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All questions relating to these terms and conditions or HKScan must be directed to HKScan Communications. HKScan Corporation/Communications, "Online annual report", PL 50 (Lemminkäisenkatu 48), 20521 Turku or by email [communications@hkscan.com](mailto:communications@hkscan.com).

## PERSONAL DATA REGISTER EXTRACT FOR HKSCAN CORPORATION'S ONLINE ANNUAL REPORT REGISTER

### 1) Name of the registrar

HKScan Corporation, PL 50 (Lemminkäisenkatu 48), 20521 Turku, tel. 010 570 100.

### Technical maintenance:

HKScan Finland Oy, PL 50 (Lemminkäisenkatu 48), 20521 Turku, tel. 010 570 100.

### 2) Contact persons and details

HKScan Corporation Communications, SVP Communications Marja-Leena Dahlskog or VP Communications Marja Siltala, PL 49 (Väinö Tannerin tie 1), 01511 Vantaa, tel. 010 570 100.

### 3) Name of the register

HKScan online Annual Report Register

### 4) Processing purposes

Personal data collected is processed to fulfill your contact request and to reply to it. In addition processing may be done for the purpose of managing relationship with customers and partners (producers, subcontracting companies and suppliers), developing HKScan's own products, services and communication.

**5) Registered person groups**

Persons who have voluntarily submitted personal data through online annual report.

**6) Data content**

The register can contain the following personal data: first and last name of a user and user's email address together with the personal data a user has voluntarily submitted to HKScan through online annual report.

**7) Regular information sources**

User's own voluntary submit of personal data.

**8) Regular information disclosure**

Personal data is not disclosed to third parties except that data can be disclosed to companies belonging to HKScan Group and also to authorized contracting partners (producers, subcontracting companies and suppliers) of HKScan.

**9) Transfer of personal data:**

Personal data is not usually transferred outside EEA or EU area. In case transfers of personal data are made outside EEA, HKScan will abide by all applicable laws and regulations by making transfers in accordance with EU Commission's model clauses.

**10) Principles of personal data protection**

Personal data is saved in databases that are protected by firewalls, passwords and other technical means by using software and hardware. The servers are located in guarded premises, access of which are controlled. The data and databases are only accessible to certain designated persons, which are appropriately trained and which are bound by confidentiality obligations. Written documents are being stored in premises, which are locked. All above mentioned premises and equipped with burglary protection and various alarm systems.

**11) Right of access**

Everyone has the right of access to the data on him or her in a personal data file. The request to review personal data must be made in writing to the Registrar: HKScan Corporation/Communications, "Online annual report", PL 50 (Lemminkäisenkatu 48), 20521 Turku or by email [communications@hkscan.com](mailto:communications@hkscan.com).