

Privacy Notice

Crescendo Advisors International Limited (the "Company")

The purpose of this document is to provide you with information on our use of your personal data in accordance with the Data Protection (Bailiwick of Guernsey) Law, 2001 until midnight on 24 May 2018 and thereafter the Data Protection (Bailiwick of Guernsey) Law, 2017 (as the same may be amended, varied or replaced) (the "**Guernsey DP Law**") and to the extent that individuals within the EU are acting as Directors, consultants or employees of the Company (or of one its service providers), the EU data protection regime introduced by the General Data Protection Regulation (Regulation 2016/679, collectively with the Guernsey DP Law, hereinafter referred to as the "**Data Protection Law**").

In this document, "we", "us" and "our" refer to the Company. From time to time the Company may delegate certain functions to affiliates and other third parties.

1. Who this affects

- 1.1 If you are a Director, employee or consultant of the Company or of one of our service providers (a "**Relevant Person**"), this will affect you directly. If you are a Director, employee or consultant of an entity that provides us with personal data on individuals connected to you for any reason in relation to your involvement with us, this will affect those individuals and you should transmit this document to such individuals or otherwise advise them of its content.
- 1.2 Your personal data may also be collected and processed by us as a result of your professional or family connection with a Relevant Person.

2. Your personal data

- 2.1 Certain personal data will be provided to us by virtue of you acting as a Relevant Person and your associated interactions with us (including any application and including the recording of electronic communications or phone calls where applicable) or by virtue of you otherwise providing us with personal data on individuals connected with you - for example your relatives, trustees, personal representatives or shareholders. We may also obtain personal data on you or such individuals from other public sources.
- 2.2 This personal data includes the following information relating to you and/or any individuals connected with you as a Director, employee or consultant of the Company: name, residential address, email address, contact details, information needed for payroll, benefits and expenses purposes; signature, nationality, place of birth, date of birth, tax status, tax identification, correspondence records, passport number, bank account details, professional qualifications, employment history, references and other details regarding your career history such as training records. Where necessary, we may also keep information relating to your investment activity or your health.
- 2.3 In our use of this personal data, the Company will be characterised as a "data controller" under the Data Protection Law. In the event that the Company delegates certain functions to affiliates and/or other third parties, such entities will be considered data processors and their use of your personal data will be governed by a written agreement.
- 2.4 When processing your personal data, there may also be times where other service providers to the Company will be required to use your personal data for purposes they have determined to be lawful and necessary, in which case they will be characterised as "data controllers".

3. Why we collect your Personal data:

Lawful grounds for processing:

- 3.1 We may hold and process your personal data on the following lawful grounds:

- 3.1.1 the processing is necessary for the legitimate interests of the Company provided your interests and fundamental rights do not override those interests;
- 3.1.2 the processing is necessary for the performance of a contract which we have with you;
- 3.1.3 the processing is necessary to comply with our legal and regulatory obligations and to establish and/or enforce our legal rights;
- 3.1.4 (on exceptional occasions) where we have obtained your consent; and
- 3.1.5 (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.

Purposes of processing

- 3.2 Pursuant to paragraph 3.1, we may process your personal data for the lawful purposes set out below:
 - 3.2.1 to reflect your Directorship, employment or consultancy relationship with the Company or with one of its service providers;
 - 3.2.2 to comply with our obligations to maintain records of certain information under the Companies (Guernsey) Law, 2008 (as amended) or other enactments;
 - 3.2.3 to carry out our obligations to you in connection with your Directorship, employment or consultancy with the Company;
 - 3.2.4 to discharge our anti-money laundering obligation to verify the identity of our Directors, employees and consultants (or those of our service providers) or for prevention of fraud or for legal, regulatory or tax reporting purposes or in response to legal requests or requests from regulatory authorities (i.e. where this is necessary for compliance with a legal obligation to which we are subject). In discharging our anti-money laundering obligations we may, in certain circumstances, collect, store and process special categories of data such as information regarding criminal convictions;
 - 3.2.5 communicating with our professional advisers for the purposes of obtaining professional advice;
 - 3.2.6 monitoring and recording telephone and electronic communications and transactions:
 - 3.2.6.1 for quality, business analysis, training and related purposes in order to improve service delivery;
 - 3.2.6.2 for investigation and fraud prevention purposes, for crime detection, prevention, investigation and prosecution of any unlawful act (or omission to act); and
 - 3.2.6.3 to enforce or defend the Company's and a service provider'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; and/or
 - 3.2.7 for investor service, training and related purposes (i.e. where this is necessary for the purposes of the legitimate interests of us or a third party and such legitimate interests are not overridden by your interests, fundamental rights or freedoms and provided that we are acting in a fair, transparent and accountable manner and have taken appropriate steps to prevent such activity having any unwarranted impact on you and also noting your right to object to such uses, as discussed below).
- 3.4 Should we wish to use your personal data for other specific purposes (including, if applicable, any purpose that requires your consent), we will contact you.

