

Date of drafting: 1 February 2021

1. Controller	Metsä Board Corporation Revontulenpuisto 2 02100 Espoo, Finland Tel. 010 4611
2. Responsible / contact person	Anne Nenonen Metsä Board Corporation Revontulenpuisto 2 02100 Espoo, Finland
3. Name of the register	Registration for the Annual General Meeting of Shareholders of Metsä Board Corporation and for advance voting on 25 March 2021
4. The purpose for processing the personal data / the purpose for the use of the register and legal ground of processing personal data	<p>The purpose of the register is to enable the shareholders of Metsä Board Corporation to register for the Annual General Meeting of Shareholders to be held on 25 March 2021. The personal data is required for verification of the shareholders' identity and his/her right to attend the Annual General Meeting of Shareholders. In addition, the personal data is used for arranging advance voting and for printing the list of participants and register of votes. The register of votes will be attached to the minutes of the Annual General Meeting. The register of votes will consist of persons who register for the Annual General Meeting and vote in advance.</p> <p>Processing of the personal data is necessary for compliance with a legal obligation to which the controller is subject. Under the Limited Liability Companies Act (624/2006) the controller is obliged to hold an Annual General Meeting which also includes an obligation to prepare the minutes of the meeting and an obligation to compile the register of votes.</p>
5. Content of the register	<p>When a shareholder registers and votes in advance on the Internet Euroclear Finland Ltd takes care of the technical implementation of data collection. The telecommunications connection from the user's browser to the server of Euroclear Finland Ltd is encrypted with SSL technology. Through this service the following data can be collected: name, personal ID/business ID, address, telephone number, book-entry account number, number of shares and votes.</p> <p>More information about personal data processing by Euroclear Finland Ltd can be found on Euroclear Finland Ltd's web pages. When registration and advance voting which takes place by other means than the Internet the controller or Euroclear Finland Ltd shall enter the participant's personal data as described in section 6.</p>

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<p>6. Regular sources of information</p>	<p>When registering and voting in advance on the Internet the shareholder enters the data on himself/herself into the system. When registering and voting in advance by other means the controller shall enter the shareholder's personal data into the system maintained by Euroclear Finland Ltd. By a given personal ID number the system compares the given personal data with the shareholder register of Metsä Board Corporation maintained by Euroclear Finland Ltd and extracts the ownership information from the shareholder register. When entering an authorization, the necessary personal data of the authorised representative is entered into the system as well.</p>
<p>7. Regular destinations of disclosed data and whether the data is transferred to countries outside the EU or the ETA</p>	<p>Personal data shall be disclosed to Euroclear Finland Ltd which is responsible for the maintenance and technical implementation of the registration system and advance voting for general meetings.</p> <p>Personal data will not be disclosed or transferred to countries outside the European Union or the European Economic Area.</p>
<p>8. The principles on securing the data register</p>	<p>A. Manual register</p> <p>The manual data shall be stored in a locked area and it is available only for the authorised persons.</p> <p>B. Electronic register</p> <p>Euroclear Finland Ltd shall be responsible for the maintenance of the register. The connection from the user's browser to the server of Euroclear Finland Ltd is encrypted with SSL technology. In the application technical data protection is being used, by which the entered data shall remain unchanged and is available only for the authorised persons.</p>
<p>9. Data retention policy</p>	<p>Euroclear will store the personal data collected through the registration system for 4 months as from the date when the Annual General Meeting ends.</p> <p>The minutes and annexes of the Annual General Meeting will be archived during the operation of the company to comply with the legal obligations, but for at least 10 years from the end of the financial year in question.</p>
<p>10. Registered shareholder's rights</p>	<p>Regardless of secrecy provisions the shareholder shall have the right of access, after having supplied sufficient search criteria, the data on himself/herself in the data file or to a notice that the file does not contain such data. The controller shall at the same time provide the shareholder with information on the regular sources of data in the file, on the use for the data in the file and the regular destinations of disclosed data.</p>

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The controller shall, on its own initiative or at the request of a shareholder, without delay rectify, erase or supplement the data contained in the data file if the data is inaccurate, unnecessary, incomplete or obsolete as regards the purpose of processing. The controller shall also prevent the spreading of such data, if this could compromise the protection of the privacy of the shareholder in question or his/her rights.

If the controller refuses to rectify the data, a written certificate to this effect shall be issued. The certificate must also mention the reasons for the refusal. The shareholder may bring the matter to the attention of the Data Protection Ombudsman. The controller shall notify of the rectification the recipients to whom the data has been disclosed and to the source of the inaccurate data. If the notification is impossible or unreasonably difficult, there is no obligation to notification.

A shareholder may use his/her above-mentioned rights by contacting the following address:

Anne Nenonen
Metsä Board Oyj
Revontulenpuisto 2
02100 Espoo, Finland

A shareholder may be asked to specify his/her request in writing and to confirm his/her personal identity before the request will be handled.

If the shareholder is unsatisfied with the processing of his/her personal data, he/she has a right to place a complaint with an authorized supervisory authority who is responsible for the monitoring of the application of personal data legislation.