

PRIVACY POLICY STATEMENT & DATA PROTECTION POLICY

Applicable as at 01/05/2018

PRIVACY POLICY STATEMENT – PROCESSING PURPOSE

This Privacy Statement aims to explain in a simple and transparent way what personal data Creatrust gathers about the Parties and how Creatrust processes it. It applies to the following people:

- ◀ All past, present and prospective Creatrust clients. Creatrust is legally obliged to retain personal data about the Parties, also for a certain period once the relationship has ended, in compliance with ‘know their customer’ regulations.
- ◀ Anyone involved in any transaction with Creatrust, whether it’s in the Parties personal capacity or as a representative of a legal entity (for example, a company manager, agent, legal representative, operational staff, etc.).
- ◀ Non-Creatrust clients such as payees or the contact persons of corporate clients
- ◀ Third parties exchanging emails, requesting information about services provided by Creatrust.

Personal data refers to any information that tells us something about the Parties of that Creatrust can link to the Parties. This includes their name, address, date of birth, IP address, curriculum vitae, past experiences, current role in companies or businesses, element of wealth, details on the project/business to be launched by the Parties, their role, their relation between each others, etc... By processing, Creatrust means everything it can do with this data such as collecting, storing, adjusting, organising, using, disclosing, transferring or deleting.

The Parties share personal information with Creatrust when the Parties become a prospective client, register with our online services, complete an online form, sign a contract, use our services or contact us through one of our channels.

Creatrust also uses data that is legally available from public sources such as debtor registers; land registers, commercial registers, or is legitimately provided by other companies associated with Creatrust or third parties.

Generally, Creatrust collect, handle, process, store, use and transport personal data for the purposes of:

- 1) providing the Services that the Parties have requested
- 2) managing their account(s) and mandates
- 3) managing and maintaining their electronic communications with us (e-mail, fax, recording and telephone)
- 4) identifying and offering suitable Services
- 5) meeting requests or demands for information from authorities or third-parties
- 6) meeting applicable legal and regulatory requirements
- 7) endeavouring to adhere to industry best practices

The Parties request for Services that necessitates Creatrust processing their personal data in order to perform Creatrust’s contract with the Parties (or that necessitates us processing their personal data before entering into such contract) is Creatrust’s primary legal ground for the General Processing Purposes.

However, there may be circumstances where Creatrust also relies on other valid legal grounds for the General Processing Purposes. These include their express consent in the case of managing and maintaining

electronic communications and any relations the Parties hold with Creatrust, Creatrust's legitimate interests as a business (except where such interests are overridden by their interests or rights) in the case of Creatrust's adherence to industry best practice, or Creatrust's compliance with a legal obligation in the case of meeting requests from information from authorities.

Creatrust may also use the Parties personal data to:

- 1) confirm their identity, reputation, educational background, and source of funds;
- 2) improve service levels being provided to the Parties
- 3) manage Creatrust's business
- 4) maintain Creatrust's records
- 5) communicate with the Parties
- 6) conduct analysis and better understand client behaviours on a statistical basis
- 7) improve and support Creatrust's operations
- 8) conduct audits
- 9) market Creatrust's services
- 10) tailor Creatrust's offerings to the Parties
- 11) the extent necessary to comply with court orders, law, rules, regulations, codes of practice, guidelines or requests applicable to Creatrust

Creatrust's compliance with legal obligations is Creatrust's primary legal ground for the Specific Processing Purposes. However, there may be circumstances where Creatrust also relies on other valid legal grounds for the Specific Processing Purposes. These include their express consent in the case of sending the Parties alerts (etc.), Creatrust's legitimate interests as a business (except where such interests are overridden by their interests or rights) in the case of enhancing and supporting Creatrust's operations and processing necessary in order to perform Creatrust's contract with the Parties (such as, for example, in the case of confirming their identity, source of wealth, credit worthiness, etc.).

With a view towards Creatrust Processing Purposes, and without further notice to the Parties, Creatrust may collect, handle, process, store, use and transport their personal data, including through one of Creatrust's affiliates, third-party service providers, regulators and other authorities, which may or may not be within the European Economic Area.

Further, please be advised that Creatrust may engage each other as well as other affiliates and third-party service providers as sub-processors for services relevant to the Creatrust Processing Purposes whilst Creatrust endeavor to consolidate all information about how Creatrust uses their personal data in this Privacy Policy.

Further information about the purposes for which Creatrust may use their personal data may be contained in privacy notifications provided to the Parties on or before collection of their personal data, within Creatrust's agreements with the Parties, or Creatrust's terms and conditions which govern Creatrust's relationship with the Parties. Any processing of their personal data will be only for Creatrust Processing Purposes or for any other purposes specifically permitted by applicable Data Protection Laws. If it becomes necessary to change the purpose(s) for which the data is processed, Creatrust will inform the Parties of the new purpose(s) and, if required, obtain their consent before any processing occurs.

