

## EDGBASTON INVESTMENT PARTNERS PRIVACY POLICY

Edgbaston Investment Partners LLP and Edgbaston Partners Limited (hereafter, referred to collectively as "Edgbaston", "we", "us" or "our") are committed to maintaining the confidentiality, integrity, and security of individuals whose data they process (unless otherwise stated, hereafter, referred to collectively as "you" or "yours").

This policy sets out the means by which Edgbaston collects, uses and shares the personal data of its varying data subjects:

- (a) as processor on behalf of the Edgbaston Asian Equity (Jersey) Trust;
- (b) as controller on behalf of the Edgbaston Asian Equity Trust ((a) and (b) are collectively referred to as the "Funds");
- (c) through the use of its website ([www.edgbastonip.com](http://www.edgbastonip.com));
- (d) in applying for employment with Edgbaston;
- (e) through correspondence; and/or,
- (f) in its use of products and/or services.

In addition, it outlines your data protection rights under the General Data Protection Regulation (the "GDPR") and other data protection regimes applicable to Edgbaston's business. If you provide Edgbaston with personal data about other individuals (including your representatives, agents, trustees and/or beneficiaries) you agree to provide each individual, whose data you provide to Edgbaston, with a copy of this Policy.

### Categories of Data Subjects

#### A. Unitholders

The following section of this policy sets out how Edgbaston, as processor or controller of the Funds that it manages, will process personal data. References to "we", "us" or "our" in this section, are referring to Edgbaston and the Funds. References to "you", "your(s)" or "Unitholders" in this section, are referring to investors in the Funds.

#### *The kind of information we hold about you*

We may hold personal data about Unitholders, and prospective Unitholders (and / or your representatives, trustees and / or beneficiaries), which is provided to us by you directly as a result of your investment, or potential investment, in the Funds (by completing subscription forms, telephone calls and/or corresponding with us, for example) or which is provided to us by third parties. This includes names, contact details, tax identification numbers, bank details, the names, contact details and signatures of authorised signatories, copies of identification documents and contact details for individuals to receive correspondence and investor information. The actual data we hold will be dependent on the structure, regulatory status and / or tax status of the particular Fund in which Unitholders are invested.

#### *How we will use the information about you*

Your personal data may be processed by Edgbaston or its sub-processors (or any of their affiliates, agents, employees, delegates or sub-contractors) for the following purposes:

- communicating information about its investment products which is being carried out to pursue Edgbaston's legitimate interests;
- to allow us to administer and manage your holdings in the Funds which are necessary to comply with applicable laws and/or in the Funds' legitimate interest;
- to update and maintain records for the Funds with regulators and service providers, including maintaining statutory registers;
- to carry out anti-money laundering checks and other actions in an attempt to detect, prevent, investigate and prosecute fraud and crime, which Edgbaston considers necessary for compliance with its or the Funds' legal obligations, for the performance of a task being carried out in the public interest and/or to pursue Edgbaston's or the Funds' legitimate interests (including for the prevention of fraud, money laundering, sanctions, terrorist financing, bribery, corruption and tax evasion);
- to prepare tax related information in order to report to tax authorities in compliance with a legal obligation to which Edgbaston is subject;
- to scan and monitor emails sent to us (including attachments) for viruses or malicious software, to process and encrypt personal data to protect and manage email traffic, and to store personal data on our systems to pursue our legitimate interests including for document retention purposes; and
- such other actions as are necessary to manage the activities and/or to comply with the legal obligations of the Funds and Edgbaston, including by processing instructions, monitoring and recording electronic communications (including telephone calls and emails) and enforcing or defending the rights and/or interests of the Funds or Edgbaston, in order to comply with the Funds' and Edgbaston's legal obligations and/or to pursue any of their legitimate interests.

#### ***Basis on which we process your data***

Such processing is carried out on the basis that it is necessary for the pursuit of legitimate interests and such legitimate interests are not overridden by your interests, fundamental rights or freedoms. Edgbaston and/or the Funds do not anticipate being required to obtain your consent for the processing of your personal data. If Edgbaston and/or the Funds wish to use your personal data for other purposes which do require your consent, Edgbaston will contact you to request this.

