referred to as the "Policy") explains what we will do with your personal information. This Policy applies only to information collected on our website <https://www.papir.kiev.ua>, and we are not responsible for the privacy policy or content of third-party websites.

### 1. TERMS AND DEFINITIONS

1.1. Website (hereinafter referred to as the "Site") – an information resource on the Internet located at <https://www.papir.kiev.ua> that contains textual, graphic, and other information perceived as a whole and supported by a set of system software.

1.2. Site Owner (hereinafter referred to as the "Owner") – PJSC "Kyiv Cardboard and Paper Mill," which is the owner and administrator of the personal data of Site Users.

1.3. User – any person who has ever accessed the Site and has reached the age permissible for accepting the User Agreement posted on the Site and this Policy.

1.4. Personal Data – information or a set of information about the User that is identified or can be specifically identified.

1.6. Services (Site services) – any services offered on the Site of the Owner, including, but not limited to, the services of creating platforms for communication with business and new formats of materials and special projects, creating and improving the quality of content for Users, video production, industry-specific special projects, direct advertising, etc.

### 2. COLLECTION AND USE OF PERSONAL DATA

2.1. The use of the Site does not require registration and/or authorization and the direct provision of personal data that can identify you, except as provided in clause 2.2 of the Policy.

2.2. At your discretion, you can send a request by specifying your name and contact e-mail.

2.3. When using the Site, we may automatically collect information related to your use of the Site.

2.4. We may collect, store, and use the following types of your personal data:

Information about your computer, including IP address, geographic location, type, and version of the browser and operating system.

Information about your visits and use of this Site, including referral source, visit duration, page views, and navigation routes on the Site.

Information you provide when filling out the contact form on our Site in the order specified in clause 2.2 of this Policy, such as your name, email address, and contact information.

Information you enter when using services on our Site.

Information generated during the use of our Site, including when, how often, and under what circumstances you use it.

Information contained in any messages you send us by email or through our Site, including their content and metadata.

Any other personal information you send us.

2.5. Before disclosing personal information about another person, you must obtain the consent of that person to disclose and process their personal information in accordance with this Policy.

2.6. When you visit the Site, a connection is established, access to data on the Site is made, and a log file is created. It may contain:

Date and time of access to the Site.

The IP address from which access to the Site was made.

Data or the name of the file you accessed on the Site.

The amount of time spent on the Site.

The name and version of the web browser, your operating system.

The name of the website from which you came to the Site.

This information is used to improve the performance of the Site, for security reasons, to ensure the stability of the Site, as well as to protect the Site from possible external attacks. Additionally, we may perform statistical analysis of this data. Data stored in log files does not allow us to identify you personally. Log file data is used only for the purpose stated in this Policy and is not disclosed to third parties, except as provided in clause 7.2 of the Policy.

2.7. We only collect those personal data that are consciously and voluntarily provided by you as the subject of personal data for the purpose of using the services of the Site, which, according to the requirements of current Ukrainian legislation, is the consent of the subject of personal data to the processing of their personal data in accordance with the purpose of their processing formulated in this Policy.

2.8. We guarantee that we will not sell or lease the personal data of the User to third parties, except in cases where the disclosure of your personal data is necessary to fulfill the requirements of current Ukrainian legislation.

2.9. We do not collect or process information about your personal data regarding racial or ethnic origin, political, religious, or philosophical beliefs, membership in political parties and professional associations, criminal convictions, as well as data related to health, sex life, biometric or genetic data (in accordance with Article 7 of the Law of Ukraine "On Personal Data Protection").

### 3. PROCESSING OF PERSONAL DATA

3.1. The processing and storage of the provided personal data are carried out in data centers where equipment ensuring the functioning of the Site services is located. The provided personal data are processed and may be stored in the Personal Data Database or a separate table of the Site Database. The place of storage and processing of personal data is located at: 08730, Kyiv region, Obukhiv, Kyivska Street, 130.

