

**Privacy Notice**  
**Kombit Consulting Limited**



This Privacy Notice sets out how personal data is collected, processed and disclosed in connection with Kombit Consulting Limited (the "**Company**", "**we**", "**us**" or "**our**").

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

As a result of your relationship with the Company (or a relationship with a person, firm or entity with which you have a connection), your personal data may be provided to the Company in connection with its services and the Company may become a data controller in respect of your personal data.

As the Company is incorporated in Guernsey, the Company is obliged to comply with the provisions of the Data Protection (Bailiwick of Guernsey) Law, 2017 (the "**Data Protection Law**"). Terms not otherwise defined in this Privacy Notice shall have the meaning given to such terms in the Data Protection Law.

This Privacy Notice is issued by the Company and should be read in conjunction with the Company's terms of business.

**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, date of birth, contact details and nationality of your company directors and beneficial owners (where applicable));
- 1.1.2 professional qualifications and employment history;
- 1.1.3 tax status and tax identification numbers; and
- 1.1.4 investment activity, financial status and bank account details.

1.2 We do not collect any sensitive personal data.

1.3 We primarily collect your personal data from the following sources:

- 1.3.1 from information which you or your authorised representative gives to us, including but not limited to:
  - (a) information set out in any documents which we ask you complete as part of our client take on procedures;
  - (b) such other forms and documents as we may request that are completed in relation to the services offered by us;

- (c) client due diligence documentation, as may be required; 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 advisors;
- (c) other financial institutions and service providers who hold and process your personal data to satisfy their own regulatory requirements;
- (d) any other sources, including information collected via websites, emails and managing client relationships.

1.4 We may also collect and process your personal data in the course of dealing with advisers, 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 that your interests and fundamental rights do not override those interests;
- 2.1.2 the processing is necessary for us to comply with our contractual duties to you under the terms of any contract which we have with you;
- 2.1.3 to comply with any legal 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 the Company's ability to provide its services.

*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 2.3.9 inclusive:

- 2.3.1 communicating with you as necessary in connection with your affairs and any services offered or provided to you;
- 2.3.2 operating the Company's IT systems, software and business applications;
- 2.3.3 monitoring and recording telephone and electronic communications and transactions:
  - (a) for quality, business analysis 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 may delegate such responsibilities or rights in order to comply with a legal obligation imposed on us;
- 2.3.4 disclosing your personal data (including identity and ownership interests in assets) to any bank, financial institution or other third party lender providing any form of facility, loan, finance, banking, payment solutions, cash management, treasury solutions or other form of credit or guarantee to you or the person you represent or any of your or their affiliates;
- 2.3.5 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;
- 2.3.6 facilitating the internal administration of the Company and retaining your personal data as part of future services provided to you;
- 2.3.7 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 a client, and which has jurisdiction over the Company or you;
- 2.3.8 communicating with our professional advisers for the purposes of obtaining professional advice; and
- 2.3.9 conducting business analytics and diagnostics.

We will only use your personal data 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 data 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 data 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 will 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 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 and as required in respect of our services. Those authorised 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 (as a Designated Jurisdiction for the purposes of the Data Protection Law) or the European Economic Area or elsewhere and may be transferred to an unauthorised jurisdiction on the basis of one or more of the safeguards set out in sections 56 or on the basis of section 57 of the Data Protection Law.

3.3 This means that the country or countries to which we transfer your data are deemed to provide an adequate level of protection for your personal data. However, if we do transfer your data to a third party located in a country outside the Bailiwick of Guernsey, the United Kingdom and the European Economic Area, we will ensure that your personal data receives an adequate level of protection and will put in place appropriate measures to ensure that your personal data is treated by those third parties in a way that is consistent with and which respects the EU laws, UK laws and the laws of the Bailiwick of Guernsey on data protection, including the use of model contractual safeguards. If you require further information about these protective measures, you can request it from the Company using the contact details in the "How to contact us" section below.

### **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 endeavor to store your personal data securely on our 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 website 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 and/or a supervisory authority in the UK, Jersey or any 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 us or any service provider to us, 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. 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 Kombit Consulting Limited, Barbancourt, 11 Le Clos Galliotte, Icart Road, St Martins, Guernsey GY4 6JD or [info@kombitconsulting.com](mailto:info@kombitconsulting.com).

## **7. Changes to this Privacy Notice**

This Privacy Notice is dated 1 July 2021.

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