

Date of drafting February 8, 2018

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 5, 2018
4. The purpose for processing the personal data / the purpose for the use of the register	<p>The purpose of the register is to enable the shareholders of Etteplan Oyj to register for the Annual General Meeting of Shareholders to be held on April 5, 2018.</p> <p>Data is required for verification of 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 organising 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. The use of the register shall not continue after the Annual General Meeting.</p>
5. Data content of the register	<p>Through this service the following data can be collected: name, personal ID/business ID, address, telephone number, number of shares and votes.</p> <p>When a shareholder registers to attend the Annual General Meeting according to the instructions given by the Company, the Controller takes care of the technical implementation of data collection.</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>
6. Regular sources of information	When a shareholder registers to attend the Annual General Meeting according to the instructions given by the Company, the Controller shall enter the shareholder's

	<p>data into the system maintained by the Company. By a given personal ID number the Controller 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 authorised representative is entered into the system as well.</p>
7. Regular destinations of disclosed data and whether the data is transferred to countries outside the EU or the ETA	<p>Personal data will not be disclosed or transferred to countries outside the European Union or the European Economic Area.</p>
8. The principles on securing the data register	<p>A. Manual register The manual data shall be stored in a locked area and it is available only for the authorised persons.</p> <p>B. Electronic register The electronic register is secured with limited access rights. The Controller will ascertain that the entered data shall remain unchanged.</p>
9. Right of access and realisation of the right of access	<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>
10. Rectification and realisation of the rectification	<p>The controller shall, on its own initiative or at the request of a shareholder, without delay rectify, erase or supple-</p>

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	<p>ment 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>The shareholder may bring the matter to the attention of the Data Protection Ombudsman. The controller shall notify of the rectification the recipients to whom the data has been disclosed and to the source of the inaccurate data. If the notification is impossible or unreasonably difficult, there is no obligation to notification.</p> <p>Requests for rectification shall be sent to the following address:</p> <p>Mervi Suuronen Etteplan Oyj Ensimmäinen savu 01510 Vantaa, Finland</p>
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