#### 4. PURPOSE OF USING PERSONAL DATA

4.1. We may use your personal information for the following purposes:

4.1.1. Administering our Site and business;

4.1.2. Personalizing our Site for you;

4.1.3. Providing you with the opportunity to use the services available on our Site;

4.1.4. Sending you non-marketing commercial communications;

4.1.5. Sending you email notifications if you have subscribed to email notifications;

4.1.6. Sending you our newsletter if you have subscribed to it. You can also inform us at any time if you no longer require the newsletter;

4.1.7. Sending you marketing communications related to our business or the business of carefully selected third parties that we believe may interest you. You can also inform us at [market@papier.kiev.ua](mailto:market@papier.kiev.ua) if you no longer need marketing communications;

4.1.8. Providing third parties with statistical information about our users (in this case, third parties will not be able to identify any individual user from this information);

4.1.9. Reviewing requests and complaints made by you or about you regarding our Site;

4.1.10. Keeping our Site safe and preventing fraud;

4.1.11. Verifying compliance with the terms governing the use of our Site (including monitoring private messages sent through our Site's private messaging service);

4.1.12. And other types of use.

4.2. If you express a desire to provide personal information for publication on our Site, we will publish and otherwise use this information in accordance with the permissions and/or licenses you provide to us.

4.3. Your privacy settings can be used to limit the publication of your information on our Site and can be adjusted using the privacy controls on the Site.

4.4. We will not provide your personal information to any third party for their direct marketing or any other purposes without your explicit consent, except as provided by the current legislation of Ukraine.

#### 5. STORAGE PERIOD OF PERSONAL DATA

5.1. Personal data is stored for a period no longer than necessary in accordance with the purpose of their processing.

#### 6. INTERACTION OF THE SITE WITH OTHER RESOURCES

6.1. When using the services, there may be codes of other Internet resources and third parties on the pages of the Site, resulting in these Internet resources and third parties obtaining your data. These Internet

resources may receive and process information about your visits to these pages, as well as other information transmitted by your browser. Such Internet resources may include:

Banner display systems (e.g., DoubleClick for Publishers, Admixer, AdRiver, etc.);

Social network plugins (e.g., Discus, Facebook, Twitter, Google+, etc.).

6.2. The use of the specified services is necessary for the operational analysis of Site visits, internal and external assessment of Site attendance, depth of views, and user activity. We do not store or process data obtained from these services.

6.3. If, for any reason, you do not want the services specified in clause 6.1. of the Policy to access your personal data, you can, at your discretion, log out of your Account and clear cookies (through your browser).

## 7. INTERACTION OF THE OWNER WITH THIRD PARTIES REGARDING PERSONAL DATA

7.1. We do not transfer personal data to third parties, except in cases where such transfer is required by the current legislation of Ukraine, at the request of the data subject, or in other cases outlined in this Policy. We understand that personal information is valuable and an integral part, including personal non-property rights of any individual. Therefore, we take all possible measures to protect your personal information.

7.2. Access to your personal data may be granted to our authorized employees who have agreed to ensure the confidentiality of users' personal data. Third parties providing us with services related to the support and administration of the Site and other services associated with the Owner's business activities may also have access to your personal data. Our authorized employees and/or third parties are bound by the agreements concluded with us to comply with all requirements of the current legislation of Ukraine regarding the protection of users' personal data and their confidentiality.

7.3. The Site may contain links to other websites (solely for informational purposes). When clicking on a link to other websites, the provisions of this Policy will not apply to such sites. Therefore, we recommend that you review the privacy and personal data policy of each website before providing any personal data by which you can be identified.

7.4. Personal information that you publish on our Site may be available on the Internet worldwide. We cannot prevent the use and misuse of such information by third parties in other countries.

## 8. PROTECTION OF PERSONAL DATA

8.1. We use generally accepted standards of technological and operational information security and personal data protection from loss, misuse, alteration, or destruction. However, we do not guarantee absolute protection against any threats that may arise beyond our control.

8.2. We ensure compliance with all relevant obligations regarding confidentiality, as well as technical and organizational security measures to prevent unauthorized or unlawful disclosure or processing of such information and data, their accidental loss, destruction, or damage.

8.3. We have the right to disclose personal data without your consent in the cases specified by the current legislation of Ukraine, and only (if necessary) in the interests of national security, economic prosperity, and human rights.

## 9. TERMS OF ACCESS TO PERSONAL DATA

9.1. The procedure for access to personal data by third parties is determined by the terms of the User's consent provided to the Owner for the processing of this data or in accordance with the requirements of the law.