DATA PROTECTION

Creatrust applies an internal framework of policies and minimum standards across all our business to keep the Parties data safe These policies and standards are periodically updated to keep them up to date with regulations and market developments. More specifically and in accordance with the law, Creatrust takes appropriate technical and organisational measures (policies and procedures, IT, security ect.) to ensure the confidentiality and integrity of the Parties personal data and the way it is processed.

In addition, Creatrust's employees are subject to confidentiality and may not disclose their personal data unlawfully or unnecessarily.

The Data Protection principles stipulated below set out the main responsibilities which apply to Creatrust when processing Personal data. Whenever Creatrust processes Personal data, it should comply with these Data Protection principles.

A. FAIRNESS AND TRANSPARENCY

Creatrust should only use Personal data in a fair, lawful and transparent manner:

- ✦ Personal data should only be processed when an individual has been presented with a privacy notice at the point of collecting their personal data
- ✦ The privacy notice should set out clearly and in plain language the categories of personal data being collected and the way in which Creatrust will process this data. The contents of privacy notices must meet the requirements of relevant legislations
- ✦ Any new data processing initiatives which are likely to result in a high risk to individuals' interests must be subject to a privacy impact assessment and new approved initiatives may require the adoption of a new privacy notice which outlines the way in which Creatrust will process personal data

B. PURPOSE LIMITATION

Creatrust should only process personal data for specific stated purposes:

- ✦ Personal data should only be processed in line with the purposes set out in the privacy notice
- ✦ Sharing personal data, Creatrust should ensure it is only shared with those who require access to achieve the stated purposes
- ✦ Processing personal data for purposes other than those set out in the relevant privacy notice is subject to approval and sign-off from the Manager

C. DATA MINIMISATION

Creatrust should only collect and process necessary personal data:

- ✦ Creatrust should only collect personal data which is necessary for achieving the purposes set out in the privacy notice. If a specific category of personal data does not serve a purpose, it should not be collected

D. ACCURACY

Creatrust should ensure personal data is kept accurate and up-to-date. The Parties will promptly inform in writing of any changes in these personal data so that:

- ✦ Personal data Creatrust holds would remain up-to-dates and accurate
- ✦ Inaccurate personal data would be corrected
- ✦ Out dated personal data should be updated or deleted

E. STORING LIMITATION

Creitrust should only retain personal data for as long as is necessary:

- Personal data should be kept in a form which permits identification of individuals for no longer than is necessary for the purposes for which the personal data is collected and processed
- Retained personal data should be evaluated in order to determine whether it is possible to derive a benefit from the data without the personal data.
- Data exceeding 5 years of storage after the leave of a Party should be deleted from the database unless Creitrust thinks a longer storage period would be necessary.

F. INTEGRITY AND CONFIDENTIALITY

Creitrust shall endeavour to keep personal data secure:

- Personal data must be stored and processed in a secure manner
- Personal data should not be shared with anyone who does not require access to the personal data
- Personal data should be protected. Good security practices should be adopted, such as using robust passwords and encrypting hardware.

G. DATA TRANSFER TO SUB CONTRACTORS

Creitrust shall secure personal data transfer:

- Personal data transfers to third parties outside of the EEA are subject to the approval of the Manager and shall only be permitted where they are in accordance with the privacy notice or are otherwise permitted by relevant legislation
- Creitrust will ensure that an appropriate transfer solution is in place to safeguard the personal data being transferred

H. THIRD PARTIES ENGAGEMENT

Creitrust shall check and enforce third parties processes:

- Third parties involved in the processing of personal data on behalf of Creitrust must be subject to a contract which contains the required personal data protection terms
- All agreements with third parties processing personal data on behalf of Creitrust shall be subject to the approval of the Manager

DIRECT MARKETING

Once in a while, Creitrust may use the Parties personal data (including, but not limited to, their name and contact details) to send the Parties news and services offers; but Creitrust cannot do so without obtaining their express consent in accordance with applicable Data Protection Laws.

In that regard, the Parties are advised that unless the Parties have previously indicated that they do not wish to receive marketing materials from Creitrust, their consent for Creitrust to use and disclose their personal Data for the above direct marketing purposes has been obtained in accordance with Data Protection Laws under existing privacy notices, agreements, and terms and conditions, as part of their ongoing relationship with Creitrust.

Even if the Parties have previously given Creatrust their express consent to use and disclose their personal data for the above direct marketing purposes, the Parties may withdraw their consent at any time free of charge by contacting Creatrust at the following address: [creacom @ creatrust.com](mailto:creacom@creatrust.com). The withdrawal of the Parties consent will be processed and will take effect as soon as possible.

