

1. Registrar	Sponda Plc
	Korkeavuorenkatu 45, Box 940, 00101 Helsinki Tel. 020 431 31
2. Contact Person in Matters regarding the Register	Tuula Kunnas
	Sponda Plc, Korkeavuorenkatu 45, Box 940, 00101 Helsinki
	Tel. 020 431 3384, tuula.kunnas@sponda.fi
3. Name of the Register	Registration to the Sponda Plc Annual General Meeting 19 March 2014
4. Purpose of Handling Personal Data	The right to participate in the Sponda Plc's annual general meeting to be held on 19 March 2014 is determined on the basis of this register. The register's information is used solely for printing out the list of participants, list of votes and ballots of Sponda Plc's annual general meeting on 19 March 2014 as well as carrying out a possible voting. A list of participants attending the meeting based on this register shall be attached to the minutes of the annual general meeting. The list of participants includes only the names of the shareholders, the names of proxies/assistants and the number of shares and votes.
5. Register's Data Content	<p>If the shareholder registers for the meeting via the internet, shall Euroclear Finland Ltd technically carry out collection of the information. Telecommunications link from the user's browser to Euroclear Finland Ltd's server is SLL (Secure Sockets Layer) -secured.</p> <p>By using the electronic registration service the following information shall be recorded in the register: name, personal/business identity code, address, phone number, email address, number of shares and votes.</p> <p>If registration is made by using other means than the internet the representative (Castren & Snellman Attorneys Ltd) authorized by the registrar shall record the above-mentioned information in a system held by Euroclear Finland Ltd according to clause 6 of this data protection description.</p>
6. Regular Sources of Information	<p>The personal information of the persons registering to the annual general meeting via the internet is collected from the persons to be registered themselves. When registration is made by using other means than the internet, the person will register his/her name and personal/business identity code and, if desired, contact information to the authorized representative according to clause 5, who then shall enter the information to the register.</p> <p>If the person registering authorizes another person to represent his/her at the annual general meeting, he/she shall give the necessary personal information of the authorized person as well.</p>

	Based on the personal/business identity code of the registering person Euroclear Finland Ltd's system compares the given information to the shareholder register kept by Euroclear Finland Ltd and collects the shareholding information of the registering person from the shareholder register.
7. Regular Disclosure of Information	Information shall not be disclosed.
8. Transfer of Information outside EU or ETA	Information shall not be disclosed.
9. Protection Principles or the Register	<p>A Manual Material</p> <p>List of participants (see clause 4) shall be attached to the minutes of the meeting. Information of those who have registered in the annual general meeting by using other means than the internet shall be kept by the authorized representative mentioned in clause 5 for a period of three months after the annual general meeting.</p> <p>B ADP Handled Information</p> <p>Information shall be kept for the registration period and for three months after the annual general meeting. User rights to the information are limited and the information may be handled only by those whose tasks require it. The user rights are protected with user names and passwords.</p>
10. Right of Review	<p>The shareholders have the rights to review the information of the shareholder register kept by Euroclear Finland Ltd.</p> <p>A registered person has the right to review his/her registration information from the person mentioned in clause 11.</p>
11. Right to Demand Correction of Information	<p>A registered person has the right to demand information given by him/her for his/her registration to be corrected. Requests for the correction of the information shall be made in writing to:</p> <p>Tuula Kunnas Sponda Plc, Korkeavuorenkatu 45, Box 940, 00101 Helsinki Email tuula.kunnas@sponda.fi</p>
12. Other Information regarding the Personal Data Processing	