

PRIVACY NOTICE

General

This privacy notice sets out what personal data we collect and how we collect and use it. It also sets out the rights you have in relation to your personal data.

Who is providing this notice?

This privacy notice is made on behalf of each entity administered by Mourant Governance Services (Jersey) Limited unless such entity has adopted its own privacy notice. The terms "we", "us" and "our" in this privacy notice should be construed accordingly.

What kind of personal data do we collect?

Personal data means any data relating an identified or identifiable, natural person (a **data subject**). We collect and process the following types of personal data:

- Name, address, email address, telephone number and other contact information;
- Date and place of birth;
- Gender;
- Employment details;
- Copies of identity documents (such as passport, national ID card, driver's license, employee identification numbers);
- Utility bills and/or bank statements;
- Source of wealth;
- Tax residency;
- Details of shareholdings and other assets which are legally or beneficially owned by the data subject;
- Details of directorships and information required to be held under applicable companies legislation; and
- Details of people or organisations which may be connected to the data subject (by family or otherwise).

Please note that the list is not exhaustive and that we may also collect and process personal data to the extent that it is useful or necessary for the provision of our services.

Purposes of processing

We use data (including personal data of data subjects) in order to meet all legal, regulatory and ethical obligations applicable to us and in order to perform the services that we have agreed with you to provide.

Lawful basis for processing

We may also process data (including personal data of data subjects) for the purposes of our legitimate interests. Such interests include the business of running the company and in order to comply with all legal or regulatory obligations to which we are subject.

To whom do we provide personal data?

We may disclose or transfer personal data collected by us to the Mourant Group for the duration of their appointment by us as a service provider. The Mourant Group is an international law firm and governance services provider operating in six jurisdictions globally. The Mourant Group Privacy Notice can be accessed here www.mourant.com and contains details of the members of the Mourant Group.

We may also disclose or transfer personal data to subcontractors, intermediaries or external advisors for the purpose of the proper performance of our services.

International transfers

In the event that we transfer personal data from one jurisdiction to another, we will ensure, prior to carrying out the transfer, that the third party recipient meets the relevant data protection requirements applicable to the data being transferred.

Retention

We will process and store the relevant personal data for as long as it is necessary or required in order to fulfil our legal, contractual or statutory obligations and/or for the establishment, exercise or defence of legal claims.

Your rights

You have the following rights:

- **Access to your information:**

You have the right to access the personal data that we hold about you at any time.

- **Correction of personal information:**

You have the right to ask us to update and correct any out-of-date or incorrect personal data that we would hold about you.

- **Right to be forgotten:**

You have the right to ask us to delete your personal information, to the extent that we have no legal and/or regulatory obligations to keep such personal data.

- **Restriction of processing of your personal information:**

You have the right to ask us to restrict the processing of your personal data.

- **Data portability:**

You may ask us to provide you with a copy of the personal data that we hold about you.

- **Right to object:**

You have the right to object at any time to the processing of your personal data.

Changes to this privacy notice

We keep this privacy notice under review and any updates will appear on the Mourant Group website (www.mourant.com) from time to time.

How to contact us

Please note that we do not have a designated point of contact for data protection queries. If you have any questions about this privacy notice or any data which we hold about you, please e-mail MourantGS-DP@mourant.com and your query will be forwarded to an officer of the company.

If we are unable to address your questions or concerns to your satisfaction, you may be able to make a complaint to a data protection regulatory body, who is an independent regulator. Please see below for jurisdictional contact details:

Jersey contact details:

Jersey Office of the Information Commissioner
2nd Floor
5 Castle Street
St. Helier
Jersey
JE2 3BT
+44 (0) 1534 716530
enquiries@jerseyoic.org