

## Privacy Notice

The Harbour Group of Companies (**Harbour Group**) are committed to being responsible custodians of the information you provide to us and the information we collect in the course of operating our business and providing administration, reporting and fiduciary services (**Services**).

The Harbour Group of Companies consists of the following:

- 1.1 Harbour International Trust Company Limited
- 1.2 Harbour Fiduciary Services Limited
- 1.3 Harbour Management Limited
- 1.4 HCD Limited
- 1.5 Harbour Administration (BVI) Limited
- 1.6 Kintyre Corp.
- 1.7 2k Limited
- 1.8 3K Limited

(Collectively, **Harbour** or the **Harbour Entities**)

Each of the above Harbour Entities is a wholly owned subsidiary of Edmund Gibbons Limited.

This Privacy Notice sets out how the Harbour Group as a data controller (and the Harbour Entities insofar as they are joint data controllers) may collect, use and share information in relation to the provision of the Services, and describes:

- The types of information, including personal information, we may collect;
- How we may use and share the information we collect;
- Legal grounds for using personal information;
- The measures we have in place to protect and safely store the information we collect;
- Retention of the information we collect;
- Your choices and rights in respect of the information we hold;
- How to contact us;
- Complaints; and
- Changes to this privacy policy

## **The types of information, including personal information, we may collect**

We collect your personal information when you provide it to us. "Personal Information" is any information that can be used to identify you or that we can link to you as an individual and may include:

- Full name, date of birth, passport, driving license or other photographic identity details;
- Company or organisation details;
- Contact information including postal address, email address and telephone number(s);
- Demographic information such as postcode, preferences and interests;
- Information pertinent to fulfilling our services on an individual's or organisation's behalf; and
- Information we collect automatically through cookies and similar tracking technologies through our website, mobile applications or other online services.

We may also collect, store, and use the following "special categories" of more sensitive personal information including:

- Racial or ethnic origin;
- Political opinions, religious or philosophical beliefs;
- Trade union membership;
- Data concerning physical or mental health or disabilities;
- Genetic data or biometric data;
- Marital or family status; or
- Data concerning a natural person's sex life or sexual orientation.

## **Personal Information you provide to us voluntarily**

We may also collect other information that you voluntarily provide to us, including when you communicate with us via email, post, telephone or other channels; when you sign up for or request that we send you e-alerts, or other marketing materials; when you submit an application for an employment position with us; when you sign up for an event; and when you respond to our communications or requests for information.

## **Information we may collect from third party sources**

We may receive information about you from other sources, including third parties and publically available information that help us: update, expand, and analyse our records; identify new customers or prevent or detect fraud. We may also receive information about you from social media platforms, including but not limited to, when you interact with us on those platforms or access our social media content. Please note that the information we may receive from those third-party sites is governed by the privacy settings, policies, and/or

procedures of the applicable platform, and we strongly encourage you to review them before submitting any information to them.

### **How we may use and share the information we collect**

- We may use the information we collect:
- To respond to your enquiries;
- To provide you with administration, reporting and fiduciary services;
- To send you e-alerts and other relevant updates, marketing communications and other information or materials that may be of interest to you or which you have expressed an interest in receiving;
- To maintain our list of contacts;
- For Harbour's business purposes, including improving the provision of our services, data analysis;
- submitting invoices; detecting, preventing, and responding to actual or potential fraud, illegal activities, or intellectual property infringement;
- To assess the effectiveness of our events, promotional campaigns and publications;
- To evaluate and recruit personnel; and
- As we believe reasonably necessary or appropriate to comply with our legal obligations; respond to legal process or requests for information issued by government authorities or other third parties; or protect your, our, or others' rights.

### **How we may share the information we collect**

Harbour is a provider of administration, reporting and fiduciary services. Our offices and business entities share information with each other for business purposes such as billing, internal administration, promoting our events and services, and providing you or your organisation with administration, reporting and fiduciary services. We do not sell, rent, or otherwise share any information with unaffiliated entities except as expressly described in this Privacy Notice or with your prior permission. We may share anonymised information that does not reasonably identify you or your organisation only as permitted by applicable law.

We may also share information we collect with:

- Employees of Harbour but their use shall be limited to the performance of their duties and in line with the reason for processing. Our employees are required to keep that information confidential and are not permitted to use it for any purposes other than to provide administration, reporting and fiduciary services, to deal with requests which are submitted to us or for the purposes of facilitating our use of that information in accordance with this Privacy Notice.

