

1. Controller	Etteplan Oyj Ensimmäinen savu 01510 Vantaa, Finland tel. +358 10 3070
2. Responsible / Contact person	Mervi Suuronen Etteplan Oyj Ensimmäinen savu 01510 Vantaa, Finland
3. Name of the register	Registration for the Annual General Meeting of Shareholders of Etteplan Oyj on April 2, 2020
4. The purpose and legal basis for processing of the personal data	<p>The purpose of processing of personal data is to enable the shareholders of Etteplan Oyj to register for and participate to the Annual General Meeting of Shareholders to be held on April 2, 2020.</p> <p>Personal data is required to verify the shareholders' identity and his/her right to attend the Annual General Meeting of Shareholders.</p> <p>The personal data collected shall be used only for preparing a list of participants, a list of votes, ballots and for organizing the potential polling. There shall also be a list of participants attached to the minutes of the Annual General Meeting including the names of the shareholders who participated in the Annual General Meeting, names of their proxies and number of shares and votes.</p> <p>The provision and collection of personal data as specified in this Data Protection Description is necessary in order for Etteplan Oyj to fulfil its legal obligations. Should a shareholder not provide his/her personal data to Etteplan Oyj as described in this Data Protection Description, the sending and handling of the shareholder's registration would not be possible, which means that the data subject cannot participate in the Annual General Meeting.</p>
5. Personal data subject to processing	<p>Name, personal ID/business ID, address, telephone number, number of shares and votes.</p> <p>The Controller or a person authorized by the Controller registers the data submitted manually into the electronic registration system upheld by the Controller as stated in section 6 hereafter.</p>

<p>6. Regular sources of information</p>	<p>When a shareholder registers to attend the Annual General Meeting according to the instructions given by Etteplan Oyj, the Contact person shall enter the shareholder's data into the system maintained by Etteplan Oyj. By a given personal ID number the Contact person compares the given personal data with the shareholder register of Etteplan Oyj maintained by Euroclear Finland Ltd and extracts the ownership information from the shareholder register. When entering an authorization, the necessary personal data of the authorized representative is entered into the system as well.</p>
<p>7. Disclosures of personal data and whether the data is transferred to countries outside the EU or the ETA</p>	<p>The Controller may also disclose personal data to competent authorities when required to do so under applicable laws, to prepare for legal proceedings or to defend a claim within the limits permitted or required by applicable legislation from time to time. If the Controller is involved in a merger, sale of assets or other business transaction, it may disclose personal data to the purchaser candidates and their representatives in accordance with the applicable law.</p> <p>Personal data will not be disclosed or transferred to countries outside the European Union or the European Economic Area.</p>
<p>8. The principles on securing the data register</p>	<p>A. Manual register</p> <p>The list of participants mentioned above in section 4 is stored as an appendix to the minutes of the meeting. Data concerning the participants is held by the Contact person mentioned above in section 2 until the Annual General Meeting, after which it will be erased.</p> <p>B. Electronic register</p> <p>The electronic register is secured with limited access rights. The Controller will ascertain that the entered data shall remain unchanged.</p>
<p>9. Storage time of personal data</p>	<p>Personal data entered into or attached to the minutes of the Annual General Meeting shall be retained as defined in the Finnish Limited Liability Companies Act (624/2006) for an indefinite period of time. Other personal data will be destroyed in a secure manner when they are no longer necessary for the preparation of the minutes or the verification of its validity.</p>

<p>10. Right of access and realisation of the right of access</p>	<p>Regardless of secrecy provisions the shareholder shall have the right of access, after having supplied sufficient search criteria, the data on himself/herself in the data file or to a notice that the file does not contain such data. The Controller shall at the same time provide the shareholder with information on the regular sources of data in the file, on the use for the data in the file and the regular destinations of disclosed data.</p> <p>The shareholder who wishes to have access to the data on himself/herself shall make a written request to this effect to the Controller by a personally signed or otherwise comparably verified document or the request needs to be done personally at the controller's principal place of business.</p> <p>Requests for the right of access shall be sent to the following address:</p> <p>Mervi Suuronen Etteplan Oyj Ensimmäinen savu 01510 Vantaa, Finland</p>
<p>11. Rectification, deletion and restriction of processing</p>	<p>The Controller shall, on its own initiative or at the request of a shareholder, without delay rectify, erase or supplement the data contained in the data file if the data is inaccurate, unnecessary, incomplete or obsolete as regards the purpose of processing. The Controller shall also prevent the spreading of such data, if this could compromise the protection of the privacy of the shareholder in question or his/her rights.</p> <p>If the Controller refuses to rectify the data, a written certificate to this effect shall be issued. The certificate must also mention the reasons for the refusal.</p> <p>Requests for rectification shall be sent to the following address:</p> <p>Mervi Suuronen Etteplan Oyj Ensimmäinen savu 01510 Vantaa, Finland</p> <p>While handling a shareholder's request for the rectification or erasure of personal data, the Controller restricts the processing of the personal data subject to the request of the shareholder as required by the applicable data protection legislation.</p>