

## Privacy statement for general meeting

Date of preparation: 9 February 2023

<b>Controller:</b>	Lassila & Tikanoja plc ("L&T") Business ID: 168014-0
<b>Contact person in matters concerning the processing of personal data:</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>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, 6a and 7) and L&T's legitimate interest to stream the general meeting via video connection.
<b>Purpose of the processing of personal data:</b>	The purpose of processing personal data is to enable registration and participation of L&T shareholders in the general meeting. Personal data is processed for registration of participants, information purposes, verification of identity and assuring the right to participate as well as for other meeting arrangements. In addition, the data is used to prepare the vote list of the general meeting and print ballots, organize possible votes as well as advance voting and fulfill other rights and obligations stipulated in the Limited Liability Companies Act and L&T's Articles of Association. Participation in the general meeting requires the provision of personal data in the manner referred to in this privacy statement.
<b>Data subject categories:</b>	The shareholders registered for L&T plc's ordinary general meeting 2023.
<b>Categories of personal data:</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 and possible voting instructions</li><li>• information on registration and participation, such as the time and means of registration, the addressee of the notification, power of attorney, preliminary questions, information on any assistant and, if applicable, any specific accessibility or other needs of the participant as well as any additional information provided during registration and</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> <p>The list of participants and the summary of voting data attached to the minutes of the annual meeting are formulated based on the data.</p>
<b>Regular sources of data:</b>	The data is collected from the data subject itself.

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&T plc's shareholder register, maintained by Euroclear Finland, and picks the ownership data of the registering shareholder from the shareholder register.

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:**

Personal data is shared to such third parties who are involved in the organization of the general meeting, and who require the data to fulfill their responsibilities. Personal data is not disclosed for commercial purposes.

The technical implementation and maintenance of data processing is provided by Innovatics Ltd. Due to this, some of the data is transferred on external service providers' servers to the extent necessary for delivering the service.

Text messages to persons to be attending the general meeting will be sent by a Swiss service provider. By decision of the European Commission, Switzerland is considered to ensure an adequate level of data protection. Otherwise, no personal data is disclosed or transferred outside the EU/EEC.

**Principles of register protection:**

Electronic data is stored in a data center that is compliant with the requirements set out for the processing of personal data. Communication from the user's browser to Innovatics Ltd's server is encrypted. The site has been implemented with technical protection ensuring that the data entered remains unchanged and is only accessible to those entitled.

Data in physical form is stored in a locked space and can only be accessed by authorised persons.

**Data retention period:**

Personal data entered in or attached to the minutes of the general meeting shall be retained for good as required by the Limited Liability Companies Act. Names of the shareholders having been attended to the general meeting, names of possible assistants and proxy representatives, number of shares and votes as well as numbers of ballots are included in the minutes of the general meeting.

Innovatics Ltd shall retain personal data at maximum for a year after the general meeting.

Euroclear Finland Oy shall retain personal data at maximum for four months after the general meeting.

Other data will be destroyed immediately 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 of the 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 the completion of incomplete personal data. Inspection, rectification and other such 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 the processing of their data to the extent that the processing of the data is based on the legitimate interest of the controller. Data subjects have also the right to lodge a complaint regarding the processing of their personal data to the data protection authority.

Requests related to the rights in this section must be submitted to the controller using the above-mentioned contact details.