

## **1 DATA PRIVACY POLICY**

### **1.1 PROTECTION OF PERSONAL DATA**

All Personal Data provided to PANDOO Management by a client, AIF or other investment fund, company or 3<sup>rd</sup> party (the "**COMPANY**" or "**Company**") and any further Personal Data collected in the course of the relationship may be collected, recorded, stored, adapted, transferred or otherwise processed and used ("**Process(ed)(ing)**") by PANDOO Management (the "**Personal Data**"). Such Personal Data shall be Processed according to § 6 (1) b and § 6 (1) c of the General Data Protection Regulation (EU) 2016/679 (the "GDPR") and for the purposes of anti-money laundering identification<sup>1</sup>, administration and development of the business relationship.

The Personal Data may include (inter alia) name, address, nationality, passport- or ID-number, e-mail-address, phone-number, etc. of any of the COMPANY's owners, officers or representatives (the "**Data Subject(s)**"). To simplify matters, all employees of PANDOO Management are considered as Data Subject(s) in the wording and spirit of this policy.

PANDOO Management represents, undertakes and warrants that it will ensure that the Personal Data relating to any Data Subject(s) are treated with full compliance and adherence to the GDPR and the Law of August 1<sup>st</sup>, 2018 implementing and complementing the GDPR, as amended, replaced or superseded from time to time (the "**GDPR Law**") concerning the Processing and/or disclosure of the Personal Data by PANDOO Management.

PANDOO Management shall at all times during the term of the business relationship ensure that:

- it shall implement appropriate technical and organizational measures to protect any Personal Data Processed against unauthorised or unlawful Processing of Personal Data and against accidental loss, alteration or destruction of or damage to Personal Data and review and update the same as may be required;
- it takes reasonable steps to ensure the reliability of the personnel that can access the Personal Data on its behalf;
- it promptly deals with any complaint, request or communication by a Data Subject or enquiry, notice, assessment or investigation by a data protection authority or other authority with respect to Personal Data Processed in connection with the business relationship;
- it shall keep any Personal Data that it Processes accurate and up to date and only Process and retain it for so long as required;
- it shall promptly notify the Data Subject(s) if the Personal Data in its possession or control which is being Processed in connection with the business relationship is lost, stolen or accessed

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<sup>1</sup> Especially regarding Grand-Ducal Regulation of 1<sup>st</sup> February 2010 Article 1(5).

without authorisation together with the categories of Personal Data and the individuals who may be affected.

## **1.2 DATA STORAGE AND IT SECURITY**

The COMPANY or a related Data Subject acknowledges and accepts that whole or part of the IT structure of PANDOO Management may be managed by a service provider regulated by the Commission de Surveillance du Secteur Financier (the "**CSSF**") located in the Grand-Duchy of Luxembourg and that Personal Data regarding the COMPANY, its officers, directors, managers, officials, representatives and/or affiliates may be transferred to and stored with a CSSF regulated service provider located in the Grand-Duchy of Luxembourg, which consequently will have access to such Personal Data. For the sake of clarity, this service provider is also submitted to a discretion duty with regards to the Personal Data of the COMPANY or related Data Subject.

Unless otherwise provided - expressly in writing - by the COMPANY or related Data Subject, documents or information may be transmitted during the assignment not only by mail (registered or not) or by fax, but also in electronic form, including namely e-mails. Neither the COMPANY nor PANDOO Management may be held liable for any kind of technical incidents that may occur during electronic transmission (including infection by a virus, worm, etc.).

## **1.3 GDPR REGARDING DATA PROCESSORS**

Although adherence to the GDPR is mandatory for all companies and businesses in the EU, PANDOO Management wants to highlight, that all Data Processors, as defined in the GDPR (especially regarding articles 4 & 28) and which provide services to and on behalf of PANDOO Management, shall comply with the provisions of the GDPR – no matter if located within the EU or not. Especially, the above mentioned commitments of PANDOO Management under point 1., shall apply mutatis mutandis to all Data Processors identified by PANDOO Management.