



Annex 03

Vendor Privacy Notice

Clean Paper, Inc.

Vendor Privacy Notice

Rev 00	04/01/26
Applies to	Vendor onboarding, procurement, payment processing, compliance, and vendor relationship management involving vendor contacts and related personnel.

Clean Paper, Inc. ("Clean Paper," "we," "us," or "our") provides this Vendor Privacy Notice to explain how we collect, use, disclose, retain, and protect personal information relating to our vendors, suppliers, contractors, consultants, and their personnel in connection with supplier onboarding, procurement, payment processing, compliance, and ongoing business relationship management.

This Notice applies to personal information submitted through vendor information forms, contracts, purchase orders, onboarding or qualification materials, invoices, supporting documentation, email or other correspondence, and other online or offline interactions relating to vendor onboarding and management. The main body of this Notice applies generally to vendor data processed in connection with Clean Paper's U.S. operations. The Addendum at the end applies where EEA, UK, or Swiss data protection law is relevant to the personal information we process.

If you provide personal information about your employees, representatives, owners, or other personnel in connection with the vendor relationship, please provide only information that is reasonably necessary and ensure you are authorized to share it with us.

1. Personal Information We Collect

- business contact information, such as name, job title, company name, business address, business email address, and business telephone number;
- vendor profile and onboarding information, such as ownership or point-of-contact details, qualifications, certifications, product or service capabilities, tax forms, insurance information, and compliance-related records;
- payment and financial information, such as bank name, account details, routing information, billing information, remittance details, and payment terms;
- records and content contained in documents uploaded or submitted in connection with onboarding, qualification, compliance, contracting, invoicing, payment processes, or related business administration;
- communications and relationship-management records, including correspondence, meeting notes, inquiry history, account administration records, and service-related communications;
- information obtained from public sources, references, service providers, or affiliated entities where relevant to vendor due diligence, fraud prevention, sanctions screening, legal compliance, or business continuity.

Please do not provide personal information that is not reasonably necessary for the vendor relationship or requested by Clean Paper.

2. How We Use Personal Information

- reviewing, onboarding, qualifying, and managing vendors, suppliers, contractors, and related personnel;
- evaluating qualifications, capabilities, certifications, insurance, security, and compliance status;

- administering contracts, purchase orders, shipments, quality matters, and the overall business relationship;
- processing invoices, payments, credits, tax documentation, and related accounting functions;
- maintaining accounting, tax, audit, legal, compliance, records-management, and business continuity processes;
- protecting our business, personnel, systems, facilities, and operations, including detecting, preventing, and investigating fraud, security incidents, sanctions issues, and other unlawful or unauthorized activity;
- complying with applicable laws, regulations, legal process, government requests, and internal governance obligations;
- establishing, exercising, or defending legal claims and resolving disputes.

3. How We Disclose Personal Information

We may disclose personal information to the following categories of recipients, as reasonably necessary for the purposes described above and subject to appropriate confidentiality, security, or contractual controls where applicable:

- our personnel, affiliates, and authorized representatives with a business need to know;
- service providers and contractors that support IT, hosting, document management, security, accounting, payment administration, compliance, legal, insurance, audit, logistics, procurement, or other operational functions;
- banks, payment processors, insurers, auditors, professional advisors, and similar business counterparties;
- government authorities, regulators, law enforcement, courts, opposing parties, or other third parties where required or permitted by law or where necessary to protect rights, safety, or property;
- a successor entity or transaction counterparty in the event of a reorganization, financing, merger, acquisition, or sale of all or part of our business, subject to applicable confidentiality and legal requirements.

4. Retention

We retain vendor personal information for as long as reasonably necessary to manage the vendor relationship, perform our contractual and operational obligations, and maintain records required for accounting, tax, audit, legal, compliance, dispute resolution, records management, and business continuity purposes. Retention periods may vary depending on the nature of the information, the sensitivity of the records, whether the relationship remains active, and applicable legal, regulatory, or contractual obligations.

5. Data Security

We use reasonable administrative, technical, and physical safeguards designed to protect personal information against unauthorized access, disclosure, alteration, and destruction. These measures are intended to align with the sensitivity of the information and the risks associated with the vendor relationship. However, no method of transmission or storage is completely secure, and we cannot guarantee absolute security.

