

PRIVACY STATEMENT

based on Articles 13 and 14 of the EU's General Data Protection Regulation ("GDPR")

Ab ME Group Oy Ltd ("ME Group") is committed to ensure the security and confidentiality of personal data it processes. This Privacy Statement describes how ME Group collects, processes, stores and secures personal data concerning its customers and partners in cooperation.

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| 1. CONTROLLER | Ab ME Group Oy Ltd Vitkalankatu 1, FI-20200 Turku + 385 (0)20 273 0500 firstname.lastname@megroup.fi |
| 2. REPRESENTATIVE OF THE CONTROLLER | In case you have any questions regarding the processing of your personal data, you can contact the following representative of the controller: Helena Sjögren +358 (0)20 273 0561 helena.sjogren@megroup.fi |
| 3. CATEGORIES OF PERSONAL DATA | Personal data collected include an individual's contact information such as: <ul style="list-style-type: none"> - Name - E-mail address - Postal address - Phone number - Invoicing information. <p>Due to safety reasons, ME Group has video surveillance systems installed in its premises that record data, when a person visits the company.</p> |
| 4. PURPOSES AND LEGAL GROUNDS FOR PROCESSING OF PERSONAL DATA | ME Group processes personal data for the purposes of contacting and maintaining our customer relations, and to comply with our contractual and legal obligations. Providing offers to customers, performance and management of contracts and completing other tasks based on contractual obligations, require the collection and processing of personal data. <p>Personal data are processed for the purposes of handling, invoicing, storing and delivering customers' orders and to otherwise perform our customer contracts.</p> |

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| | <p>Fulfilment of certain requirements and obligations stated in laws, such as the bookkeeping regulations, require the processing of personal data.</p> <p>Personal data may also be processed for marketing purposes due to ME Group’s legitimate interests.</p> <p>ME Group may in some situations process personal data on the grounds of your consent. In that case, you will receive information concerning the particular processing activities. You have always a right to withdraw the given consent afterwards.</p> |
| <p>5. SOURCES OF PERSONAL DATA THAT ARE BEING PROCESSED</p> | <p>ME Group obtains personal data directly from the person him/herself or through ME Group’s regular business activities, for example from an individual’s employer during a customer relation.</p> <p>Personal data may also be collected and updated from public registers such as the Trade Register.</p> <p>ME Group aims at ensuring the accuracy of the received information and updating the personal data stored in its registers.</p> |
| <p>6. DISCLOSURE OF PERSONAL DATA</p> | <p>Personal data may be disclosed to other group companies and public authorities. ME Group may have, due to internal administrative purposes, legitimate interest to transfer personal data within the group. ME Group is obligated to disclose personal data to public authorities in cases, where the legislation so requires.</p> <p>In case we use external subcontractors or service providers and disclose personal data to them for the purposes described above, we make sure, and obligate them if needed, with appropriate contractual arrangements, to ensure an adequate level of data protection and security for the safety of the disclosed personal data, and to comply with the relevant data protection legislation.</p> <p>Personal data may also be disclosed in relation to a potential sale of business, and in relation to a merger or acquisition, to a buyer or other relevant party of the transaction.</p> <p>ME Group does not disclose personal data outside the European Economic Area.</p> |

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| <p>7. SECURITY OF PERSONAL DATA</p> | <p>Securing personal data is an important aspect of ME Group’s business. ME Group has ensured an appropriate level of personal data security and confidentiality by technical and organizational measures.</p> <p>By these measures, ME Group secures the personal data it processes from disappearance, misuse, unauthorized access and from alteration, unlawful disclosure and destruction.</p> |
| <p>8. STORAGE OF PERSONAL DATA</p> | <p>Personal data are stored as long as needed for the purposes for which the data were collected and processed, or required by the legislation.</p> <p>Personal data that are processed on the grounds of the performance of a contract are stored the same period as the contract itself is in force, and after that 6 years in order to defend against reclamations and claims.</p> <p>In case the processing of personal data is based on a compliance with a legal obligation, the storing of personal data follows the regulations stated in laws, for example, personal data related to bookkeeping materials are stored up to 10 years.</p> |
| <p>9. RIGHTS OF DATA SUBJECTS</p> | <p>Data subject has the following rights in respect of his/her personal data that are kept by ME Group:</p> <ul style="list-style-type: none"> - Right to request access to personal data: A person has a right to request access to personal data concerning him/her that are stored in ME Group’s customer register. - Right to request correction of incorrect data: A person has a right to request ME Group to rectify an incorrect or incomplete data concerning him/her. - Right to request erasure of personal data: A person has a right to request erasure of his/her personal data. In case there exists a legitimate ground to process personal data, ME Group is not obligated to erase the data. - Right to request limitation of processing of personal data: A person has a right to restrict the processing of personal data concerning him/her. ME Group may have, however, a legitimate ground to process the data, in which case the person’s right to restrict the processing concerns only the storage of personal data. - Right to object: A person has a right to object the processing of his/her personal data for direct marketing purposes. |

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| | <ul style="list-style-type: none">- Data portability: A person has a right to receive personal data that he/she has provided to ME Group in a machine-readable format. Personal data can also be transferred to another controller, where it is secure and technically feasible.- Right to lodge a complaint to the data protection authority: A person has a right to contact and lodge a complaint to the Data Protection Ombudsman, where ME Group has breached the data protection legislation while processing personal data. |
| 10. CHANGES TO THIS PRIVACY STATEMENT | <p>ME Group aims to improve its services and operations constantly, which is why it reserves a right to make changes to this Privacy Statement.</p> <p>Updated version of our Privacy Statement is always available on ME Group's website, www.megroup.fi</p> |