

## Privacy statement for general meeting attendance list

Date of preparation: 8 February 2022

<b>Controller:</b>	Lassila & Tikanoja plc Business ID: 1680140
<b>Contact person in matters concerning the register:</b>	Name: Lassila & Tikanoja plc Postal and street address: Valimotie 27, 00380 Helsinki Telephone: 010 636 111 Email: <a href="mailto:yhtiokokous@lassila-tikanoja.fi">yhtiokokous@lassila-tikanoja.fi</a>
<b>Name of the register:</b>	Privacy statement for general meeting attendance list 2022
<b>Legal basis for the processing of personal data:</b>	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).
<b>Purpose of the processing of personal data:</b>	The purpose of the register is to enable registration and participation of L&T shareholders in the general meeting.
<b>Data subject categories:</b>	The shareholders registered for L&T plc's ordinary general meeting 2022.
<b>Data content of the register:</b>	<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"><li>• shareholder's name, date of birth, shareholders personal identification number or Business ID</li><li>• address</li><li>• email address</li><li>• telephone number</li><li>• position of the participant (eg. shareholder, agent)</li><li>• number of shares and votes</li><li>• voting information</li><li>• 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</li><li>• authentication log data</li></ul> <p>L&amp;T plc is entitled to receive the voting data on an individual shareholder to check the correctness of the voting results.</p>
<b>Regular sources of data:</b>	<p>The data is collected from the data subject itself.</p> <p>If the shareholder registers online, Innovatics 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&amp;T plc's shareholder register, maintained by Euroclear Finland, and picks the ownership data of the registering shareholder from the shareholder register.</p> <p>When submitting a power of attorney or attending with an assistant, the necessary personal data must also be provided on such persons.</p>

**Regular disclosure and transfer of data:**

The data in the register are not regularly disclosed to third parties outside L&T group companies.

The technical implementation and maintenance of data processing is provided by Innovatics Ltd and Inderes Oyj. 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:**

Personal data are deemed to be transferred outside the EU/EEC in connection with the provision of information technology services when the information can be accessed outside EU/EEC. An agreement based on EU standard contractual clauses has been made with the service provider regarding the transfer. The EU standard contractual clauses can be viewed at [https://ec.europa.eu/info/law/law-topic/data-protection/international-dimension-data-protection/standard-contractual-clauses-scc/standard-contractual-clauses-international-transfers\\_en](https://ec.europa.eu/info/law/law-topic/data-protection/international-dimension-data-protection/standard-contractual-clauses-scc/standard-contractual-clauses-international-transfers_en).

**Principles of register protection:**

The technical implementation and maintenance of the register is concluded by Innovatics Ltd and Inderes Oy for its own part. Communication from the user's browser to Innovatics's and Inderes'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 and, however, no later than one year after the Annual General meeting.

**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 in writing by using the above contact details.

*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 authority.