

## DESCRIPTION OF THE PERSONAL DATA FILE

### Personal Data Act (523/99) section 10 and 24

Date of drafting: August 24, 2018

UNOFFICIAL TRANSLATION

1. Controller	<b>Name:</b> Ahlstrom-Munksjö Oyj  <b>Business Identity Code:</b> 2480661-5  <b>Address and other contacts:</b> Alvar Aallon katu 3 C, FI-00100 Helsinki, Finland Tel: +358 (0)10 234 5000
2. Contact information	<b>Name, address and other contacts:</b> Andreas Elving Alvar Aallon katu 3 C, FI-00100 Helsinki, Finland Tel: +358 (0)10 234 5000 <a href="mailto:andreas.elving@ahlstrom-munksjo.com">andreas.elving@ahlstrom-munksjo.com</a>
3. Name of the register	Registrations for the Extraordinary General Meeting of Ahlstrom-Munksjö Oyj
4. The purpose of processing the personal data	<p>The personal data of shareholders and proxy representatives are processed for the purpose of collecting registrations for the Annual General Meeting of Ahlstrom-Munksjö Oyj and for the purpose of ascertaining the registrants' right to participate in the Extraordinary General Meeting. Personal data are also processed for printing the list of participants, voting lists and ballots and for arranging any voting. In addition, the personal data may also be processed for other purposes related to arranging the Extraordinary General Meeting.</p> <p>A list of participants will be annexed to the minutes of the Extraordinary General Meeting. The list includes the names of the shareholders participating in the meeting, the names of possible proxy representatives and assistants, the amounts of shares and votes and the numbers of ballots. A list of shareholders, including the shareholders' names, addresses and the amounts of shares and votes, will also be displayed in the Extraordinary General Meeting.</p>

5. Content of the register	<p>If a shareholder registers on Internet, Euroclear Finland Ltd operates as the technical service provider for the collection of personal data.</p> <p>Through this service the following data can be collected: name, personal identity number, business identity code, address, phone number, e-mail address, number of book-entry account, number of shares and votes.</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 disclosed to the Company.</p>
6. Regular sources of information	<p>When registering via Internet, the shareholder enters the data regarding himself / herself. Based on the personal identity number submitted, the system compares the data given with the shareholders' register of Ahlstrom-Munksjö Oyj maintained by Euroclear Finland Ltd and extracts the ownership information from the shareholders' register. When making the electronic authorization, the shareholder shall also enter the necessary personal data of the proxy representative.</p> <p>When a shareholder registers by phone or by mail, a representative of Ahlstrom-Munksjö Oyj will register the data submitted by the registrant manually into Euroclear Finland Ltd's electronic registration system.</p>
7. Regular destinations of disclosed data	None
8. Data transfers to countries outside the European Union or the European Economic Area	None
9. The principles of how the data file/register is secured.	<p>A. Manual register</p> <p>The data shall be stored in an area with restricted access.</p> <p>B. Data/ADP register</p> <p>Euroclear Finland Ltd is 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. Only certain designated persons have access to the system by a user identification and password.</p>

10. Right of access	<p>This description of the personal data file and data protection is available on the Company's website at <a href="http://www.ahlstrom-munksjo.com/egm">www.ahlstrom-munksjo.com/egm</a></p> <p>A shareholder shall, after having supplied sufficient search criteria, have the right of access to the data on him/her in the personal data file, or the right to receive a notice that said file contains no such data. The controller of the personal data file shall at the same time provide the shareholder in question with information on the regular sources of data in the file, the uses of such data and the regular destinations of disclosed data.</p> <p>A 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 correspondingly verified document.</p> <p>Requests for the right of access shall be made to Andreas Elving, please see the contact information above.</p>
11. Right to Rectification	<p>The 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 to rectify an error, a written certificate to this effect shall be issued. The certificate shall also mention the reasons for the refusal. In such case, the shareholder may bring the matter to the attention of the Data Protection Ombudsman. The controller shall notify the rectification to the recipients to whom the data have been disclosed and to the source of the erroneous personal data. However, there is no duty of notification if this is impossible or unreasonably difficult.</p> <p>Requests for the rectification shall be made to Andreas Elving, please see the contact information above.</p>
12. Other rights and information regarding processing personal data	<p>The Company will not disclose the data given for direct marketing purposes.</p>