

**DESCRIPTION OF THE FILE  
Personal Data Act (523/1999),  
Sections 10 and 24**

**Date of drafting:** 1<sup>st</sup> February 2018

1. Register controller	<p><b>Name</b> Cramo Plc</p> <p><b>Contact information</b> Kalliosolantie 2 FI-01740 Vantaa, Finland</p> <p>Tel: +358 10 661 10</p>
2. Contact person in register-related matters	<p>Ms Merja Naumanen</p> <p>Contact information: Kalliosolantie 2 FI-01740 Vantaa, Finland</p> <p>Tel: +358 10 661 10 email: merja.naumanen@cramo.com</p>
3. Name of the register	<p>Register for registration to the Annual General Meeting of Cramo Plc on 28<sup>th</sup> March 2018</p>
4. The purpose for processing the personal data	<p>Personal data is collected at registration for the Annual General Meeting of Cramo Plc to be held on 28<sup>th</sup> March 2018. The right to participate in the Annual General Meeting is determined based on this register. A technical provider of the service is Euroclear Finland Oy.</p> <p>The enabling of the registrations for the Annual General Meeting requires the collection of personal data of Cramo Plc's shareholders. The collection of personal data is needed in order to identify shareholders and the ownership of shares for confirming the right to participate in the Annual General Meeting.</p> <p>The personal data collected shall be used only for preparing a list of participants, a list of votes, ballots and for organising the potential polling. There shall also be a list of participants attached to the minutes of the Annual General Meeting including the names of the shareholders who participated in the Annual General Meeting, names of their proxies and number of shares and votes. The use of the register shall not continue after the Annual General Meeting.</p> <p>If the shareholder registers on the Internet, Euroclear Finland Ltd will act as the technical facilitator of data collection. The data connection from the user's browser to Euroclear Finland Ltd's server is SSL secured. Elisa Plc's Call Center will handle the registrations made by telephone.</p>

<p>5. Data content of the register</p>	<p>Through this service, the following information can be collected:</p> <ul style="list-style-type: none"> <li>• name, personal identity code, business identity code, address, telephone number, e-mail address, book-entry account number, number of shares and votes</li> </ul> <p>When registering in a way other than on the Internet, the keeper of the register or an authorised person enters the participant's personal data in the system maintained by Euroclear Finland Ltd as specified in section 6.</p> <p>The book-entry account number is only used for identification in Euroclear Finland Ltd's system and it is not disclosed to Cramo Plc.</p>
<p>6. Regular sources of information</p>	<p>When registering via the Internet, the shareholder shall enter data about himself/herself. When signing up in another way, the person declares his or her name and personal ID/business ID. By a specified personal identity number, the system shall compare the data given with the shareholders' register of Cramo Plc maintained by Euroclear Finland Oy and extract the ownership information from the shareholders' register. When making the electronic authorisation, the shareholder shall also enter the necessary personal data of the proxy representative.</p>
<p>7. Regular handing over of information and data transfers outside the European Union or the European Economic Area</p>	<p>The data shall not be disclosed nor transferred.</p>
<p>8. The principles of register protection</p>	<p>A. Manual register</p> <p>The data shall be stored in an area with restricted access. The list of participants shall be stored as an attachment to the minutes of the Annual General Meeting as described in Section 4.</p> <p>B. Data register / ADP register</p> <p>Only certain persons have an access to data stored on the system. The data is protected by user ID and password.</p>
<p>9. Right of inspection</p>	<p>A shareholder has the right to verify the data on him/her in the list of shareholders of Cramo Plc maintained by Euroclear Finland Ltd.</p> <p>A shareholder wishing to verify the registration information about himself or herself shall make a request either by a written signed letter to register controller's contact person in register-related matters as defined in section 2 above or in person at register controller's offices.</p>
<p>10. Right to demand correction of data</p>	<p>A registrant has the right to demand the correction of data provided in connection with registration by contacting in writing the person mentioned in section 2 prior to the end of the sign-up period for the Annual General Meeting, on 23<sup>rd</sup> March 2018 at 6.00 pm (EET).</p>