#### **B. Job Applicants**

The following section of this policy sets out how Edgbaston may process personal data (to the extent that Edgbaston is a data controller of the personal data that you provide) relating to applications for jobs or placements, and in relation to potential workers and contractors. Edgbaston is the data controller of the personal data that you provide or which is provided to or collected by Edgbaston during and/or in connection with any application for a position at Edgbaston.

#### ***The kind of information we hold about you***

In connection with an application, we may collect, store, and use the following categories of personal data about you: name, marital status, address and post code, telephone number, fax number, personal email address, date of birth, gender, proof of identification (includes copies of passport photo page and utility bills), residency status, employment history, qualifications and other information contained in your CV and cover letter or email, information obtained from social media, including LinkedIn, details of referees and

references, qualifications (including copy certificates of academic and professional qualifications), screening questionnaires for verification by an outsourced firm with a summary of findings, and information provided to us during telephone calls, interviews and/or meetings with you.

***How we collect your data***

We may collect personal data about candidates from the following sources: you, the candidate directly; recruitment agencies; background check providers; credit reference agencies; disclosure and barring services in respect of criminal convictions; your named referees; and data from third parties if from a publicly accessible source including Companies House records and social media (such as LinkedIn).

***How we will use the information about you***

Your personal data may be processed by Edgbaston or its sub-processors (or any of their affiliates, agents, employees, delegates or sub-contractors) for the following purposes:

- to assess your skills and qualifications, to consider your suitability for the position and to decide whether to enter into a contract with you;
- to carry out background and reference checks, where applicable;
- to communicate with you about the recruitment process;
- to keep records related to our hiring processes;
- to comply with legal or regulatory requirements;
- to scan emails sent to us (including attachments) for viruses or malicious software, to process and encrypt personal data to protect and manage email traffic, and to store personal data on our systems to pursue our legitimate interests including for document retention purposes; and
- such other actions as are reasonably necessary to manage our activities, including by processing instructions, monitoring and recording electronic communications (including telephone calls and emails), for regulatory purposes, enforcing or defending Edgbaston's rights and interests, in order to comply with our legal obligations and/or to pursue our legitimate interests.

***How we will use information about you***

We process this personal data on the basis of our legitimate interests (in order to decide whether to appoint you to work for us) and/or in order to comply with applicable laws. Once we receive your CV and/or covering letter, we may process that information to decide whether Edgbaston has any suitable vacancies and, if you meet the basic requirements, to be shortlisted for that role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the work. If we decide to offer you the work, we will then take up references and we may carry out a criminal record or other checks before confirming your appointment. If you fail to provide information when requested which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application. For example, if we require a credit check or references for the role and you fail to provide us with relevant details, we will not be able to take your application further. You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making. We may share your personal data with employee screening and IT service providers for the purposes of processing your application.

**C. Edgbaston Website Users**

The following section of this policy sets out how Edgbaston may process personal data (as a controller) relating to visitors to its website.

#### ***How we collect your data***

We do not collect personal data about you through your use of our website. Cookies are used only (a) to power the Google Map on the 'Contact Us' page, and (b) to check if you are logged in to the content management system (i.e. the administrative rights for the website). They do not track or record any personal data. Personal data may be collected about you from direct interactions with you, including by filling in forms and any email or other correspondence. This includes personal data you provide when you request information to be sent to you.

#### ***How we will use information about you***

We will use your personal data in the following circumstances: where it is necessary for our legitimate interests, or those of a third party and where your interests and fundamental rights are not overridden by those interests, or where we need to comply with a legal or regulatory obligation.

Your personal data may be processed by Edgbaston or its sub-processors (or any of their affiliates, agents, employees, delegates or sub-contractors) for the following purposes:

- to send you updates on the performance of the Funds, investment letters, fact sheets, invitations to events and other electronic communications which we will do on the basis of our legitimate interests if you are a Unitholder or potential investor;
- to comply with legal or regulatory requirements;
- to scan emails sent to us (including attachments) for viruses or malicious software, to process and encrypt personal data to protect and manage email traffic, and to store personal data on our systems to pursue our legitimate interests including for document retention purposes; and ,
- such other actions as are necessary to manage the activities of Edgbaston and/or the Funds, including by processing instructions, monitoring and recording electronic communications (including telephone calls and emails) and enforcing or defending the rights and/or interests of Edgbaston and/or the Funds, in order to comply with their legal, tax or regulatory obligations and/or to pursue their legitimate interests.

