

Privacy statement for general meeting attendance list

Date of preparation: 28.1.2020

Controller:	Name: Lassila & Tikanoja plc Business ID: 1680140-0 Postal and street address: Valimotie 27, 00380 Helsinki Telephone: +358 10 636 111
Contact person in matters concerning the register:	Name: Taru Enrot Email: taru.enrot@lassila-tikanoja.fi
Name of the register:	Privacy statement for general meeting attendance list 2020.
Legal basis for the processing of personal data:	The processing of personal data is based on the fulfillment of L&T's statutory obligation (Limited Liability Companies Act, Chapter 5, Sections 6 and 7).
Purpose of the processing of personal data:	The purpose of the register is to enable registration and participation of L&T shareholders in the general meeting.
Data subject categories:	The shareholders registered for L&T plc's ordinary general meeting 2020.
Data content of the register:	<p>The following information will be collected from the registered shareholders and their assistants and proxy representatives as applicable:</p> <ul style="list-style-type: none">• shareholder's name, shareholders personal identification number or Business ID• address• email address• telephone number• position of the participant (eg. shareholder, agent)• book-entry account number• number of shares and votes• voting information• information on registration and participation, such as the time and means of registration, the addressee of the notification, and, if applicable, any specific accessibility or other needs of the participant <p>The book-entry account number will be used only for identification in the systems of Euroclear Finland Ltd, and it will not be disclosed to L&T plc.</p> <p>L&T plc is entitled to receive the voting data on an individual shareholder to check the correctness of the voting results.</p>
Regular sources of data:	<p>The data is collected from the data subject itself.</p> <p>If the shareholder registers online, Euroclear Finland Ltd is responsible for the technical implementation of the data collection. Based on the personal identity code, the registration system compares the information given with L&T plc's shareholder register, maintained by Euroclear Finland, and picks the ownership data of the registering shareholder from the shareholder register.</p>

When submitting a power of attorney or attending with an assistant, the necessary personal data must also be provided on such persons.

Regular disclosure and transfer of data:

The data in the register are not regularly disclosed to third parties.

The shareholder register is technically implemented and maintained by Euroclear Finland on behalf of L&T. Due to this, some of the data is transferred on external service providers' servers to the extent necessary for implementing the system. L&T will ensure a sufficient level of protection of personal data by concluding a data protection agreement with the service providers.

Transfer of data outside the EU or EEA:

The personal data may be processed outside the EU and EEA in India by the subcontractors of the Euroclear Finland Ltd. The processing of personal data is based on an agreement between the Euroclear Finland Ltd and its subcontractors (data processors), taking into account the standard contractual clauses of the EU Commission under the Data Protection Regulation.

Principles of register protection:

The technical implementation and maintenance of the register is concluded by the Euroclear Finland Ltd. Communication from the user's browser to Euroclear Finland's server is SSL encrypted. The site has been implemented with technical protection ensuring that the data entered remains unchanged and is only accessible to those entitled.

Data retention period:

Personal data entered in or attached to the minutes of the general meeting shall be retained as required by the Limited Liability Companies Act. Other data will be destroyed when they are no longer necessary for preparation of the minutes of the general meeting or for verifying the accuracy of the data contained therein.

Rights of the data subject:

Right of inspection and right to request rectification or erasure of personal data

Data subjects have the right of inspecting their personal data entered in the register. In addition, data subjects have the right to request the rectification of inaccurate data and erasure of data. Inspection, rectification and/or erasure requests must be submitted to the contact person of the register in writing.

Other rights

According to the General Data Protection Regulation, data subjects have the right to object to or request a restriction on the processing of their personal data and to lodge a complaint regarding the processing of their personal data to the Data Protection Supervisor.