- Third-party service providers engaged by us to perform services on our behalf, such as web-hosting companies, information technology providers, analytics providers, marketing and communications services and event hosting services.
- Law enforcement, courts or tribunals, other government or competent authorities, or third parties (within or outside the jurisdiction in which you reside) as may be permitted or required by the laws of any jurisdiction that may apply to us; as provided for under contract; or as we deem reasonably necessary to provide our administration, reporting and fiduciary services. In these circumstances, we take reasonable efforts to notify you before we disclose information that may reasonably identify you or your organisation, unless giving prior notice is prohibited by applicable law or is not possible or reasonable in the circumstances.
- Service providers, professional advisors, banking institutions, potential transactional partners, or other third parties in connection with the consideration, negotiation, or completion of a transaction in which we are acquired by or merged or amalgamated with another company or we sell, liquidate, or transfer all or a portion of our assets.

### **Legal grounds for using personal information**

We rely on the following legal grounds to process personal information, namely:

- Performance of a contract – We may need to collect and use personal information to enter into a contract with you or to perform a contract that you have entered into with us. For example, when you engage Harbour to provide administration, reporting and fiduciary services we will use your personal information to respond to provide you with such services.
- Legal obligation – We may need to collect and use personal information to comply with legal obligations to which Harbour is subject. This includes undertaking client due diligence and background checks (known as “KYC” or “know your client” checks) as well as all other anti-money laundering, anti-bribery, sanctions or other legal obligations.
- Legitimate interests – We may use your personal information for our legitimate interests to provide administration, reporting and fiduciary services and to improve our services. Consistent with our legitimate interests and any choices that we offer or consents that may be required under applicable laws, we may use personal information for our marketing purposes and other technical information as described in this Privacy Notice.

### **Measures we take to protect and safely store the information we collect**

Harbour is a provider of administration, reporting and fiduciary services and we may store or process the information we collect in jurisdictions where we or our service providers have facilities, including the British Virgin Islands.

We deploy administrative, technical, and physical safeguards designed to comply with applicable legal requirements and safeguard the information that we collect. This includes, when required or appropriate and feasible, obtaining written assurances from third parties or service providers that may access your data that they will protect the data with safeguards designed to provide a level of protection equivalent to that adopted by Harbour.

Our IT infrastructure is supported by Quo Vadis and hosted off-site in a level 3 data center located in Bermuda. All data is replicated and stored securely providing a robust disaster recovery position. However, no information system can be 100% secure. So, we cannot guarantee the absolute security of your information. Moreover, we are not responsible for the security of information you transmit to us over networks that we do not control, including the Internet and wireless networks.

### **Retention of the information we collect**

We retain the information we collect for no longer than is reasonably necessary to fulfil the purposes for which we collect the information and to comply with our legal obligations.

### **Your choices and rights**

You have a number of rights in relation to the information that we hold about you. These rights include:

- the right to access information we hold about you and to obtain information about how we process it;
- in some circumstances, the right to receive certain information you have provided to us in an electronic format and / or request that we transmit it to a third party;
- the right to request that we rectify your information if it is inaccurate or incomplete;
- in some circumstances, the right to request that we erase your information. We may continue to retain your information if we are entitled or legally required to retain it;
- the right to request that we restrict our processing of your information in some circumstances. There may be situations where you object to, or ask us to restrict, our processing of your information but we are entitled to continue processing your information and / or to refuse that request.

You can exercise your rights by contacting us using the details set out below. As an individual you also have a right to complain to the data protection regulator in the country where you live or work (see below).

### **How to contact us**

We welcome your enquiries and comments. But please note that if you are not a client, we may not be able to treat the information you send us as confidential or privileged. If you wish to contact us regarding administration, reporting and fiduciary services or other services, please contact your normal Harbour contact.

If you would like to contact us with questions about our privacy or data protection practices, or to exercise the rights you may have, please send an email, or write to our Data Privacy Officer, Susan Trott at:

By Hand: Thistle House  
4 Burnaby Street, 2<sup>nd</sup> Floor  
Hamilton, HM 11  
Bermuda

By Post: P.O. Box HM 3014  
Hamilton, HM MX  
Bermuda

Email: [strott@harbour-fiduciary.com](mailto:strott@harbour-fiduciary.com)

### **Updates to Personal Data**

Harbour will use reasonable efforts to keep your personal information up to date. However, you will need to notify Harbour without delay in the event of any change in your personal circumstances, or those of others mentioned above, so that we can keep the information up to date. You should do this through your usual Harbour contact or via the Contact Us page on our website.

### **Complaints**

We are committed to working with you to obtain a fair resolution of any complaint or concern about your privacy. If, however, you believe that we have not been able to assist with your complaint or concern, you may have the right to complain to the data protection authority/regulator, as applicable, in your jurisdiction. We have set out below the contact details for the relevant authority/regulator in Bermuda:

Office of the Privacy Commissioner of Bermuda  
Maxwell Roberts Building, 4th Floor  
1 Church Street  
Hamilton, HM11  
Bermuda441-543-PRIV [7748]  
Email: [PrivCom@privacy.bm](mailto:PrivCom@privacy.bm)