

## Privacy Statement

### **1. Protecting your personal data**

At Saemor Capital B.V. (“**Saemor**”) we are committed to protecting and respecting your privacy.

Our aim is to be transparent about how we deal with personal data. This privacy statement details how Saemor and appointed suppliers process your personal data.

### **2. Scope**

This privacy statement is applicable to the processing by Saemor of all personal data such as but not exclusively of (potential) clients, suppliers and business partners as well as visitors of our websites.

### **3. Controller for the processing of your personal data**

Saemor, having its registered office in The Hague, Prinses Margrietplantsoen 44 (2595 BR), is the controller or joint controller for the processing of all personal data within the scope of this privacy statement.

### **4. Contact us**

If you have any questions about this privacy statement or the information we collect about you, please contact Investor Relations or our Compliance Officer:

Saemor Capital B.V.  
Attn. Investor Relations/ Compliance  
Prinses Margrietplantsoen 44  
2595 BR The Hague

Email Investor Relations : [investorrelations@saemor.com](mailto:investorrelations@saemor.com)

Phone Compliance Officer : +31 70 756 8070

### **5. How and why we obtain personal information about you**

You or someone representing you, for example a consultant, an employer or the business you work for, may give us information about you by completing forms (paper versions or through a website), concluding contractual arrangements or by contacting us by phone, email or otherwise. We may also receive your personal information from a third party where they have obtained your consent to share such information.

For the processing activities described below, the personal data that is gathered and processed may include:

- Full name
- Title
- Address including postal code
- Phone number
- E-mail address (personal and/or business)
- Date of birth
- Gender
- Bank account number
- Cookie information collected automatically when you visit our website.

Where sensitive personal data is collected and processed as part of any of the activities below, this will be stated in the relevant processing descriptions. Sensitive personal data processed may include the following:

- Copy of identification document (i.e. passport or ID card)
- Social security number

You can find additional information on the most common activities that we conduct which involve the collecting and processing of personal data and why below:

**Conducting checks and assessments prior to doing business.** This is necessary in order for Saemor to meet its legal obligations<sup>1</sup>. This will include Anti-Money Laundering checks as well as screening personal data against known sanctions and politically exposed persons (“PEP”) lists. This processing is conducted in order to detect and prevent financial crime. In the event of other checks these will be conducted in order to execute an agreement. We conduct the screening check automatically using a third party system which compares personal data against a number of official sanctions and PEP lists. The results of this check will be considered by a member of our staff in determining whether we can proceed with conducting business/providing a service or not.

This processing may require the collecting and sharing of (sensitive) personal data including copies of identification documents with appointed suppliers. Data may also need to be shared with supervisory authorities in certain circumstances.

More information can be found in the section titled ‘Sharing your personal data’.

**The administration of the service we have agreed to provide.** This includes processing your instructions and account transactions, settling those transactions, managing investment portfolios, monitoring investment portfolios and managing risks associated with the account, including areas of regulatory compliance. This processing is imperative to us providing the requested service and executing the agreement between us.

**Servicing our clients and prospective clients.** This includes managing existing and prospective client relationships, handling complaints, managing any incidents/issues encountered, providing account reporting, detecting fraud, and providing online services including our websites. This processing is required in order for us to provide the service agreed under our agreement and ensure the integrity of any account you have with us. Some of the processing will be based on a legal obligation. Client relationships may be maintained by phone, mail, e-mail and fax where appropriate.

**In order to develop our products and services.** This includes reviewing our existing offering of products and services, making required improvements and launching new products/services. Personal data may also be processed when we develop our appropriate business strategies and systems internally. Where these processes include personal information they are conducted in the legitimate interest of Saemor to ensure we provide the best products and services for our clients. We are

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<sup>1</sup> These legal obligations are derived from a number of laws and regulations including the Anti-Money Laundering and Counter-Terrorist Financing (Wwft), Sanctions act 1977, US Foreign Account Tax Compliance Act (FATCA) and the Common Reporting Standard (CRS).

committed to ensure that the impact to the data subjects involved is minimal, the approach adopted is reasonable and that the least intrusive approach is followed. The data may be shared with appointed suppliers or business partners. More information can be found in the section titled 'Sharing your personal data'.

