

FILING A REQUEST CONCERNING YOUR PERSONAL DATA

Metsä Group is committed to provide a high level of data security and data protection to all personal data processed by it and on its behalf. We are happy to help you with your request.

In order for us to provide efficient assistance regarding your request, we ask that you provide the following information. Providing the information will help us carry out your request as soon as possible. Please note that all requests must be made personally by the person the data is on. We are generally not allowed to carry out requests which have been made on behalf of another person.

Your answers to the below questions do not affect or limit your rights, but will rather help us provide information or other assistance to you better or faster. We will process your request without undue delay and will respond within 30 days of receiving your request.

Please note that if you wish to receive copies of your personal data and you have already received a copy of the same data, we may charge a reasonable fee for carrying out your new request. The fee depends on your request and is determined based on the administrative costs of carrying out the request.

If you have any question on how to place a request, please contact privacy@metsagroup.com.

Identification and email address (Mandatory)

First Name: _____
Last Name: _____
Postal address: _____
City and Postal code: _____
Country: _____
Telephone number: _____
Email address: _____

We require you to include a copy of your Passport or Driving License or Identity Card with this request in order to validate your identity. Alternately you may present this ID information at one of our business premises in person.

Any other identification information you find necessary for us to be able to carry out your request (e.g. technical identifier, date of birth, personal identity number or other):

Please pay special attention to the correctness of the above information.
The information is used only in order for us to be able to carry out your request.

Response Format

Please note that for requests that require us to send you personal information we will, by default, send this via recorded mail delivered to the address specified above. For requests not requiring personal information to be sent we will, by default, contact you via email.

If you would like the information communicated via a different method please indicate below:

- By email
 By mail

Relevant Metsä Group business

Please define which Metsä Group business(es) your request is related to?

My request is related to:

- Metsä Group
 Metsäliitto Osuuskunta
 Metsä Forest
 Metsä Fibre
 Metsä Wood
 Metsä Board
 Metsä Tissue

And my request concerns my personal data in the following areas:

- Forest Owner Register
 Customer Register
 Marketing Register
 Supplier Register
 Employee Register
 Job Applicant Register
 Other, please specify _____

Requested action

Please specify what action you would like us to take.

I wish to:

Opt-out of direct marketing for the following methods;

telephone (for the phone number specified above)

email (for the email address specified above)

mail (for the postal address specified above)

Opt-out of profiling related to direct marketing

Receive copies of the personal data processed on me (i.e. access right)

Use my data portability right

Request deletion of personal data on me

Request correction of personal data on me

Object to the processing of my personal data

Additional information regarding deletion / correction / objection request

In order for us to better understand your request, we kindly ask you to specify the basis for your request. Please include information on what data you wish to be deleted / corrected / no longer used and, for example, why you find the data to be incorrect, unnecessary or irrelevant:

Signature: _____

Date: _____

In order to submit a Personal Data Request please follow these steps;

1. Download and complete the Personal Data Request form from the Metsa Group website (www.metsagroup.com).
2. Print the form and Sign & Date it.
3. Email the signed and dated form together with a copy of your ID to PersonalDataRequest@metsagroup.com (Alternatively you may post the signed and dated form and a copy of your ID to any of our Metsa Group offices - mailing addresses are available from our website www.metsagroup.com).