

## **HOLDERS' RIGHTS GUIDE - BRASPINE AND BRASLUMBER**

This Guide is aimed at holders who have their personal data processed by BrasPine & Braslumber, whether they are employees, customers or third parties related to the company's operations.

In addition, the document aims to guide and make these holders aware of the possibility and how to exercise their rights, as established by the General Law for the Protection of Personal Data - LGPD (Law No. 13.709/2018).

### **STORY**

BrasPine & Braslumber has been operating in the wood sector since 1997. From the processing of pinewood, it develops quality products and services, with technological innovation, excellence in the relationship with customers and suppliers, valuing employees and respect for communities and the environment.

### **THE ESSENTIAL VALUES OF THE COMPANY'S CULTURE ARE:**

- The customer is the priority;
- Quality and excellence in everything that is done;
- People deserve care, respect and appreciation;
- Integrity, honesty and transparency;
- Passion is essential to make a difference;
- Results and continuity guarantee.

BrasPine & Braslumber, since the beginning, implemented measures and certifications of guarantee and active responsibility of the organization in the portfolio. Therefore, the Company presents its clients and Personal Data Subjects with ISO 9001 and ISO 14001 certifications, which respectively guarantee a standard of quality and respect for the environment. In addition to these certifications, the **FSC-C002258** (*Forest Stewardship Council®*) seal is worth noting.

Guaranteeing that the raw material used in the production process comes from responsible forest management.

Based on these principles, certifications and seals, BrasPine & Braslumber aim, once again, to adapt and update with customers and Data Subjects. Now regarding the guarantee of the rights of the holders of personal data, in accordance with the General Law for the Protection of Personal Data – LGPD. This guide seeks to guide Personal Data Subjects regarding the rights provided for in the legislation and how they can exercise them.

### DATA OWNER'S RIGHTS

Data Subjects may, within the limits of the data protection law, have the rights and choices to:

<b>DIREITOS E ESCOLHAS DOS TITULARES DE DADOS</b>
<b>I</b> – Confirm with BrasPine & Braslumber about the processing of personal data and obtain, at any time, access to your data.
<b>II</b> – Request correction or update in cases where personal data is incomplete.
<b>III</b> – Request the anonymization, blocking or deletion of data, in cases of excessive, inappropriate collection or because of inadequate treatment.
<b>IV</b> – Require the traceability of your personal data, when BrasPine & Braslumber use data sharing.
<b>V</b> – Request the deletion of your personal data stored in BrasPine & Braslumber's systems, considering the minimum legal term related to storage.
<b>VI</b> – Upon request, the Holder may request the portability of their data to another service provider.
<b>VII</b> – The Holder may question BrasPine & Braslumber about the possibility of not consenting to the collection of their personal data and the consequences thereof.
<b>VIII</b> – You may revoke consent, as well as request the deletion of personal data collected under your protection.

## **REQUEST FOR ACCESS TO PERSONAL DATA**

BrasPine & Braslumber use tools to confirm who holds the Data Subjects' personal data, in addition to granting access, upon request through the website <https://www.braspine.com.br/en/contact-us/privacy-lgpd/> or the e-mail [dpo@braspine.com.br](mailto:dpo@braspine.com.br).

In addition, in cases where the Data Subjects observe that their personal data are inaccurate, incomplete or even out of date, they may request rectification and correction via the privacy portal on our website <https://www.braspine.com.br/en/contact-us/privacy-lgpd/> and/or through e-mail: [dpo@braspine.com.br](mailto:dpo@braspine.com.br)

## **ACTIONS TAKEN BY BRASPINE & BRASLUMBER**

When the Subjects of Personal Data request corrections to their respective data, the request will be sent to all controllers and operators who process or store them together, or independently. The aforementioned measures will be taken to ensure that controllers continue to process personal data.

In an up-to-date manner, during the entire period of providing high-quality products, aimed at finishing civil construction and technological innovation.