**Managing third party and supplier relationships.** Personal data may be processed in order to obtain services provided by a third party company, to manage the relationship between the companies (including where they act as our data processor) and reporting and performance analysis on these relationships. These processes may also require sharing personal information with other entities as well as consulting publicly available records. These processes are conducted to ensure appropriate execution of the agreement between the parties and between us and our clients, as well as being in the legitimate interests of Saemor to be able to utilise third party services when providing its products and services to clients in the best way possible. More information can be found in the section titled 'Sharing your personal data'.

**Internal management reporting and support functions.** This includes the provision of legal and regulatory support and advice (both internal and external), strategy development and providing and maintaining IT solutions. These processes are conducted in order to execute activities vital to the internal management and improvement of our business and are imperative to the performance of our agreements with customers and suppliers. Some of these processes are also conducted in order to fulfil a legal or regulatory obligation. Personal data may be shared with third parties including IT suppliers, external law firms, accountants and auditors. More information can be found in the section titled 'Sharing your personal data'.

**Managing relationships with governments and supervisory authorities.** This includes responding to requests and providing regular and ad hoc reporting. These processes are conducted in order to fulfil a legal and regulatory obligation of the company. Where personal data, including sensitive personal data, needs to be processed in order to fulfil these obligations it will be in line with this privacy statement including when processing involves third parties. More information can be found in the section titled 'Sharing your personal data'.

**Marketing to our clients and prospects.** This will include the promoting of products and services including customised offers and the use of ad hoc competitions and promotions.

Where you have signed up for a product or service from us and not opted out of marketing previously, we may send you information about similar products or services. Where we have obtained the necessary consent, we may use the personal data we have to send you marketing information and news about our products and services that may be of interest to you.

We will not sell your personal information to other organisations for marketing purposes.

Marketing communications will be conducted using various channels such as mail, phone and email.

Please remember that you can withdraw your consent at any time by contacting us (see section 'Your Rights').

The withdrawal of consent to specific processing of personal data, including for the purposes of marketing, does not affect the processing based on consent before the withdrawal. It will also not affect the provision of other products and services unrelated to the process for which you have withdrawn consent.

## **6. Cookies**

We also collect information through the use of cookies. Cookies are small files of information which save and retrieve information about your visit to this website – for example, how you entered our site, how you navigated through the site, and what information was of interest of you. This is valuable information for maintaining and improving the contents, structure and lay out of the website.

You have the option of setting your browser to block cookies. Please refer to the "help" function of your internet browser for instructions. In some cases blocking cookies may reduce the functionality of our website or prevent access to it depending on your chosen internet browser options.

## **7. Sharing your personal data**

### **7.1 Sharing your personal data with third parties**

Saemor works with carefully selected providers that carry out certain functions on our behalf and cooperate with relevant authorities. The following types of third parties have or could be granted access to your personal data where relevant for the processing described above.

- Governments (including tax authorities)
- Supervisory authorities – including AFM, DNB and Autoriteit Persoonsgegevens
- Banks – including Bank of New York Mellon Group
- Technology suppliers – including Tink Connect
- Transfer Agencies – including Bank of New York Mellon Group
- Client Relationship Management (CRM) tool providers – including Microsoft Dynamics CRM
- Accountants
- Auditors
- External legal counsel

When third parties are given access to your personal data, Saemor will take the required contractual, technical and organizational measures to ensure that your personal data is only processed to the extent that such processing is necessary. The third parties will only process your personal data in accordance with applicable law.

If your personal data is transferred to a third party recipient in a country where the local regulation does not reach the EU adequate level of protection of personal data Saemor will take measures to ensure that your personal data is adequately protected, such as entering into EU standard Contractual Clauses with these parties.

