

# Information on data protection law related matters in connection with general meetings

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## 1 Introduction

The purpose of this information is to provide you as a shareholder, proxy holder or advisor with certain information as to the collection, processing and storing of personal data in connection with the holding of general meetings in Brødrene A & O Johansen A/S, CVR no. 58210617, Rørvang 3, DK-2620 Albertslund, Denmark (the "Company").

The Company acts as the data controller, which implies that the Company is responsible for your personal data being properly processed. If you have any questions, please contact the Company by sending an email to [privacy@ao.dk](mailto:privacy@ao.dk).

Below you will find a description of the information, which the Company may collect, process and store, as well as of the purpose of and the background for processing the information.

In sections 2-3 certain general information is provided in respect of convening general meetings, the publication of documents, notification of participation, granting proxy and voting by correspondence. Sections 4-7 concern a number of more specific issues, including submitting questions prior to the general meeting, submitting proposals to be transacted at the general meeting, the right to speak and posing questions at the general meeting, and minutes of the general meeting.

## 2 Notice of general meeting

Notice of a general meeting in the Company must be submitted based on the information registered in the register of shareholders, including information on name, address and any email address. The Company will in this respect process your personal data for the purpose of forwarding the notice of the general meeting to the shareholders, including enabling the shareholders to exercise their fundamental administrative rights at the general meeting. The Company will process your personal data in order to fulfil its legal obligations under the Danish Companies Act, and the processing of personal data is therefore done to comply with legal requirements.

The notice of the general meeting including the agenda will be published and forwarded in accordance with applicable law and the Company's articles of association and will thus be published as a company announcement through Nasdaq Copenhagen, on the Company's website and be forwarded by email or ordinary mail to the shareholders, who have requested this.

In continuation of the publication of the notice of the general meeting, certain other documents relevant for the general meeting will be published on the Company's website, including the complete proposals and forms to grant proxy or vote by correspondence.

The notice of the general meeting including the agenda will be available on the website for a period of five (5) years, and the other documents will be available on the website up to and including the date of the general meeting.

The Company may store the notice of the general meeting including the agenda, the complete proposals and forms for granting proxy and voting by correspondence, until it is no longer necessary for the Company to store the information in order to protect the Company's and the shareholders' interests following which it will be deleted.

### **3 Notification of participation, granting proxy and voting by correspondence**

When you as a shareholder provide notification of your or an advisor's participation at the general meeting or grant a proxy to a third party, the Company will issue an admission card (potentially with voting cards), which will contain certain information about you, any proxy holder and/or advisor representing you, including name, address, email address and shareholding. Admission cards will be provided either electronically or will be forwarded by email or ordinary mail.

Notification of your participation implies that the Company will process your personal data based on the information registered about you in the register of shareholders or provided to the Company by yourself through the registration form at the Company's website. The processing of your personal data also takes place in connection with granting voting proxy, proxy to the board of directors or with voting by correspondence. Similarly, processing of your personal data will take place, if you vote at the general meeting (in writing).

If you grant proxy to a third party and/or register attendance of an advisor, the Company will collect and process personal data about such persons (name and address). Collecting and processing data takes place for the purpose of ensuring that the relevant persons are granted access to the Company's general meeting and ensuring that they can exercise their rights.

The Company will process your personal data in order to fulfil its legal obligations under the rules regarding shareholder rights in the Danish Companies Act, and the processing of personal data is therefore done to comply with legal requirements

The Company may store information about registration of attendance, proxies and correspondence votes until it is no longer necessary for the Company to store the information in order to protect the Company's and the shareholders' interests following which the information will be deleted.

### **4 Submitting questions prior to the general meeting**

When submitting written questions prior to the general meeting, you must document your status as a shareholder or a proxy holder, and in this respect collection and processing of your personal data will take place. Collection and processing of personal data will in such event be based on the Company's legitimate interests in being able to identify you, in order for you to be able to exercise your rights as a shareholder to submit questions.

If questions are replied to in writing, the questions and the Company's replies, including your name, will be presented at the general meeting.

The Company may store information about questions submitted until it is no longer necessary for the Company to store the information in order to protect the Company's and the shareholders' interests following which the information will be deleted.

Reference is also made to section 6 concerning the right to speak and pose questions at the general meeting.

## **5 Submission of proposals**

In connection with a request for including a specific issue on the agenda for the general meeting, your personal data and the contents of the proposal will be collected and processed by the Company. Your personal data will in this respect be collected based on the Company's legitimate interests in being able to identify you as a shareholder in order to enable you to exercise your right to submit proposals to be included on the agenda.

If your request fulfils the requirements, the proposal and your name will be included (i) on the agenda and in the complete proposals and (ii) on the forms for granting proxy or voting by correspondence, which will subsequently be published in accordance with the rules in this respect.

Reference is also made to section 2 concerning the notice of general meeting and section 7 concerning the preparation of the minutes of the general meeting.

## **6 The right to speak and pose questions at the general meeting**

If you choose to speak at the general meeting, e.g. in order to pose questions to the board of directors' report or the annual report, you will be requested to document that you are a shareholder or a proxy holder, and in this respect personal data about you will be collected and processed based on the Company's legitimate interests in being able to identify you in order for you to exercise your right to speak and potentially pose questions at the general meeting.

Reference is also made to section 7 concerning the preparation of the minutes of the general meeting.

## **7 Minutes of the general meeting**

After the general meeting, the chairman of the meeting (on behalf of the Company) will prepare minutes of the general meeting, and therefore your personal data may, in continuation of the original collection and processing of your personal data, e.g. when submitting proposals, cf. section 5, or when exercising the right to speak at the general meeting, cf. section 6, be additionally processed in this respect. The minutes must be prepared in accordance with the Danish Companies Act, and the processing of your personal data thus takes place in order to comply with a statutory requirement.

When submitting a proposal to be included on the agenda, it is not possible to insist on not having your name stated in the notice of the general meeting (or on forms) and thus you cannot insist on not having your name stated in the minutes either.

The minutes of the general meeting will be made available at the Company's offices, where other shareholders may review them.

The Company may store the minutes of the general meeting until it is no longer necessary for the Company to store the information for the purpose of protecting the Company's and the shareholders' interests, including for the purpose of documenting the transactions and resolutions made at the general meeting. This implies that minutes will not be deleted.

## **8 Your rights**

You can obtain additional information about the personal data, which the Company stores and processes about you by contacting the Company by forwarding to an email to [privacy@ao.dk](mailto:privacy@ao.dk). Also, you can at any time object to the Company's processing of your data and request that your personal data be corrected or deleted. If you wish to object to the processing of your personal data, or if you wish to have your personal data corrected, you can contact the Company by sending an email to the above-stated email address. If you wish to complain of the Company's processing of your personal data, you may contact the Danish Data Protection Agency.