

## Privacy Notice - Investors

This Privacy Notice sets out how personal data is collected, processed and disclosed in connection with Bailiwick Investments Limited (the "**Company**").

We take privacy and security of your information seriously and will only use such personal information as set out in this Privacy Notice.

As a result of your investment (or an investment made by a person firm or entity with which you have a connection) in the Company, your personal information may be provided to and processed by the Company. The Company will act as independent data controller and may process your personal information or such data in respect of your directors, officers, employees or beneficial owners.

As the Company is an entity incorporated in Guernsey, it is obliged to comply with the provisions of the Data Protection (Bailiwick of Guernsey) Law, 2017. To the extent that data subjects are EU citizens, the Company may be required to comply with the General Data Protection Regulation ((EU) 2016/679).

### 1. **WHERE WE OBTAIN YOUR PERSONAL DATA:**

1.1 Your personal data comprises the following categories:

1.1.1 information obtained from identification documentation (including name, contact details, nationality and national identify numbers (where applicable));

1.1.2 employment history, income and personal wealth;

1.1.3 tax status and tax identification numbers;

1.1.4 bank account details

1.2 We may also collect, store and use the following "special categories" of more sensitive personal information such as information about criminal convictions and offences (where permitted by law) and your political opinions.

1.3 Your personal data will primarily be collected from the following sources:

1.3.1 from information which you or your authorized representative gives to us, including but not limited to:

(a) information set out in any subscription agreement with the Company;

(b) such other forms and documents as we may request that are completed in relation to the administration/management of any investment in a Company;

(c) client due diligence documentation as part of our regulatory requirements; and

(d) any personal data provided by you by way of correspondence with us by phone, e-mail or otherwise;

1.3.2 personal data we receive from you or any third party sources which may include:

(a) entities in which you or someone connected to you has an interest;

(b) your legal and/or financial advisors;

- (c) other financial institutions who hold and process your personal data to satisfy their own regulatory requirements; and
- (d) credit reference agencies and financial crime databases for the purposes of complying with our regulatory requirements.

1.4 Your personal data may also be collected and processed in the course of dealing with advisors, regulators, official authorities and service providers by whom you are employed or engaged or for whom you act.

## 2. **WHY WE COLLECT YOUR PERSONAL DATA:**

### *Lawful grounds for processing:*

2.1 The Company is entitled to hold and process your personal data on the following lawful grounds:

- 2.1.1 the processing is necessary for the legitimate interests of the Company provided your interests and fundamental rights do not override those interests;
- 2.1.2 where the investor is a natural person, the processing is necessary to comply with our respective contractual duties to you under the terms of our subscription agreement with you and all supplemental agreements thereto;
- 2.1.3 to comply with the legal and regulatory obligations of the Company;
- 2.1.4 (on exceptional occasions) where we have obtained your consent; and
- 2.1.5 (on rare occasions) where it is needed in the public interest.

Some of the grounds for processing described above will overlap and there may be several grounds which justify our use of your personal data.

### *Inaccurate or Amended Information*

2.2 Please let us know if any of your personal data (including correspondence details) changes as soon as possible. Failure to provide accurate information or to update changed information may have a detrimental impact upon your investment, including the processing of any subscription or redemption instructions or the suspension of your account. Failure to provide information where the same is required for anti-money laundering, pursuant to automatic exchange of information agreements, or other legal requirements means that the Company may not, or may no longer, be able to accept you as an investor.

### *Purposes of processing*

2.3 Pursuant to paragraph 2.1, the Company may process your personal data for the purposes set out below ("**Purposes**"). Those based wholly or partly on our legitimate interests are set out in paragraphs 2.3.1 to 2.3.10 inclusive):

- 2.3.1 processing transactions and improving the quality of the service we provide to you;
- 2.3.2 disclosing information to other third parties, such as regulatory authorities and technology providers for the purposes described in this Privacy Notice;

- 2.3.3 updating and maintaining records, including to permit, administer and record your investment in the Company, and to carry out fee calculations;
- 2.3.4 managing, increasing, decreasing, terminating, converting or transferring your investment in the Company;
- 2.3.5 conducting credit reference checks;
- 2.3.6 communicating with you as necessary in connection with your affairs and generally in connection with your investment in a Company;
- 2.3.7 operating the Company's IT systems, software and business applications;
- 2.3.8 supporting our IT and business applications support teams, accounting, legal, reporting, internal audit and risk management, administrative, transfer, document storage, record keeping and other related functions, including but not limited to processing personal data in connection with the Company;
- 2.3.9 monitoring and recording telephone and electronic communications and transactions:
  - (a) for quality, business analysis, training and related purposes in order to improve service delivery;
  - (b) for investigation and fraud prevention purposes, for crime detection, prevention, investigation and prosecution of any unlawful act (or omission to act); and
  - (c) to enforce or defend the Company's rights, or through third parties to whom we each may delegate such responsibilities or rights in order to comply with a legal or regulatory obligations imposed on each of us;
- 2.3.10 disclosing your personal data (including identity and interest in the Company) to any bank, financial institution or other third party lender providing any form of facility, loan, finance or other form of credit or guarantee to a Company;
- 2.3.11 detecting and preventing crime such as fraud, money laundering, terrorist financing, bribery, corruption, tax evasion and to prevent the provision of financial and other services to persons who may be subject to economic or trade sanction on an ongoing basis ("**Regulatory Assessments**");
- 2.3.12 facilitating the internal administration of the Company and retaining your personal data as part of our Regulatory Assessments or future services entered into by you;
- 2.3.13 liaising with or reporting to any regulatory authority (including tax authorities) with whom the Company is either required to cooperate or report to, or with whom it decides or deems appropriate to cooperate, in relation to an investment, and which has jurisdiction over a Company or its investments in a third country without the same or similar data protection laws as Guernsey or any EU member state (a "**Third Country without Adequacy**");
- 2.3.14 communicating with our professional advisers for the purposes of obtaining professional advice; and
- 2.3.15 conducting business analytics and diagnostics.

