

2.2.2021

This Privacy Notice describes the personal data processing related to Suominen Corporation's Annual General Meeting.

Data controller and contact person

Suominen Corporation
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1. Purpose for processing personal data

Personal data is collected from persons who register to the Annual General Meeting of Suominen Corporation. The purpose for the collection of personal data is to enable shareholders of Suominen Corporation to register to the Annual General Meeting and to ascertain a registrant's identity and his/her right to participate in the Annual General Meeting. Further, the information is used for creating a list of participants and a voting list, for arranging advance voting and for managing questions asked in advance.

Innovatics Oy is the technical service provider of the registration and advance voting system. The shareholders' register is maintained by Euroclear Finland Oy.

Processing of personal data is based on Suominen Corporation's legal obligations.

2. Types of personal data collected

Suominen Corporation collects the following information for the above-said purposes:

- name
- personal identification number
- address
- phone number
- name of a possible assistant or proxy representative
- personal identification number of the possible proxy representative
- log data relating to registration, voting and participation

3. Regular sources of information

The shareholder enters information about him/herself and the advance votes are recorded in the system when registering to the Annual General Meeting. If using a proxy representative, the representative enters the information about the shareholder and his/her advance votes.

When registering via email or mail, the information is entered by the data controller or Innovatics Oy.

The registration system retrieves the shareholder's data based on the given personal or business ID from the shareholders' register on the record date of the Annual General Meeting maintained by Euroclear Finland Oy.

Innovatics Oy enters information about the votes of holders of nominee registered shares.

4. Regular disclosures of personal data

A list of participants and a voting list will be created based on the information entered to the system, and the said lists will be attached to the minutes of the Annual General Meeting.

The shareholders' register is made available in the Annual General Meeting containing the name, municipality and details on ownership of all shareholders as at the record date of the Annual General Meeting. The register will also contain the information of holders of nominee registered shares who have temporarily registered into the shareholders' register for the Annual General Meeting.

5. Personal data transfers to third parties and outside EU or European Economic Area

Information may be made available to such third parties who participate in arranging the Annual General Meeting and need the information for such purpose.

Text messages to registrants are sent via a Swiss service. Otherwise no information is transferred outside the EU or the European Economic Area.

6. Protection of the personal data

Manual data is kept in a locked space and is available only for authorized persons.

Electronic data is stored in a data center that meets the requirements set for processing personal data. Data connection between the user's browser and the server is encrypted. Access to the system is limited to those employees of the data controller and its subcontractors who need and process the information for arranging the Annual General Meeting.

7. Retention and deletion of personal data

A list of participants will be annexed to the minutes of the Annual General Meeting. The list of participants includes the names of the shareholders, the names of assistants and proxy representatives, number of the ballot and details on ownership. The minutes and its annexes will be stored throughout the operational life of the company in order to comply with the company's statutory obligations. Other data will be erased when it is no longer necessary for drawing up the minutes or to verify the correctness of data contained therein.

8. Data subject's rights

A shareholder is entitled to access, after having supplied sufficient search criteria, all data concerning himself/herself stored by the data controller, or to receive a confirmation from the data controller that the data controller does not process any personal data concerning the shareholder.

The data controller shall, without undue delay, on its own initiative or at a shareholder's request, rectify, erase or supplement personal data contained in the personal data file, provided that such data is erroneous, unnecessary, incomplete or obsolete for the purposes of the processing the data. The data controller shall also prevent the dissemination of such data, if this could compromise the protection of privacy of the shareholder or his/her rights. If the data controller refuses a shareholder's request concerning rectification of an error, a written certificate to this effect shall be issued by the data controller. The certificate must also mention the reasons for the refusal.

Above described requests, which must be sufficiently detailed and in writing, shall be sent to the contact person of the data controller mentioned above.

In the event the data subject has concerns or remarks regarding the processing activities described in this privacy notice, they have the right to lodge a complaint with a data protection supervisory authority.