

## DESCRIPTION OF THE FILE

Sections 10 and 24 of the Personal Data Act (523/1999)

Date of drafting: 18 March 2015

1. Controller	Name  Ponsse Oyj
	Contact information  Ponsse Plc Ponssentie 22 74200 Vieremä FINLAND  tel. 020 768 800
2. The person in charge and/or contact person	Name  Tanja Kyllönen
	Contact information  tel. 020 768 800 (switchboard), tanja.kyllonen@ponsse.com  Ponsse Plc Ponssentie 22 74200 Vieremä FINLAND
3. Name of the register	Annual General Meeting of Ponsse Plc
4. The purpose for processing the personal data / the purpose for the use of the register	<p>The purpose for use of this register is to enable shareholders of Ponsse Plc to register for the Annual General Meeting via the Internet. The technical provider of the service is Euroclear Finland Ltd.</p> <p>The enabling of the registrations for the Annual General Meeting via the Internet shall require the collection of personal data of the shareholders of Ponsse Plc in order for the shareholder to be able to identify himself/herself for the registration and for Ponsse Plc to be able to identify the registration and the ownership of shares of the shareholder. Through the same service the shareholder can authorize a proxy representative by making an electronic authorization.</p> <p>The company will not disclose the collected data for commercial purposes.</p>

5. Content of the register	<p>If the shareholder registers via the Internet, Euroclear Finland Ltd shall operate as the technical provider of the collection of personal data. The connection from the user's browser to the server of Euroclear Finland Ltd is encrypted with SSL technology. Through this service, the following data can be collected: name, personal identity code, address, phone number, e-mail address, number of the book-entry account, and number of shares and votes held.</p> <p>The number of the book-entry account is used only for the identification in the system of Euroclear Finland Ltd and it is not delivered to Ponsse Plc.</p>
6. Regular sources of information	<p>When registering via the Internet, the shareholder enters data about himself/herself. By a given personal identity number, the system compares the data given with the shareholder register of Ponsse Plc maintained by Euroclear Finland Ltd and extracts the ownership information from the shareholder register. When making the authorization, the shareholder enters also the necessary personal data of the proxy representative.</p>
7. Regular destinations of disclosed data and whether the data is transferred to countries outside the the European Union or the European Economic Area	<p>Personal data is not be transferred to countries outside the European Union or the European Economic Area.</p>
8. The principles how the data file / register is secured	<p>A. Manual register The manual data shall be stored in an area with restricted access, available only for the authorized persons.</p> <p>B. Data register / ADP register</p> <p>Euroclear Finland Ltd shall be responsible for the maintenance of the register. The connection from a user's browser to the server of Euroclear Finland Ltd is encrypted with SSL technology. Technical data protection is being used in the application, by which the entered information shall remain unchanged and is available only for the authorized persons.</p>
9. Right of access and realization of the right of access	<p>This description of the file and data protection is available on the Company's website at <a href="http://www.ponsse.com">www.ponsse.com</a>.</p> <p>The shareholder shall have the right of access, after having supplied sufficient search criteria, to the data on him/her in the personal file, or to a notice that the file contains no such data. The controller shall at the same time provide the data subject with information of the regular sources of data in the file, on the uses for the data in the file and the regular destinations of disclosed data.</p> <p>The shareholder who wishes to have access to the data on himself/herself, as referred to above, shall make a request to this effect to the controller by a personally signed or otherwise comparably verified document.</p> <p>Requests for the right of access: Tanja Kyllönen (Ponssentie 22, 74200 Vieremä, tel. 020 768 800 (switchboard), <a href="mailto:tanja.kyllonen@ponsse.com">tanja.kyllonen@ponsse.com</a>)</p>

<p>10. Rectification and realization of the rectification</p>	<p>A controller shall, on its own initiative or at the request of the registered shareholder, without undue delay, rectify, erase or supplement personal data contained in its personal data file if it is erroneous, unnecessary, incomplete or obsolete as regards the purpose of the processing.</p> <p>The controller shall also prevent the dissemination of such data, if this could compromise the protection of the privacy of the shareholder or his/her rights.</p> <p>If the controller refuses the request of the shareholder of the rectification of an error, a written certificate to this effect shall be issued. The certificate shall also mention the reasons for the refusal. In this event, the shareholder may bring the matter to the attention of the Data Protection Ombudsman.</p> <p>The controller shall notify the rectification to the recipients to whom the data hbeen disclosed and to the source of the erroneous personal data. However, there no duty of notification if this is impossible or unreasonably difficult.</p> <p>Requests for the rectification: Tanja Kyllönen (Ponssentie 22, 74200 Vieremä, tel. 020 768 800 (switchboard), tanja.kyllonen@ponsse.com)</p>
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