

# General Meeting Privacy Statement

*This privacy statement describes the processing of personal data related to Solteq Plc's General Meeting.*

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<b>1. Controller and Contact Information</b>	<b>Company</b> Solteq Plc Address: Karhumäenkuja 2, 01530 Vantaa, FINLAND Business ID: 0490484-0 <b>Contact Person</b> Solteq DPO Tomi Pakkanen e-mail: tomi.pakkanen@solteq.com tel: +358440638984
<b>2. Name of the Register</b>	Solteq Plc's register of General Meetings.
<b>3. The purpose and legal basis for processing personal data</b>	<p>The purpose of processing personal data is to enable carrying out the General Meeting of the controller in accordance with the law.</p> <p>Personal data are processed only for the purposes necessary for the organisation of the General Meeting, such as to verify the identity of the registrant and their right to participate, preparing a list of participants, a list of votes and possible voting tickets, organizing any voting, and manage possible preliminary questions and requests to be heard.</p> <p>Solteq utilizes the services of Inderes Oyj, Flik Helsinki Oy and Lindfors &amp; Co Attorneys at Law Ltd. for the arrangements of the General Meeting. The technical implementation of the registration system and possible advance voting at the General Meeting is carried out by Innovatics Ltd. The list of shareholders is maintained by Euroclear Finland Oy<sup>1</sup>.</p> <p>Processing of personal data is based on the legal obligations of the controller.</p>
<b>4. Processed personal data</b>	<p>The processed personal data include the shareholder's and their possible proxy's name, personal identity number and/or business ID, address, contact details, number of shares and votes, voting information, authentication method, basis of representation, date of registration, and possible information on aid, power of attorney, preliminary questions, and any additional information provided in connection with the registration. When participating in the General Meeting, the time of arrival and departure of each participant are recorded. For technical maintenance and monitoring of the service, log data on registration and voting, as well as the user's IP address are also recorded.</p> <p>The register contains the list of shareholders on the record date created by Euroclear Finland for the General Meeting, containing, e.g., the shareholder's name, personal identity number/business ID, address, and number of shares.</p> <p>The register contains a temporary list of shareholders created by Euroclear Finland for the General Meeting, containing information on nominee registered shareholders registered for the General Meeting and their number of shares.</p>
<b>5. Regular sources of data</b>	Personal data is mainly collected from the shareholders themselves or from their representatives in connection with the registration to the General Meeting. When registering via e-mail, mail or telephone, the controller or Innovatics Ltd enters the registrant's personal data and advance votes into the register.

<sup>1</sup> Read more about Euroclear Finland's data security and GDPR compliance: <https://www.euroclear.com/finland/en/who-we-are/gdpr.html>

	<p>Based on the personal data provided in connection with the registration, Innovatics Ltd retrieves the number of shares of the shareholder on the record date from the list of shareholders created by Euroclear Finland.</p> <p>Innovatics Ltd enters the voting instructions for nominee registered shareholders represented by account operators at the General Meeting into the register.</p>
<b>6. Disclosures and transfers of personal data</b>	<p>Based on the information in the register, a list of meeting participants and a summary of voting are established that are attached to the minutes of the meeting.</p> <p>In accordance with the Limited Liability Companies Act, a list of shareholders is displayed at the General Meeting containing the names of the shareholders, the municipality and the number of shares and votes on the record date of the meeting. The list also contains information on nominee registered shareholders who are temporarily registered in the list of shareholders for the General Meeting.</p>
<b>7. Transfer of data to third parties and outside the EU or the European Economic Area</b>	<p>The data contained in the register may be shared with third parties involved in organising the General Meeting who need the registered data in their operations. Data is not disclosed for commercial purposes.</p> <p>The subprocessors, processing locations, and categories of personal data processed by Inderes Oyj and Flik Helsinki Oy are listed in the Annex to this Privacy Statement.</p> <p>Text messages to registrants are sent through a Swiss service.</p> <p>If it's possible to use the right to speak virtually in the General Meeting, the right to speak will be enabled by a US service provider<sup>2</sup>. In this case, the aforementioned service provider processes the IP address and name of the person using the right to speak.</p> <p>Otherwise, personal data is not transferred or disclosed outside the EU or the European Economic Area.</p>
<b>8. Basis for register protection</b>	<p>Physical material is stored in a locked room accessible only to persons entitled to the data.</p> <p>Electronic material is stored in a data room that meets the requirements for the processing of personal data. The connection from the user's browser to the server is encrypted. Access to the register is limited to the employees of the controller and subcontractors who need and process data to organise the General Meeting.</p>
<b>9. Storage and deletion of personal data</b>	<p>Innovatics Ltd stores personal data for a maximum of one year after the end of the General Meeting.</p> <p>Euroclear Finland Oy stores personal data for a maximum of four months after the end of the General Meeting.</p> <p>The minutes of the General Meeting and the list of votes attached thereto are stored permanently. It includes the names of shareholders who participated in the General Meeting, the names of potential proxies and aids, the number of shares and votes, and the numbers of the voting tickets.</p> <p>Other data is destroyed when it is no longer necessary to draw up the minutes or to verify their accuracy.</p>
<b>10. Rights of the data subject</b>	<p>The data subject has the right to know the data stored about them in the register. The data subject has the right to request rectification, deletion or complementing of their data. Any request shall be addressed in writing to the contact person mentioned in Section 1 above.</p> <p>The data subject has the right to lodge a complaint with the Data Protection Ombudsman if they have objections to the processing of personal data. The instructions are found on the website of the Data Protection Ombudsman at <a href="https://tietosuoja.fi/">https://tietosuoja.fi/</a></p>