We will only use your personal information for the purposes for which we collected it unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so. Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where these are required or permitted by law.

- 2.4 To the extent that such personal data contains special category data such as, for example: data relating to racial or ethnic origin, political opinion, religious or philosophical belief, trade union membership or criminal data then the processing of such data shall solely be for the purpose of complying with any duty imposed on the Company by an enactment including, but not limited to, legislation and regulatory obligations relating to Anti-Money Laundering and Combatting the Financing of Terrorism and all other related legislation.
- 2.5 The Company does not make decisions about you based on automated processing of your personal data.

### 3. **SHARING PERSONAL DATA**

- 3.1 The Company may share your personal data with group companies and third parties (including bank, financial institution or other third party lenders, IT service providers, auditors and legal professionals) under the terms of any appropriate delegation or contractual arrangement. Those authorized third parties may, in turn, process your personal data abroad and may have to disclose it to foreign authorities to help them in their fight against crime and terrorism.
- 3.2 Data processing (as described above) may be undertaken by any entity in the Bailiwick of Guernsey, the United Kingdom, the European Economic Area (the "EEA"), an entity who is located outside the Bailiwick of Guernsey or the EEA in a Third Country without Adequacy.
- 3.3 Any Third Country without Adequacy to which we transfer your data is legally not deemed in general to provide an adequate level of protection for your personal information. However, to ensure that your personal data receives an adequate level of protection we will put in place the following appropriate measures to ensure that your personal information is treated by those third parties in a way that is consistent with and which respects the EU laws and the laws of the Bailiwick of Guernsey on data protection. Any entity having access to your personal data outside Guernsey or the EEA will be required by binding legal contract to protect and only process your data as though it were in the EEA or Guernsey and subject to the same level of protection as applies in those territories.

### 4. **RETENTION OF PERSONAL DATA**

- 4.1 Your personal data will be retained for the longest of the following periods:
  - 4.1.1 for the Company and/or any authorised third parties to carry out the Purposes for which the data was collected or as long as is set out in any relevant agreement you enter into with us;
  - 4.1.2 in order to establish or defend legal rights or obligations or to satisfy any reporting or accounting obligations; and/or
  - 4.1.3 any retention period that is required by Data Protection Laws and any applicable laws or regulatory requirements.

4.2 We endeavour to store your personal data securely on the administrator, Saffery Champness Fund Services Limited's computer systems and/or manually in accordance with accepted market standards.

4.3 Whilst we have taken every reasonable care to ensure the implementation of appropriate technical and security measures, we cannot guarantee the security of your personal data over the internet, via email or via our websites nor do we accept, to the fullest extent permitted by law, any liability for any errors in data transmission, machine, software or operating error or any other cause.

## 5. **YOUR RIGHTS**

5.1 You have, under certain circumstances, the following rights in respect of personal data:

5.1.1 the right to access and port personal data;

5.1.2 the right to rectify personal data;

5.1.3 the right to restrict the use of personal data;

5.1.4 the right to request that personal data is erased;

5.1.5 the right to object to processing of personal data; and

5.1.6 where the Company has relied on consent to process the personal data, the right to withdraw consent at any time by contacting us via the contact details below.

5.2 You also have the right to lodge a complaint with the Guernsey Data Protection Authority or a supervisory authority in the EU member state of your usual residence or place of work or of the place of the alleged breach if you consider that the processing of your personal data carried out by the a Company or any other service provider to the Company, has breached data protection laws.

5.3 In limited circumstances we may approach you for your written consent to allow us to process certain particularly sensitive data or to use data for another purpose. Where you may have provided your consent to the collection, processing and transfer of your personal data for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact us using the details in the "How To Contact Us" section below. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

## 6. **HOW TO CONTACT US:**

If you have any questions about our use of your personal data, our retention procedures or our security processes, please contact us at:

Data Protection Officer  
Saffery Champness Fund Services Limited  
PO Box 141  
La Tonnelle House  
Les Banques  
St Sampson  
Guernsey  
GY1 3HS

Telephone: +44 1481 721374

Email: [dpo@saffery.gg](mailto:dpo@saffery.gg)

7. **CHANGES TO THIS POLICY**

This Privacy Notice is dated February 2019.

We reserve the right to amend this Privacy Notice at any time without notice, in which case the date of the policy will be revised.

8. **DISCLAIMER**

This Privacy Notice is for your information and should not be used as the basis for any decision to purchase or sell investments in the Company. The views and information expressed in this policy do not constitute and may not be relied upon as constituting any form of investment advice or inducement to invest, and prospective investors must obtain appropriate independent professional advice before making investment decisions.