

## DESCRIPTION OF THE PERSONAL DATA FILE

### Registrations for the Annual General Meeting of Ahlstrom-Munksjö Oyj

Date of drafting: 12 February 2019

#### UNOFFICIAL TRANSLATION

<p>Controller and contact details</p>	<p>Ahlstrom-Munksjö Oyj Alvar Aallon katu 3 C, FI-00100 Helsinki, Finland Tel: +358 (0)10 888 0 Business Identity Code: 2480661-5</p> <p><b>Contact person:</b> Andreas Elving Alvar Aallon katu 3 C, FI-00100 Helsinki, Finland Tel: +358 (0)10 888 0 <a href="mailto:andreas.elving@ahlstrom-munksjo.com">andreas.elving@ahlstrom-munksjo.com</a></p> <p>This description of the personal data file and data protection is available on the Company's website at <a href="http://www.ahlstrom-munksjo.com/agm-2019">www.ahlstrom-munksjo.com/agm-2019</a></p>
<p>The purpose of processing the personal data and legal basis</p>	<p>The personal data of shareholders and proxy representatives are processed for the purpose of collecting registrations for the Annual General Meeting of Ahlstrom-Munksjö Oyj and for the purpose of ascertaining the registrants' right to participate in the Annual General Meeting. Personal data are also processed for printing the list of participants, 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 Annual General Meeting.</p> <p>A list of participants will be annexed to the minutes of the Annual General Meeting. 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 Annual General Meeting. The processing of personal data is based on the legal obligation to organize an Annual General Meeting in accordance with the Finnish Companies Act.</p>
<p>Content of the register</p>	<p>Only such personal information that is necessary for the purposes set forth above is being processed. Such information includes name, personal identity number, address, phone number, e-mail address, number of book-entry 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</p>

	<p>identification in the system of Euroclear Finland Ltd and it is not disclosed to the Company.</p>
<p>Regular sources of information</p>	<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 Ahlstrom-Munksjö Oyj 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 Ahlstrom-Munksjö Oyj will register the data submitted by the registrant manually into Euroclear Finland Ltd's electronic registration system.</p>
<p>Regular disclosures of data and data transfers to countries outside the European Union or the European Economic Area</p>	<p>Personal data is not regularly transferred to third parties or countries outside the European Union or the European Economic Area. However, the controller may use third parties, such as Euroclear Finland Ltd, to help processing the data in which connection data may be also transferred outside the EU or the European Economic Area. In such case it is ensured by contractual arrangements that personal data is processed in a secure manner and in accordance with the existing data protection legislation.</p> <p>Additionally, if necessary and within the limits allowed by the legislation, personal data may be disclosed to the authorities.</p>
<p>The principles of how the data file/register is secured</p>	<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 SSL-technology. Only certain designated persons have access to the system by a user identification and password.</p>
<p>Retention period for personal data</p>	<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>
<p>Data subject rights</p>	<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 or object the processing within the limitations set out in and according to applicable data protection legislation.</p> <p>Questions and requests shall be made to Andreas Elving, please see the contact information above.</p> <p>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.</p>
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