

Privacy Statement

This Metsä Group vendor register PUMA privacy statement and description of the file (“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, registered address of the head office at Revontulenpuisto 2, 02100 Espoo, Finland
- 2. Contact Person** Please contact by e-mail: privacy@metsagroup.com
- 3. Name of the Register** Metsä Group vendor, contract and vendor contact person register PUMA (“PUMA register”).
- 4. The purpose for processing personal data** PUMA register is used by Metsäliitto Cooperative and its subsidiaries Metsä Board Oyj, Metsä Fibre Oy, Metsä Tissue Oyj and their subsidiaries (hereinafter collectively and separately called “Metsä Group”).

Personal data of the contact persons of Metsä Group’s product and service vendors is processed in connection with Metsä Group vendor management activities such as planning, organizing and following-up vendor meetings. Additionally, such personal data is processed when e-signing and storing vendor agreements in PUMA register and in connection with surveys and vendor claim handling process. Vendors using Metsä Group’s Vendor Portal can see their own contact person information.

Further, Metsä Group employees’ personal data, is processed in connection with vendor management and sourcing activities and in user authentication.

Our legal ground for collecting and processing personal data is legitimate interest based on the supplier relationship initiated between us and you or the employment relationship between Metsä Group and the employee or performance of a contract, as applicable.

Metsä Group does not disclose personal data to unauthorized third parties. Metsä Group may share the personal information with third parties Metsä Group has engaged to provide services. These companies are contractually bound to use any personal data disclosed to them only to perform the contracted services. Further, Metsä Group may disclose personal data to authorities or other third parties, if required by applicable legislation.

5. Processed Personal Data

Vendor contact person data such as:

- Contact person first and last name,
- Contact person gender,
- Contact person language,
- Contact person contact details (email, phone number and company address), and

- Contact person role and job title.
- Conference and meeting preferences and requests
- Customer survey communication prohibition

Personal data of Metsä Group employees and outsourcing partners executing vendor management, such as:

- First and last name,
- Office location of the employee,
- Job title and role in Metsä Group sourcing
- Metsä Group business area where the employee works,
- Phone number, and
- Email.

6. Regular sources of information and cookies

Data is collected in connection with Metsä Group's vendor management and sourcing activities, questionnaires, vendor claim handling process and directly from the contact persons of the vendors. Source of the vendor master data is Metsä Group's centralized vendor master data database. Source of Metsä Group employee data is Metsä Group's centralized identity management system.

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, you approve the use of cookies. If you want to disable cookies, you should refer to your browser help menu to learn how to disable cookies. If you deny accepting cookies, you may not be able to access or use the service.

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

Metsä Group may process personal data in such jurisdictions Metsä Group has presence. In some cases Metsä Group uses external service providers to collect, use, analyze and otherwise process information on its behalf. These service providers are bound to use personal information shared with them only to perform their services Metsä Group has hired them to provide. Metsä Group may also share your personal information 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 Group will only transfer your personal information 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 information;
- we have put in place appropriate safeguards for the transfer by using the model clauses for the transfer of personal information 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. PUMA register is only used by personnel whose job requires executing vendor management.

Users login to PUMA register by either giving their personal user ID and password, or by utilizing single-sign on technology.

PUMA register users have defined roles in what they can see and what type of tasks they can execute in the PUMA register. User rights are based on Metsä Group organizational structure and sourcing category responsibilities.

User administration is handled and kept up to date centrally against Metsä Group centralized identity management system. User rights require separate approval from nominated Metsä Group business area approvers.

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. Right of access

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 the particular situation when our legal ground for processing your personal data is our legitimate interest;
- demand Metsä Group to restrict the processing of your personal data.

The rights above may be exercised via our privacy website <https://www.metsagroup.com/en/Pages/privacy-policy.aspx> or by visiting us in person or contacting by post at the address set out in this section 9. Metsä Group will always authenticate your identity before handling the request.

If you are unhappy with the way we process your personal data, you have the 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
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 Group vendors' contact persons' data is maintained throughout the life-cycle of Metsä Group and vendor co-operation, and personal data is marked as passive at the end of the life-cycle of the co-operation after which the data is no longer actively used. Any personal data marked as passive is deleted in accordance with Metsä Group's data retention principles. However, the personal data retention time may be extended if required by applicable law or for the exercise of claims or due to litigations or internal investigations.

11. What else you should know

Personal data may be used by Metsä Group also for survey purposes.

If you wish us not to use your personal data for such purposes, please inform us in writing:

Metsäliitto Cooperative
Purchasing
Ismo Somero
P.O. BOX 10
02020 Metsä, Finland
ismo.somero@metsagroup.com