

## **PTI MUTUAL FUND PCC LIMITED**

**(the "Fund")**

### **PRIVACY NOTICE**

This Privacy Notice sets out how the Fund deals with your personal data which we collect in the course of you and people and entities connected with you interacting with the Fund and with any processors that we appoint.

We take privacy and security of your information seriously and will only use such personal information as set out in this Privacy Notice and in ways which are reasonably ancillary to what is set out below.

This privacy notice is issued on behalf of the Fund so when we mention "we", "us" or "our" in this privacy notice, we are referring to the Fund and those that are responsible for processing your data. We may also as controller provide your personal data to a third party or parties, including but not limited to providing the services contracted and fulfilling our legal and regulatory obligations in connection with Client Due Diligence.

We will be the controller for your personal data if you formally engage us to provide you with a service.

For further detail on the Fund, please refer to our Scheme Particulars, which are available on request from the Administrator and can be sent to you either by post or as a PDF file as an e-mail attachment. The Administrator can be contacted by telephone on +44 (0)1481 702400, facsimile on +44 1481 702407 or e-mail at [ptimf@jtcgroup.com](mailto:ptimf@jtcgroup.com).

References to "you" include all individuals whose personal data we collect, hold and process in the course of operating the Fund.

### **CONTACT DETAILS**

You can contact the Fund in relation to data protection and your rights by email at [ptimf@jtcgroup.com](mailto:ptimf@jtcgroup.com)

### **THE PERSONAL INFORMATION WE PROCESS**

We may collect various types of personal data about you, including:

Your identification information (which may include your name, ID card and passport numbers, nationality, place and date of birth, gender, photograph and/or IP address and personal data relating to claims, court cases and convictions, politically exposed person (PEP) status, personal data available in the public domain and such other information as may be necessary for the Fund to provide its services and to complete its CDD process and discharge its AML/CFT obligations);

- Your tax status information (which may include your tax residency, tax ID and/or tax status);
- Your contact information (which may include postal address and e-mail address and your home and mobile telephone numbers);
- Your family relationships (which may include your marital status, the identity of your spouse and the number of children that you have);

- Your professional and employment information (which may include your level of education and professional qualifications, your employment, employer’s name and details of directorships and other offices which you may hold);
- Financial information, sources of wealth and your assets (which may include details of your assets, sources of wealth, shareholdings and your beneficial interest in assets, your bank details and your credit history);
- We may also collect and process personal data regarding people connected to you, either by way of professional (or other) association or by way of family relationship.

## **WHERE WE COLLECT YOUR PERSONAL INFORMATION**

We collect your personal information from the following sources:

- personal information which you give to us, including but not limited to such other forms and documents as we may request that are completed in relation to the administration/management of any of our services;
- information gathered through client due diligence carried out as part of our compliance with regulatory requirements; or
- any personal information provided by way of correspondence with us by phone, e-mail or otherwise;
- personal information we receive from third party sources, such as entities in which you or someone connected to you has an interest;
- your legal and/or financial advisors;
- other financial institutions who hold and process your personal information;
- credit reference agencies and financial crime databases for the purposes of complying with our regulatory requirements;
- personal information received in the course of dealing with advisors, regulators, official authorities and service providers by whom you are employed or engaged or for whom you act.

## **WHY WE COLLECT YOUR PERSONAL INFORMATION:**

### **LAWFUL GROUNDS FOR PROCESSING:**

We may hold and process your personal information on the following lawful grounds:

- the processing is necessary for our legitimate interests, provided your interests and fundamental rights do not override those interests;
- the processing is necessary to comply with our contractual duties;
- the processing is necessary to comply with our legal and regulatory obligations;
- where we have obtained your consent to processing your personal information for a specific purpose; and
- on rare occasions, where it is needed in the public interest.

### **PURPOSES OF PROCESSING**

As set out above under the heading “The Personal Information We Process”, your personal information may be processed for the purposes set out below (“Purposes”), which are based on our legitimate interests:

- facilitating the administration of our business and/or our service providers;

- communicating with you as necessary in connection with our services;
- monitoring and recording telephone and electronic communications and transactions for quality, business analysis, training and related purposes in order to improve service delivery; and
- for investigation and fraud prevention purposes, for crime detection, prevention, investigation and prosecution of any unlawful act (or omission to act);
- disclosing your personal information to any bank or financial institution in providing our services;
- to enforce or defend our legal and contractual rights or those of third party service providers;
- to comply with legal or regulatory obligations imposed on us (including but not limited to AML/CDD obligations);
- collecting, processing, transferring and storing customer due diligence, source of funds information and verification data under applicable anti-money laundering and terrorist financing laws and regulations; and
- liaising with or reporting to any regulatory authority (including tax authorities) with whom we are either required to cooperate or report to, or with whom we decide or deem it is appropriate to cooperate in relation to tax matters.

#### **SHARING PERSONAL INFORMATION**

We may share your personal information with third parties, including banks, financial institutions or other third party lenders, IT service providers, auditors and legal professionals to facilitate the running of our business.

Where we share your information with a third party, we require the recipients of that personal information to put in place adequate measures to protect it.