6. U.S. State Privacy Rights

Depending on the state or jurisdiction in which an individual resides, and subject to applicable exceptions, verification standards, and role-based limitations under applicable law, individuals may have privacy rights regarding their personal information. These rights may include the right to request access to, correction of, deletion of, or a copy of certain personal information, and the right to obtain information about our processing practices.

Where required by applicable state law, individuals may also have the right to appeal a decision regarding a privacy request. To submit a privacy-related request or ask a question about this Notice, please contact us using

the details below. We may need to verify the identity of the requestor and the authority of any agent acting on another person's behalf before responding.

7. Cross-Border and Non-U.S. Processing

Clean Paper primarily manages vendor information in connection with its U.S. operations. If personal information is transferred to, accessed from, or otherwise processed in a way that triggers EEA, UK, Swiss, or other non-U.S. privacy requirements, we will apply the additional safeguards and requirements described in the Addendum below or otherwise required by applicable law.

8. Contact Us

Clean Paper, Inc.

1001 Discovery Road,

Green Bay, WI 54311

United States

Email: info@cleanpaperinc.com

9. Changes to This Notice

We may update this Vendor Privacy Notice from time to time. Any updated version will be posted or otherwise made available with a revised effective date.

Addendum for EEA, UK, and Swiss Vendor Personal Information

This Addendum applies if Clean Paper processes personal information relating to a vendor, supplier, contractor, consultant, or their personnel in a context where the GDPR, the UK GDPR, the Swiss Federal Act on Data Protection, or similar European data protection rules apply. If there is a conflict between this Addendum and the main body of the Notice, this Addendum controls for the relevant processing activity.

A. Controller and Scope

For processing covered by this Addendum, Clean Paper, Inc. acts as the controller of the relevant personal information unless expressly stated otherwise in a separate contract or notice. This Addendum covers personal information relating to individual vendors and to personnel of corporate vendors where that information is processed in connection with supplier onboarding, qualification, contracting, compliance, payment administration, and vendor relationship management.

B. Categories of Personal Information

The categories of personal information processed under this Addendum are those described in Section 1 of the main Notice, limited to the information that is relevant and proportionate for vendor due diligence, procurement, contracting, payment administration, compliance, and related business administration.

C. Purposes and Legal Bases

We process personal information covered by this Addendum for the purposes and legal bases described below:

Purpose	Legal basis
Assessing, onboarding, contracting with, and managing vendors and supplier personnel.	Performance of a contract or steps requested before entering into a contract; legitimate interests in supplier

	management and business operations.
Administering invoices, payments, tax documentation, insurance records, and financial controls.	Performance of a contract; compliance with legal obligations; legitimate interests in accounting and financial administration.
Conducting due diligence, compliance reviews, security checks, fraud prevention, sanctions screening, and incident response.	Legitimate interests in protecting our business, supply chain, systems, and operations; compliance with legal obligations where applicable.
Maintaining records, responding to legal process, and establishing, exercising, or defending legal claims.	Compliance with legal obligations; legitimate interests in governance, enforcement, dispute management, and records retention.

D. Recipients

We may disclose personal information covered by this Addendum to the categories of recipients described in Section 3 of the main Notice, including group entities, service providers, advisors, financial institutions, insurers, auditors, regulators, and other recipients where required or permitted by law and limited to what is necessary for the relevant purpose.

E. International Transfers

Because Clean Paper is based in the United States, personal information covered by this Addendum may be transferred to and processed in the United States or in other countries where our service providers or business partners operate. Where required by applicable law, we will implement appropriate safeguards for such transfers, such as contractual protections or other permitted transfer mechanisms designed for cross-border data transfers.

F. Retention

We retain personal information covered by this Addendum only for as long as necessary for the purposes for which it was collected, including supplier lifecycle management, contract performance, payment administration, compliance, audit, legal, and records-management obligations, and longer where required to establish, exercise, or defend legal claims.

G. Data Subject Rights

Subject to applicable law and any relevant exemptions, individuals may have the right to request access to, correction of, deletion of, or restriction of processing of their personal information, to object to certain processing, and to receive a copy of certain personal information in a portable format. Where processing is based on consent, the individual may withdraw consent at any time, although withdrawal will not affect prior processing. Individuals may also have the right to lodge a complaint with a competent supervisory authority.

H. Contact

Questions or requests relating to this Addendum may be sent to info@cleanpaperinc.com. To help us respond efficiently, please identify yourself, your company, your relationship to Clean Paper, and the nature of your request.