

Metsä Group

In this Privacy Statement, we describe how Metsä Group processes your personal data in connection with camera surveillance. We may update the Privacy Statement, and an up-to-date version of the Privacy Statement can be found at our website and via a QR-code found on the CCTV signs.

1.Data controller

Metsä Wood Eesti AS
Pärnu Plywood mill
Kase 17 80047 Pärnu, Pärnu maakond

2.Contact person

Contact by e-mail
privacy@metsagroup.com

3.Purposes and legal basis for the processing of personal data

The data subjects are natural persons working and visiting Metsä Group's mills, customers, suppliers, subcontractors and other stakeholders, as well as the data related to the vehicles visible on the CCTV camera.

Personal data is processed for monitoring the proper functioning of production processes, protecting property, ensuring the personal safety of employees and other individuals present at the area as well as for preventing or investigating situations that may endanger safety, property, or production processes. Personal data may also be used to investigate a situation that has caused a workplace accident or another hazard or threat as defined in the legislation related to occupational health and safety, and to investigate cases of abuse.

Our legal basis for collecting and processing personal data is the legitimate interest in protecting the property of the employer, protecting the health and safety of employees, partners and customers and ensuring the public safety on the mill premises.

4.Personal data processed

Camera surveillance images and recordings contain information about persons that may be visible in the camera surveillance footage when at the surveillance area, such as an image.

5.Regular data sources

Personal data is obtained from the camera surveillance recordings.

Camera surveillance is announced by appropriate signs in the surveillance area.

6.Regular disclosures of personal data and transfer of data outside the EU or EEA

Metsä Group may use external service providers. These service providers and their possible subcontractors act as Metsä Group data processors. They process personal data on behalf of Metsä Group only for the

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provision of services to Metsä Group. The service providers have no independent right to use the personal data for any independent purposes.

Metsä Group may also disclose personal data to authorities or other third parties, if required by applicable legislation or enforceable governmental request.

The personal data is mainly processed within EU/EEA but it may also be processed outside EU/EEA. Metsä Group will only transfer your personal data outside the EU/EEA if:

- 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 standard contractual clauses for the transfer of personal data to third countries issued by the European Commission or there is another legal basis for the transfer under the applicable data protection legislation.

7.Data security

Personal data is handled with care and in confidence. The access to data is very limited and the data is only used by personnel whose work tasks requires processing of the camera surveillance material (such as safety managers or production managers or representatives of the security company responsible for the security of the mill area).

All personal data is protected by regularly reviewed appropriate technical and organisational data security measures against 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.

8.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; and
- demand Metsä Group to restrict the processing of your personal data.

You can exercise any of your rights above by contacting Metsä Group via our privacy website <https://www.metsagroup.com/privacy-policy/>. Alternatively you may visit us in person or contact us by post at the address set out below. Metsä Group may request you to specify your request in writing, and if necessary authenticate your identity before handling your request.

Requests shall be submitted in writing to:

Metsäliitto Cooperative
Attn: Legal Services

Metsä Group

Revontulenpuisto 2
02100 Espoo, Finland

Please note that we may not be able to execute your rights if we have a legal ground for it.

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. In Estonia the competent supervisory authority is the Data Protection Inspectorate ([info\(a\)aki.ee](mailto:info(a)aki.ee)).

9.Data retention policy

Footage from surveillance cameras is stored for a period of two months, after which it is automatically erased as the recordings are overwritten. The data may be kept longer if necessary for the purposes of claims for damages, legal proceedings or internal company investigations but also in those cases only for as long as necessary and justified or as required by applicable law.