THE PARTIES RIGHTS

Under applicable Data Protection Laws the Parties have certain rights that may include the right to limit how their personal data is processed. The Parties have the right to decline providing information Creatrust may request but Creatrust may not be able to make certain services available as a result.

In addition, unless the provision of these data is not authorized by Laws or by an authority or Creatrust thinks that the communication is not relevant or could breach confidentiality, the Parties may, where permitted under the Data Protection Laws:

- ✎ Check whether Creatrust hold their personal data
- ✎ Ask Creatrust to provide the Parties with a copy of their personal data,
- ✎ Ask how Creatrust processes, maintains and shares their personal data
- ✎ Require Creatrust to correct any of their personal data that is inaccurate, under certain circumstances
- ✎ request the deletion of their personal data so long as the Creatrust is not required to retain such information in order to meet its legal or regulatory obligations, manage risks or business purposes

Should the Parties have a request regarding the processing of their personal data please contact Creatrust at [Creacom @ creatrust.com](mailto:Creacom@creatrust.com).

Further, if the Parties wish to enforce any of their rights please contact the relevant Data Protection Officer of Creatrust. If the Parties are concerned that Creatrust has not complied with their legal rights, The Parties may contact Creatrust's board of director at [Direction @ creatrust.com](mailto:Direction@creatrust.com). Only the Luxembourg tribunals and authorities are competent in case of dispute on these matters.

This privacy policy constitutes an important part of any agreements, mandates or other binding arrangements Creatrust may have or enter into with the Parties from time to time, and amended versions reflecting changes may be posted on Creatrust website once in a while. The Parties should regularly consult Creatrust website in order to remain aware of changes to Creatrust's policies.

However, nothing in this privacy policy or any amended version will serve to limit their rights under applicable Data Protection Laws.

In this website Creatrust Sarl is referred to as "Creatrust" and may collect information about the Parties (such as their name, email address, address and company) through this website. If the Parties ask to be added to any of Creatrust's distribution lists for any material Creatrust will use this information for that purpose. Creatrust will also use the information for internal analysis to determine the type of investors that are registering and whether Creatrust have dealt with them before. Creatrust will take appropriate steps to keep any such information secure as mentioned previously in the data protection.

By accessing the Creatrust websites the Parties consent to the processing by Creatrust and its agents of any personal information given by the Parties. Creatrust may provide their personal data to Creatrust's affiliates and to firms assisting Creatrust. Creatrust may also disclose their personal information where Creatrust believe in good faith that disclosure is required under law, to cooperate with regulators or law enforcement authorities or to protect Creatrust's rights.

In the event of a proposed or actual merger, sale or other transfer of all or the relevant portion of Creatrust's assets or business, the information Creatrust have collected about the Parties may be disclosed to the potential acquirer or successor for due diligence purposes and to complete the transaction. This privacy policy will continue to apply unless otherwise informed by Creatrust or its successor.

GDPR AND WEBSITE USAGE

Creitrust takes the privacy of those it does business with including clients, suppliers and business partners very seriously.

In order to ensure that individuals whose personal data are being processed by Creitrust can rely on an adequate level of protection, Creitrust has adopted measures to respect the EU Directive 95/46/EC regarding the protection of personal data.

Creitrust's website, "www.creitrust.com", uses cookies to collect standard log information and details of visitor behavior patterns.

Creitrust does this to operate the website correctly, to collect statistical information on the use of the website, and to ensure compliance with mandatory legal requirements.

Creitrust will do its best to ensure that your personal data is processed via our website in such a way that your privacy is protected and safeguarded as far as possible.

Here below is a list of the different cookies used on our website as well as Intradomus® and FundNav®.

<u>Website</u>	<u>Cookies</u>	<u>Purpose</u>
creitrust.com :	1. PHPSESSID	Cookie created automatically by PHP (the programming language used on the site) at the launch of the page. The cookie disappears when the browser closes
	2. _gat	Cookie created by google scripts and used for site statistics.
	3. _gid	Cookie created by google scripts and used for site statistics.
	4. _ga	Cookie created by google scripts and used for site statistics.
fundnav.lu :	1. PHPSESSID	Cookie created automatically by PHP (the programming language used on the site) at the launch of the page. The cookie disappears when the browser closes
intradomus.net :	1. PHPSESSID	Cookie created automatically by PHP (the programming language used on the site) at the launch of the page. The cookie disappears when the browser closes

Should any Parties, clients, suppliers, business partners have questions related to the privacy statement, the cookie usage or the data processing activities; please contact us via our website or our Data Protection Officer at the following email address: administration@creitrust.com