

Privacy Statement

This Metsä Wood customer and stakeholder privacy statement ("Privacy Statement") describes our personal data handling practices including a description of the gathered personal data and how the personal data is processed. This Privacy Statement may be changed without prior notice to the extent possible under the applicable legislation.

- 1. Data Controller**

Metsäliitto Cooperative, Metsä Wood, registered address of the head office at Revontulenpuisto 2, 02100 Espoo, Finland

Metsä Wood is an auxiliary name of Metsäliitto Cooperative
- 2. Contact information**

Please contact by e-mail:
privacy@metsagroup.com
- 3. Name of the Register**

Metsä Wood customer and stakeholder relationship management register ("Register")
- 4. The purpose and legal ground of processing personal data**

Metsäliitto Cooperative, Metsä Wood, is part of Metsä Group. The Register is used by Metsäliitto Cooperative, Metsä Wood, and its subsidiaries ("Metsä Wood").

The Register contains personal data of Metsä Wood's customers and stakeholders.

Metsä Wood uses the personal data collected in connection with customer and stakeholder management activities as well as in connection with the registration for Metsä Wood's online services or other services and their use (e.g. Timber Marketplace, metsawood.online, Metsä Wood Open Source, Timber Academy, Finnwood software, Finnframe software).

Metsä Wood uses personal data for supporting its business analysis and operations, business intelligence, customer surveys, know your customer (KYC) process, reporting, invoicing, delivery of products and services, quality management, improving products and services, personalizing content and marketing.

Our legal ground for collecting and processing personal data is either legitimate interest based on the business relationship and / or the performance of a contract, as applicable.

Metsä Wood does not disclose personal data to unauthorized third parties. Metsä Wood may share the personal data with such third parties Metsä Wood has engaged to provide services. These third party data processors are contractually bound to use any personal data disclosed to them only to perform the contracted services. Further, Metsä Wood may disclose personal data to authorities or other third parties, if required by applicable legislation.
- 5. Processed Personal Data**

Personal data such as:

 - Name

- Street address, postal code, city, country
- Phone number
- E-mail address
- Organisation
- Education
- Job Title / Role / Role classifications (decision maker, top manager, main user, extranet contact)
- Language
- Gender
- Conference and meeting preferences and requests
- Contact preferences (phone/email/mail restrictions)
- Credit card number (if any)
- Credit card validity (if any)
- Web behavior information (depending on data subject's activity)
- Service/software use behavior information
- Links to Twitter, Facebook, LinkedIn profile page
- Profile picture
- Indicator of access to Metsä Wood's digital platforms
- Last data processing activity (time stamp)
- Customer survey communication prohibition
- Consent or prohibition for marketing

Personal Data collected in connection with the use of the service / website etc. such as:

- Service / website usage
- Device information
- Log information
- IP address
- Location information
- Cookies and similar technologies

6. Regular sources of data and cookies

Personal data is provided by the registered person himself/herself, other persons representing the customer or other stakeholder or by Metsä Wood personnel upon the start of or during the co-operation with Metsä Wood. Personal data is also collected by Metsä Wood in connection with the use of Metsä Wood's or its group companies' websites or online services by the registered person.

Our websites use cookies to make your browsing experience better and more personal. A cookie is a small text file saved on the user's device by a web browser. More information on cookies is available at: <https://www.metsagroup.com/en/Pages/cookies.aspx>

By visiting our websites, the registered person approves the use of cookies. If the registered person wants to disable cookies, he/she should refer to his/her browser help menu to learn how to disable cookies. If the registered person denies accepting cookies, he/she may not be able to access or use the service.

If the registered person has uploaded a software provided by Metsä Wood (e.g. Finnwood and Finnframe software), the location and log information may be collected also by storing the HTTP requests which the software sends to the server of Metsä Wood and/or its service provider (or by using other similar technologies). This data shows

where the registered person is geographically located and time of login and logout to/from to the service. By using such software, the registered person approves the use of such technologies.

7. Regular destinations of disclosed data and whether the data is transferred to countries outside the EU/EEA

Metsä Wood may process personal data in such jurisdictions Metsä Wood has presence. In some cases Metsä Wood uses external service providers to collect, use, analyze and otherwise process data on its behalf. These service providers are bound to use personal data shared with them only to perform their services Metsä Wood has hired them to provide. Metsä Wood may also share your personal data to the extent necessary to meet any applicable law, regulation, legal process or enforceable governmental request.

The personal data can be processed within EU/EEA and outside EU/EEA. Metsä Wood will only transfer your personal data outside the EU/EEA in accordance with one of the legal grounds described below:

- the recipient country is regarded by the European Commission to provide adequate protection for your personal data;
- we have put in place appropriate safeguards for the transfer by using the model clauses for the transfer of personal data to third countries issued by the European Commission; or
- you have given your consent to the transfer, or there is another legal basis for the transfer under the applicable data protection legislation.

8. Data Security

Personal data is handled with care and in confidence. The register is only used by personnel whose job requires processing of the personal data.

Users login to the register by either giving their personal user ID and password, or by utilizing single-sign on technology. User rights require separate approval from nominated Metsä Wood personnel.

All personal data is protected by regularly reviewed appropriate technical and organisational data security measures against accidental and/or unlawful access, alteration, destruction or other processing including unauthorized disclosure and transfer. Such measures include proper firewall arrangements, appropriate encryption of telecommunication and messages, secure server rooms and up-to-date ICT system access management practices.

9. Your rights

You have the right to:

- access, update, remove and correct your personal data;
- object to the use of your personal data on grounds relating to your particular situation when our legal ground for processing your personal data is our legitimate interest;
- demand Metsäliitto Cooperative to restrict the processing of your personal data; and

You can exercise any of your rights above by contacting Metsä Wood via our privacy website <https://www.metsagroup.com/en/Pages/privacy-policy.aspx>. Alternatively you may visit us in person or contact us by post or email at the address set out in this section 9. Metsä Wood may request you to specify your request in writing and will always authenticate your identity before handling your request.

If you are unhappy with the way we process your personal data, you have a right to make a complaint to the competent supervisory authority, who is responsible for monitoring compliance with the applicable data protection legislation.

Requests shall be submitted in writing to:

Metsäliitto Cooperative, Metsä Wood
Attn: Legal Services

Revontulenpuisto 2
02100 Espoo
Finland.

Request can be submitted in person at:

Revontulenpuisto 2
020100 Espoo
Finland.

When submitting a request, a valid identification card containing a photo must be presented.

10. Data retention policy

Personal data is retained only as long as necessary and justifiable or as required by applicable legislation.

Metsä Wood's customers' and stakeholders' personal data is actively maintained throughout the life-cycle of the co-operation in question. Personal data is marked as passive at the end of the co-operation after which the data will be deleted in accordance with Metsä Wood's data retention principles. However, the personal data may be retained for an extended period if required by applicable law, for the exercise of claims or due to litigations or internal investigations.