

## PRIVACY NOTICE

### ALTIA PLC ANNUAL GENERAL MEETING 2020

#### 1 CONTROLLER

The controller of the register is Altia Plc, Kaapeliaukio 1, 00180 Helsinki, tel. +358 207 013 013.

The person in charge of the register / contact person is Heini Moilanen, Kaapeliaukio 1, 00180 Helsinki, tel. +358 44 5622 972, [heini.moilanen@altigroup.com](mailto:heini.moilanen@altigroup.com).

#### 2 PROCESSING OF PERSONAL DATA

##### 2.2. Name of the register

Register for the registration for the 2020 Annual General Meeting of Altia Plc ("Altia").

##### 2.3. Purpose and grounds for processing

Altia will process your personal data for the following purposes:

- a) gathering the registrations to the Altia Annual General Meeting to be held 25 March 2020 and the confirmation of the registrant's identity and that (s)he has the right to participate and, if necessary, the sending of notices related to the registration through the systems of Euroclear Finland Ltd;
- b) drafting the participant list and the voting list for the Annual General Meeting and the printing of voting ballots and arranging any possible voting; and
- c) possible other purposes related to arranging the Annual General Meeting.

The participation list, which will be formed based on the register from the persons that arrive in the Annual General Meeting, will be annexed to the minutes of the Annual General Meeting. The participant list will not contain data other than the names of the shareholders, possible proxy representatives and assistants and the numbers of shares and votes.

The processing of personal data has been outsourced to Euroclear Finland Ltd. If the shareholder registers by phone or through the internet, Euroclear Finland Ltd handles the technical implementation of the collection of data. If a shareholder registers by mail or email, the information given when registering will be collected by Altia into a register maintained by Euroclear Finland Ltd. The connection from the user's browser to the server of Euroclear Finland Ltd is encrypted with SSL technology.

The legal grounds for processing the register for the registration is primarily the fulfilment of Altia's legal obligations, which are based on the obligations for the organizing of annual general meetings set out in the Companies Act (642/2006, as amended) and other legislation binding on Altia. The collection of the register is essential for the fulfilment of the legal obligations.

##### 2.4. Data content of the register and sources of information

Personal data is collected primarily from the registrant.

The personal data processed:

- name, personal identification number, address, phone number, email address
- book-entry account number and number of shares
- name and personal identification number of possible assistant or proxy representative

Secondarily personal data is collected from the shareholder register of Altia maintained by Euroclear Finland Ltd by comparing the information given by the shareholder and by extracting from this register the information regarding the shares and votes held by the shareholder.

## 2.5. Regular disclosures of data or the transfer of data to countries outside the European Union or the European Economic Area

Personal data is not disclosed to any third parties for marketing purposes nor transferred to countries outside the European Union or the European Economic Area.

## 2.6. Storing of the data

Altia will store the data entered into the register until the purposes set out in this privacy notice have been fulfilled, unless any legislation sets an obligation to store the data longer. The minutes of the Annual General Meeting, the participant list and other documentation on the Annual General Meeting will be stored indefinitely.

## 2.7. Principles for the protection of the register

Altia aims to protect the personal data with appropriate actions, taking into consideration the nature of the personal data. These actions and procedures are, as necessary, the use of firewalls and secure server rooms, encryption, implementing appropriate systems and processes for the management of user rights, careful selection of the processors of the data and other actions technically and commercially reasonable to ensure the appropriate protection of the personal data from authorized use or disclosure.

## 3 YOUR RIGHTS

A shareholder or other registrant entered into the personal data register this privacy notice concerns has as allowed by the legislation the following rights regarding the processing of personal data:

- **Right of access to data** – A shareholder or other registrant has the right to access his/her personal data that Altia is processing.
- **Right to rectify data** – A shareholder or other registrant has the right to request Altia to rectify any inaccurate or incorrect personal data and to complete any incomplete data.

A shareholder or other registrant also has all other rights provided by the data protection legislation in force, such as the right to restrict the processing of data, to object the processing of data and to the erasure of the data.

The requests to use the above rights must be presented in writing and with sufficient specificity by either email to [dataprivacy@altiagroup.com](mailto:dataprivacy@altiagroup.com) or to the contact person nominated above in this privacy notice.

## 4 UPDATES

Altia may update this privacy notice upon any changes to data protection principles. Any updates will be announced on the Altia website.