In other cases, your personal data will not be supplied to third parties, except:

- to the extent that we are required to do so by law, by a government body or by a law enforcement agency, or for crime prevention purposes (including financial crime protection);
- when protecting your interests or the interests of other individuals or for reasons of substantial public interest;
- in connection with any legal proceedings (including prospective legal proceedings);
- in order to establish or defend our legal rights;
- in the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets and for the purposes of effecting any sale or purchase; or
- if we, or substantially all of our assets, are acquired by a third party, we may disclose your personal data to that third party in connection with the acquisition.

## **7.2 The use of your personal data by data processors**

When a third party processes your personal data solely following our instructions, it acts as a data processor. We enter into an agreement with such a data processor concerning the processing of personal data. In this agreement we include obligations to safeguard that your personal data is solely provided to the data processor to provide specific services to us and the data is afforded a sufficient level of protection.

## **8. Retention of personal data**

Generally we will keep your personal information for 5 years following the conclusion of our relationship and/or the processes mentioned above. This is to ensure that we comply with our retention obligations<sup>2</sup>, determined by the appropriate supervisory authorities (including financial regulators) or other regulatory and legislative requirements.

In limited circumstances, we are required to keep some specific information for longer, for example, 7 years for tax reasons, but we regularly review the applicable retention obligations to ensure we keep personal data for the minimum time we are legally obliged to and delete information that is no longer required to be kept.

## **9. Security**

We are committed to ensuring your information is protected and held securely. Saemor has implemented functional, technical, physical and organizational safeguards to protect the personal data that we hold to minimize:

- Unauthorized access and alteration;
- Improper disclosure; and
- Accidental or unlawful destruction or loss.

We have information security policies and secure servers. All our employees and service providers who have access to personal information are obliged to protect it and keep it confidential. Saemor employees are authorized to access personal data only to the extent necessary to perform their job.

In the event that a data breach results in there being a high risk to your personal rights and freedoms we will contact you in accordance with our data breach notification procedures.

## **10. Your rights**

You have a number of rights including:

- the right to request a copy of the personal data we hold on you. (Example; when you request this information, this is known as making a Subject Access Request (SAR). In most cases, this will be free of charge, however in some limited circumstances, for example, repeated requests for further copies, we may apply an administration fee);
- the right to have any inaccurate personal data corrected;
- the right to have any out of date personal data deleted once there is no business need or legal requirement for us to hold it;

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<sup>2</sup> The main legal obligations for the retention of information come from a number of laws applicable to our business as an Asset Management company, including but not limited to the Markets in Financial Instruments Directive.

- the right to object or restrict some processing, in limited circumstances and only when we do not have legitimate grounds for processing your personal data;
- the right to object to your personal data being used to send you marketing material. As mentioned above, generally we will only send you marketing material where you have given us your consent to do so or where we believe there is a legitimate reason for doing so. You can withdraw your consent at any time; and
- the right to have personal data that you provided us with transferred to another service provider in electronic form.

To exercise any of these rights, please contact Investor Relations or our Compliance Officer on the above contact details.

When requesting to exercise your rights, we will take into account other obligations of Saemor as well as the rights of other data subjects. As a result, there is a chance that your request may be partially fulfilled or in limited circumstances rejected. If this is the case an explanation will be provided to you.

If you wish to exercise your rights in relation to the processing of your personal data conducted by one of our joint controllers then please contact Saemor in the first instance.

## **11. Changes to this privacy statement**

This privacy statement takes effect on 25 May 2018. From time to time we may make changes to this privacy statement. If we make any changes to this privacy statement and the way in which we use your personal data we will post the new version to this website and where the changes are significant we will do our best to notify you.

This privacy statement was last updated on 25 May 2018.

## **12. Making a complaint**

If you believe we have not processed your personal data in accordance with our data protection obligations, and that you have been affected by our non-compliance, you can make a complaint to us by contacting our Investor Relations team or Compliance Officer. If you are not satisfied with our response, you can raise a complaint with the Autoriteit Persoonsgegevens, the independent authority set up to enforce the data protection regulations.