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*The privacy policy presented in this document was last updated on 6 March 2023.*

*Solteq may update this privacy statement from time to time, such as due to legislative amendments. Solteq shall take any reasonable measures to inform you of any such changes and their impacts well in advance.*

*We urge you to review this privacy statement whenever you are informed that it has been updated.*

<sup>2</sup> Read more about Daily's data security and GDPR compliance: <https://www.daily.co/security/gdpr/> and <https://www.daily.co/products/security-at-daily/>

## Annex: Subprocessors, Processing Locations and Categories of Personal Data

### Subprocessors in Videosync & Webcast Services

Subprocessor	Purpose of Subprocessing	Data categories processed	Data location
Amazon Web Services 38 Avenue John F. Kennedy, Luxembourg 1855, Luxembourg (Amazon Web Services EMEA SARL)	Hosting of Videosync services (EC2, ECS), video data storage (S3), CDN (Cloudfront), transactional registration emails (SES).	Video files & video metadata, IP-addresses, e-mail addresses	EU (Ireland & Stockholm)
Nice People at Work Carrer Roc Boronat, 23 Barcelona, 08005	NPAW Suite video analytics service collects IP-addresses and video viewing analytics.	IP-addresses, video viewing analytics, Videosync registration user id	EU
Datadog 620 8 <sup>th</sup> Ave 45 <sup>th</sup> Floor, New York, NY 10018 USA	Server monitoring and collection of access and application logs	IP-addresses, user ids	EU
MongoDB Limited / Mongodb Atlas Building 2 Number One Ballsbridge, Shelbourne Rd, Ballsbridge, Dublin 4, D04 Y3X9, Ireland	Database hosting	Ip-addresses, all registration data that the event viewer gives in Videosync event registration form (for example Name, email, phone number). This applies only if event has registration feature enabled and the fields are customizable by event organizer.	EU (Ireland)
InnoCraft Ltd / Matomo Analytics 7 Waterloo Quay, PO Box 625, 6140 Wellington, New Zealand	Matomo Analytics is used to collect analytics only from Videosync admin pages.	Admin users' IP addresses and user ids. Event attendee data is never sent to Matomo.	EU

### Optional Videosync & Webcast applications/features and their subprocessors

Subprocessor	Application/feature	Purpose of Subprocessing	Data categories processed	Data location
TurboBridge 4905 Del Ray Avenue, Suite 300 Bethesda, MD 20814- 2558	Teleconference	Turbobridge provides a teleconference bridge for Videosync teleconferences.	Ip-addresses, name, company name, phone number of users calling to teleconference	US
Daily 548 Market St Suite 39113 SAN FRANCISCO, California 94104	Breakout rooms, Web studio, General Meeting talkback	Provides real-time communication technology for Videosync Breakout rooms, Web-studio and General Meeting talkback	Ip-addresses and names of users that are connecting to breakout room, web studio or General Meeting talkback	US
TalkJS Bogert 1, 5612LX Eindhoven, Netherlands	1-to-1 chat	Provides 1-to-1 chat functionality to events where viewers can chat with each other. 1-to-1 chat is not enabled by default.	Ip-addresses and names of users that send 1-to-1 messages.	EU

#### Subprocessors in Investor Relations Services (Share Tool Service)

Subprocessor	Purpose of subprocessing	Data categories processed
Google Cloud EMEA Limited 70 Sir John Rogerson's quay, Dublin, D02 R296, Ireland	Providing shareholder data in Share Tool Service	Shareholder data

#### Subprocessors in General Meeting Services

Subprocessor	Purpose of subprocessing	Data categories processed
Planeetta Internet Oy Mannerheimintie 105, 00280 Helsinki	Servers and infrastructure	Shareholders register (incl. name, address, social security number, amount of shares), AGM registration and data (incl. name, contact details, social security number, basis of representation, proxy documents, voting data), logs
Telia Tunnistuksen välityspalvelu Pasilan asema-aukio 1, Helsinki	Strong authentication	Name, date of birth, sex, social security number
Innovatics Oy Ratamestarinkatu 13 A 00520 Helsinki	AGM backend service	Shareholder data, voting data
VADIAN.NET AG, Sveitsi Katharinengasse 10 9000 St.Gallen Switzerland	Text messaging via SMS.	Phone number / Shareholder data in messages
TNNet Oy, Puistokatu 1 A, 40100 Jyväskylä	Servers and infrastructure	Shareholders register (incl. name, address, social security number, amount of shares), AGM registration and data (incl. name, contact details, social security number, basis of representation, proxy documents, voting data), logs
Digi- ja Väestötietovirasto: suomi.fi e- Authorizations -service, Lintulahdenkuja 2, 00530 Helsinki	When users authorise someone else to act on their behalf.	Social security number, name, basis of representation