9.2. You have the right to obtain any information about yourself from any subject of relations related to personal data by providing the last name, first name, patronymic, place of residence (place of stay), and details of the document certifying the individual who submits the request, except as provided by the current legislation of Ukraine.

9.3. Access to data about yourself is free of charge. The deferral of access to your personal data is not allowed. The deferral of access to personal data by third parties is allowed if the necessary data cannot be provided within thirty calendar days from the date of receipt of the request. At the same time, the total resolution period for issues raised in the request cannot exceed forty-five calendar days.

9.4. Notice of deferral is communicated to the third party that submitted the request in writing with an explanation of the procedure for appealing such a decision.

9.5. Refusal of access to personal data is allowed in the manner determined by the current legislation of Ukraine if access to them is prohibited in accordance with the Law of Ukraine "On the Protection of Personal Data."

9.6. The decision to defer or deny access to personal data may be appealed to the Commissioner for Human Rights of the Verkhovna Rada of Ukraine or the court.

## YOUR RIGHTS AS A USER (PERSONAL DATA SUBJECT)

10.1. As a User (personal data subject), you have the right:

To know about the sources of collection, location of your personal data, the purpose of their processing, the location of the Owner, or to receive relevant information by authorized persons, except as provided by the Law of Ukraine "On the Protection of Personal Data";

To receive information about the terms of access to personal data, including information about third parties to whom his personal data is transferred;

To access your personal data;

To receive, no later than thirty calendar days from the date of receipt of the request, except as provided by the Law of Ukraine "On the Protection of Personal Data," an answer to whether your personal data is processed, as well as to receive the content of such personal data;

To make a reasoned demand to the Owner with a refusal to process his personal data;

To make a reasoned demand for the change or destruction of his personal data by the Owner if this data is processed illegally or is inaccurate;

To protect your personal data from illegal processing and accidental loss, destruction, damage due to intentional concealment, non-provision, or untimely provision, as well as protection from the provision of information that is inaccurate or discredits your honor, dignity, and business reputation;

To file complaints about the processing of your personal data to the Commissioner for Human Rights of the Verkhovna Rada of Ukraine or to the court;

To apply legal remedies in case of violation of the current legislation of Ukraine on the protection of personal data;

To make reservations regarding the restriction of the right to process your personal data when giving consent;

To withdraw consent to the processing of personal data;

To know the mechanism of automated processing of personal data;

To protect against automated decision-making that has legal consequences for him.

## 11. COOKIE FILES

11.1. Our Site uses cookies. A cookie is a file that contains an identifier (a string of letters and numbers) that a web server sends to a web browser and is stored by the browser. The identifier is then sent back to the server each time the browser requests a page. Cookies can be both "persistent" cookies and "session" cookies: a persistent cookie will be stored by the browser and will remain valid until the set expiration date, unless you delete it before the expiration date; on the other hand, a session cookie expires at the end of your work session when the web browser is closed. Cookies usually do not contain any information that personally identifies you, but the personal information we store about you may be associated with information stored and obtained from cookies.

11.2. The names of the cookies we use on our Site and the purposes for which they are used are explained below:

We use Google Analytics on our Site to recognize a computer when a User visits our Site.

11.3. Blocking all cookies will negatively impact the convenience of using the Site. If you block cookies, you will not be able to use all the features of our Site.

11.4. You can delete cookies already stored on your computer. Deleting cookies will negatively impact the convenience of using many websites. To delete cookies:

In Internet Explorer (version 10), you need to delete cookies manually (instructions can be found at <http://support.microsoft.com/kb/278835>);

In Firefox (version 24), you can delete cookies by clicking "Tools," "Options," and "Privacy," then selecting "Use custom settings for history," clicking "Show Cookies," and then clicking "Remove All Cookies"; and

In Chrome (version 29), you can delete all cookies by opening the "Customize and control" menu and clicking "Settings," "Show advanced settings," and "Clear browsing data," then selecting "Delete cookies and other site and plugin data" before clicking "Clear browsing data."

## 12. POLICY CHANGES

12.1. We reserve the right to publish separate privacy notes and, at our discretion, to change and/or supplement the content of the Policy at any time.

12.2. In case of significant changes to the Policy, we will post a notice on the Site and specify the effective date of these changes. If you do not refuse to accept these changes in writing within the specified period, it will mean that you have agreed to the relevant changes to the Policy.