When requests are made to third parties, BrasPine & Braslumber will remain attentive to the adjustments requested by the Data Subject, ensuring the traceability and integrity of all data processed by the controllers and operators.

## **DATA DELETION REQUEST**

In cases of unnecessary, excessive or improper data processing, the Data Subject may request the total or partial deletion of their personal data. However, there are personal data processed by BrasPine & Braslumber for which the request for exclusion by the Holder does not apply,

considering the possibilities of the need for legal compliance, with more than one legal basis by the LGPD. It is noteworthy that the data processed by the company are kept confidential, with appropriate technical measures to ensure data protection, with proper storage and its respective purpose for the fulfillment of existing obligations.

## **REQUEST FOR OPPOSITION TO THE PURPOSES FOR THE PROCESSING OF DATA**

There may be situations in which the Data Subject opposes the purpose used by BrasPine & Braslumber for the treatment of their personal data. It is worth informing that the company maintains a close relationship with the Data Subjects and carries out the processing of their data on grounds of various legal bases, in addition to just consent, aiming at processing the data with the least possible risk to the rights of the holders. However, if the Owner's understanding is that the treatment carried out with his personal data implies negatively on his rights, he will have the right to file an opposition, being able to describe the purpose considered in his excessive view, through the privacy portal in our website [www.braspine.com.br](http://www.braspine.com.br) and/or via e-mail [dpo@braspine.com.br](mailto:dpo@braspine.com.br)

## **REQUEST FOR REMOVAL OF CONSENT**

In cases where the Holder wishes to revoke his consent, he must send a request through the aforementioned channels. In situations where BrasPine & Braslumber has the right to process personal data, without the need for the express consent of the Owner, as provided for in the law, it will be impossible to revoke the consent for the processing of personal data. However, the Holder will receive notifications, within the deadlines stipulated below, about possible consequences of such request, such as possible limitations on the use of services and/or products from Braspine & Braslumber systems.



<b>COPY OF PERSONAL DATA</b>	<b>PORTABILITY OF PERSONAL DATA</b>
Providing copies of all personal data collected.	Carrying out the requested portability of personal data to another service provider.
<b>TERM – 15 BUSINESS DAYS</b>	<b>TERM – 15 BUSINESS DAYS</b>

## **DATA SHARING**

BrasPine & Braslumber provide Holders who make requests with a list of public or private entities with which their personal data has been shared; however, there is a need to request through specific service channels for Holders, as mentioned above. The company does not have the right to send information in specific situations, in which there is a legitimate interest to preserve confidentiality, such as in cases of data that were shared with public authorities that occur in the secrecy of justice or situations necessary to guarantee the industrial and commercial secrets of BrasPine & Braslumber, as provided for in the General Data Protection Law.

It is necessary that the Personal Data Subjects present additional information that guarantee BrasPine & Braslumber to confirm their real identity and search for their personal data, in such a way as to guarantee the delivery of the information to the correct data subjects and corresponding to the requested data, preventing any occurrence of fraud.

## **COMMITMENT**

BrasPine & Braslumber will always seek to meet all requests presented in this Guide, within a reasonable period and as determined by the General Data Protection Law - LGPD, when

immediate assistance is not possible and always seek the security and privacy of all Owners of Data.

## **CONTROLLER**

BRASPINE MADEIRAS LTDA, legal entity governed by private law registered with the CNPJ/MF under No. 01.203.549/0002-27, headquartered in Jaguariaíva/Paraná, at ROD PR-151 KM 207.5, s/n, industrial district, CEP 84200-000.

## **COMMUNICATION CHANNELS**

For more information, the Personal Data Subject may contact us **via telephone (43) 3535-8300, extension 8510** or send a message through the platform: <https://www.braspine.com.br/en/contact-us/privacy-lgpd/> and/or the e-mail: [dpo@braspine.com.br](mailto:dpo@braspine.com.br).