Inaccurate or Amended Information

- 3.5 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 on your Directorship, employment or consultancy including, the processing of any payment due to you. Failure to provide information where the same is required for anti-money laundering, pursuant to automatic exchange of information agreements or other legal requirements may mean that any payment due to you cannot be processed.

4. Sharing personal data

- 4.1 In certain circumstances, we and/or our authorised delegates may be legally obliged to share your data and other financial information with respect to your interest in the Company with the Income Tax Office in Guernsey and they, in turn, may exchange this information with foreign tax authorities including tax authorities located outside the EEA (which for the purposes of this Privacy Notice includes the Bailiwicks of Guernsey and Jersey).

- 4.2 We anticipate that your personal data may to varying extents be disclosed to, and processed by, (i) the Company's service providers, (ii) the Company's independent auditors, (iii) the Company's secretary and registered office provider, and (iv) the Company's legal advisers, and each of their respective affiliates and this may include certain entities located outside the EEA (such as Switzerland) i.e. to a third country without the same or similar data protection laws as Guernsey or any EU member state (a "**Third Country without Adequacy**").
- 4.3 Your personal data may also be disclosed to such other third party service providers as are engaged by us from time to time in order to process the data for the purposes set out above, including credit agencies, document production and printing companies, and their respective affiliates (including certain entities located outside the EEA) and as required by any court of competent jurisdiction or any competent judicial, governmental or regulatory body.

Where we transfer your data to a Third Country Without Adequacy, you may obtain a copy of the applicable terms of processing from the email address provided below.

5. **The data protection measures we take**

- 5.1 Any transfer of personal data by us or our duly authorised delegates in a Third Country Without Adequacy shall be in accordance with the safeguards in the Data Protection Law. Where we transfer your data to a Third Country Without Adequacy, you may obtain a copy of the applicable terms of processing from the email address provided below.
- 5.2 We and our duly authorised delegates shall apply appropriate information security measures designed to protect data in our/our delegates' possession from unauthorised access by third parties or any form of computer corruption.
- 5.3 We shall notify you of any personal data breach affecting you that is likely to result in a high risk to your rights and freedoms.

6. **Your data protection rights**

- 6.1 You should note that you have certain rights regarding our use of this data summarised as follows:
- 6.1.1 the right to access and port personal data;
 - 6.1.2 the right to rectify personal data;
 - 6.1.3 the right to restrict the use of personal data;
 - 6.1.4 In limited circumstances, the right to request that personal data is erased (please see further below in respect of this right);
 - 6.1.5 the right to object to processing of personal data; and
 - 6.1.6 the right to withdraw any consent given to the processing of personal data (where applicable).
- 6.2 You also have the right to object to the processing of your data where we have considered this to be necessary for the purposes of our legitimate interests.
- 6.3 Please note that the right for your data to be erased (the "right to be forgotten") that applies in some contexts is not likely to be applicable to most, if not all, of the personal data we hold, given the specific nature of the purposes for which we use the data, as described above.
- 6.4 You also have the right to lodge a complaint with the Guernsey Data Protection Authority and/or a supervisory authority in the EU member state of your usual residence or place of work or at the place of the alleged breach if you consider that the processing of your personal data carried out by the Company or any service provider to the Company, has breached data protection laws. In Guernsey, this is the Data Protection Commissioner. The website is available at <https://www.dataaci.org>. You may also appeal to certain courts against (i) any failure of the Guernsey Data Protection Authority to give written notice of whether the complaint is either being investigated or not being investigated and where applicable, the progress and the outcome of the investigation and (ii) a determination of the Guernsey Data Protection Authority not to investigate the complaint or a determination that a controller or processor has not breached or is not likely to breach an operative provision in connection with the complaint.

7. **Retention of your personal data**

We may retain your personal data for a period of up to seven years following your involvement as a Director, employee or consultant of the Company or the point where your business relationship with us has ceased. Thereafter, unless we have a specific reason to retain your personal data, we and our duly

authorised delegates will refrain from collecting any further personal data on you and shall take appropriate steps to dispose of any records containing your personal data, to the extent this is operationally feasible and proportionate.

8. 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:

8.1.1 at the following address:

Crescendo Advisors International Limited
10 Lefebvre Street
St Peter Port
Guernsey GY1 2PE

8.1.2 by email at: hf@crescendo-adv.com

9. Changes to this Policy

9.1 This Privacy Notice is dated May 2018.

9.2 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 and the amended Privacy Notice shall be sent to you.