



DESCRIPTION OF THE PERSONAL DATA FILE

Date of drafting: 5 March 2020

1. Controller	Name: Glaston Corporation Lönnotinkatu 11, 00120 Helsinki, Finland Phone: +358 10 500 500 Business Identity Code: FI16515850
2. Contact person	Agneta Selroos Phone +358 10 500 6105 agneta.selroos@glaston.net
3. Register	Yhtiökokous2020
4. The purpose of processing the personal data and legal basis	<p>The personal data of shareholders and proxy representatives are processed for the purpose of collecting registrations for Glaston Corporation's Annual General Meeting (AGM) and for the purpose of ascertaining the registrants' right to participate in the AGM. Personal data are also processed for printing participant lists, voting lists and ballots and for arranging any voting. In addition, the personal data may also be processed for other purposes related to arranging the AGM.</p> <p>A list of participants will be annexed to the minutes of the AGM. The list includes the names of the shareholders participating in the meeting, the names of possible proxy representatives and assistants, the amounts of shares and votes and the numbers of ballots. A list of shareholders, including the shareholders' names, addresses and the amounts of shares and votes, will also be displayed in the AGM. The processing of personal data is based on the legal obligation to organize an AGM in accordance with the Finnish Companies Act.</p>

5. Content of register	<p>The company processes only such personal information that is necessary for the purposes set forth above. Such information includes name, personal identity number, address, phone number, e-mail address, number of bookentry account, number of shares and votes as well as information on the possible assistant and/or authorized representative.</p> <p>If a shareholder registers on Internet, Euroclear Finland Ltd operates as the technical service provider for the collection of personal data. The number of the book-entry account is used only for the identification in the system of Euroclear Finland Ltd and it is not disclosed to the company.</p>
6. Regular information sources	<p>When registering via Internet, the shareholder enters the data regarding himself / herself. Based on the personal identity number submitted, the system compares the data given with the shareholders' register of Glaston Corporation maintained by Euroclear Finland Ltd and extracts the ownership information from the shareholders' register. When making the electronic authorization, the shareholder shall also enter the necessary personal data of the proxy representative.</p> <p>When a shareholder registers by phone or by mail, a representative of Glaston Corporation will register the data submitted by the registrant manually into Euroclear Finland Ltd's electronic registration system.</p>
7. Regular disclosures of data and data transfers to countries outside the European Union or the European Economic Area	<p>Personal data is not transferred to third parties or countries outside the European Union or the European Economic Area.</p>
8. The principles of how the data file/register is secured	<p>Manual register shall be stored in an area with restricted access.</p> <p>Euroclear Finland Ltd is responsible for the maintenance of the electronic register and the online registration site. The connection from a user's browser to the server of Euroclear Finland Ltd is encrypted with SSLtechnology. Only certain designated persons have access to the system by a user identification and password.</p>
9. Retention period for personal data	<p>The data is kept only as long as it is necessary for the purposes set out in this statement or in accordance with the retention periods set forth in legislation.</p>
10. Data subject rights	<p>The data subject has a right of access to the data on him/her in the personal data file, or the right to receive a notice that said file contains no such data.</p> <p>The data subject has also a right to ask for the data to be rectified or deleted within the limitations set out in and according to applicable data protection legislation;</p> <p>Further, the data subject may request restriction of processing within the limitations set out in and according to applicable data protection legislation.</p>

	<p>Questions and requests shall be made to: Glaston Corporation/ Agneta Selroos Lönnotinkatu 11, 00120 Helsinki, Finland</p>
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The data subject is upon its discretion entitled to file a complaint with a supervisory authority regarding the processing of the personal data by the controller.