Where we transfer your personal information outside the European Economic Area, we will ensure that it is protected and transferred in a manner consistent with legal requirements applicable to the information. This can be done in a number of different ways, for instance:

- the country to which we send the personal information may be approved by the European Commission as providing adequate protection for personal data (for example, this includes Jurisdictions such as Guernsey, Jersey and the Isle of Man);
- by utilising a contract based on model contractual clauses which have been approved by the European Commission; or
- where the recipient is located in the US, it may belong to the EU-US Privacy Shield scheme.

In other circumstances, the law may permit us to otherwise transfer your personal information outside the EEA.

#### **RETENTION OF PERSONAL INFORMATION**

Your personal information will be retained for as long as required for the purposes for which the personal information was collected, in order to establish or defend legal rights or obligations or to satisfy any reporting or accounting obligations and/or as required by data protection laws and any other applicable laws or regulatory requirements.

## **ACCESS TO AND CONTROL OF PERSONAL INFORMATION – YOUR RIGHTS**

You have the following rights (which may be exercisable depending on the circumstances) in respect of the personal information about you that we process:

- the right to access and port personal information;
- the right to rectify personal information;
- the right to restrict the use of personal information;
- the right to request that personal information is erased; and
- the right to object to processing of personal information.

You also have the right to lodge a complaint about the processing of your personal information either with us or with the applicable jurisdictional regulator for data protection matters, which is:

**Guernsey** - The Office of the Data Protection Commissioner in Guernsey (<https://www.dataaci.gg/>) in connection with the Fund

**South Africa** - The Information Regulator of South Africa in connection with the Fund

If you are an EU resident, the supervisory authority in the EU member state of your usual residence in connection with the Fund.

Where we have relied on consent to process your personal information, you have the right to withdraw consent at any time. You also have the right to object to processing on the basis of legitimate interests (although this right is subject to certain exceptions).

If you wish to exercise any of the rights set out in this paragraph, please contact the Administrator by telephone on +44 (0)1481 702400, by facsimile on +44 (0)1481 702407 or by e-mail at [ptimf@jtcgroup.com](mailto:ptimf@jtcgroup.com).

## **INACCURATE OR AMENDED INFORMATION**

Please let us know as soon as possible if any of your personal information changes (including your correspondence details) by contacting us via the Administrator by telephone on +44 (0)1481 702400, by facsimile on +44 (0)1481 702407 or by e-mail at [ptimf@jtcgroup.com](mailto:ptimf@jtcgroup.com) or by post at Ground Floor, Dorey Court, Admiral Park, St Peter Port, Guernsey, Channel Islands GY1 2HT.

Failure to provide accurate information or to update information when it changes may have a detrimental impact upon our ability to provide our services. When receiving updated information we must also comply with all local laws and regulations with respect to anti-money laundering and associated verification and these legal obligations override any rights under GDPR.

## **COMMUNICATIONS AND MEDIA**

### **VISITORS TO GROUP COMPANY WEBSITE**

Subsidiary company Personal Trust International Management Company (Pty) Limited, of the Personal Trust (Pty) Limited group of companies, is the authorised regulated representative in South Africa for the Fund.

We are committed to protecting and respecting your privacy on-line. We are aware of the concern which exists over the use of personal information provided over the internet and therefore, we do not collect personal data through the group's website other than through structured forms that clearly remind you of your rights.

We do not control and are not responsible for the privacy policy of any website or organisation to which the group website provides links. By including references, hyperlinks or other connections to such third party websites, we do not imply any endorsement of them or any association with their owners or operators.

## **GOOGLE ANALYTICS**

Personal Trust (Pty) Limited may collect information about your transactions and experiences as you utilise this website. This is done through the use of 'cookies'.

### **“WHAT IS A COOKIE”?**

Cookies are basic text files consisting of encrypted information that is stored on your device (computer, mobile phone, tablet or other) by a web server when you visit a website. The cookie is sent back to the company's web server each time you visit the website. Each cookie contains completely anonymous information such as a unique identifier and the website name. They do not collect any personal information about you or your machine and cannot gather data or information about what you do on the Internet. Cookies merely enable a company to provide a more valuable online experience to you by remembering things like your personal preferences or which products or services you prefer.

The Personal Trust (Pty) Limited website utilises cookies to determine aggregate usage behaviour (time on the site, number of pages viewed, etc) through web analytics tools like Google Analytics. This information monitors which areas of the site are most frequently visited in order to assist us in continuing to develop the company's services. The Google Analytics Privacy Policy is available for review, and you can choose to opt-out of the service.

You can set up your Internet browser to disable cookie technology should you wish to.

## **QUESTIONS**

If you have any questions about this data protection Privacy Notice or how we handle your personal information (e.g. our retention procedures or the security measures we have in place), or if you would like to make a complaint, please contact the Data Protection Officer – email - Administrator Tel: +44 (0)1481 702400, Fax +44 (0)1481 702407, e-mail at ptimf@jtcgroup.com

## **CHANGES TO THIS PRIVACY NOTICE**

We keep our privacy notice under regular review. This privacy notice was last updated on 17 September 2019.