#### ***Links to websites***

Where the website provides links to other websites, Edgbaston is not responsible for the data protection/privacy/cookie usage policies of such other websites, and you should check these policies on such other websites if you have any concerns about them. If you use one of these links to leave our website, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting a linked website and such websites are not governed by this policy. You should always exercise caution and review the privacy policy applicable to the website in question.

#### **D. Business Contacts and Service Providers**

The following section of this policy sets out how Edgbaston may process personal data (as a controller) about its business contacts and (current, previous and/or potential) service providers (and employees of service

providers) and data subjects that have provided a business card to, or have corresponded with, an employee of Edgbaston.

***The kind of information we hold about you***

We may collect, use, store and transfer different kinds of personal data about you which you provide to us including: name, date of birth, contact details, place of work and job title.

***How we will use information about you***

We will use your personal data in the following circumstances: where it is necessary for our legitimate interests, or those of a third party, and where your interests and fundamental rights are not overridden or where we need to comply with a legal or regulatory obligation.

Your personal data may be processed by Edgbaston or its sub-processors (or any of their affiliates, agents, employees, delegates or sub-contractors) for the following purposes:

- to hold your personal data on our system and to contact you on the basis of the legitimate interests of Edgbaston and/or the Funds (including in connection with using the services that you provide);
- in respect of suppliers, to allow us to process payments and orders in respect of any goods and services provided;
- to send you updates on the performance of the Funds, investment letters, fact sheets, invitations to events and other electronic marketing communications which we will do (a) on the basis of our legitimate interests if you are an investor in the Fund or (b) with your consent, if so required;
- to comply with legal or regulatory requirements;
- to scan emails sent to us (including attachments) for viruses or malicious software, to process and encrypt personal data to protect and manage email traffic, and to store personal data on our systems to pursue our legitimate interests including for document retention purposes; and
- such other actions as are reasonably necessary to manage the activities of Edgbaston and/or the Funds, including by processing instructions, monitoring and recording electronic communications (including telephone calls and emails) and enforcing or defending the rights or interests of Edgbaston and/or the Funds, in order to comply with their legal, tax or regulatory obligations and/or to pursue their legitimate interests.

Such processing is carried out on the basis that it is reasonably necessary to pursue Edgbaston's and/or the Funds' legitimate interests. Such legitimate interests do not override your interests, fundamental rights or freedoms.

**Disclosure of your Personal Data**

We may disclose your personal data to third parties who are providing services to Edgbaston and/or the Funds, including custodians, depositaries, fund administrators, transfer agents and similar, IT service providers, event management providers, background and/or credit reference services, processors of the Funds (including printers, registrars, company secretarial services, administrators) telephone service providers, document storage providers and backup and disaster recovery service providers. We may also disclose personal data we hold to third parties:

- in the event that we sell any business or assets, in which case we may disclose personal data we hold about you to the prospective and actual buyer of such business or assets; and/or
- if we are permitted by law to disclose your personal data to that third party or are under a legal obligation to disclose your personal data to that third party.

### **Data Retention**

We will only retain your personal data for as long as reasonably necessary to fulfil the purposes we collected it for and in accordance with applicable law and regulation. Details of retention periods for different aspects of your personal data are included within our document retention policy.

### **International Transfers**

Your personal data may be transferred to external services providers used by Edgbaston and/or the Funds. Where these service providers are based outside the UK and/or European Economic Area (“EEA”) and your personal data is transferred out of these areas by us, we ensure a similar degree of protection is afforded to it. Please contact us if you want further information on the potential transfer of your personal data outside of the UK and/or EEA.

### **Data Security**

Edgbaston has put in place measures to ensure the security of the personal data it collects and stores about you. It will use its reasonable endeavours to protect your personal data from unauthorised disclosure and/or access, including through the use of network and database security measures, but it cannot guarantee the security of any data it collects and stores. We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

### **Your Legal Rights**

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

- the right of access to your personal data. This enables you to receive a copy of the personal data we hold about you and to obtain information about how we process it.
- the right to request correction of the personal data if it is incomplete or inaccurate.
- in some circumstances, the right to request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for continuing to process it. We may continue to retain your personal data if we are entitled or required to maintain it.
- the right to object to, or to request that we restrict, our processing of your personal data in some circumstances, such as where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal data for direct marketing purposes.
- in some circumstances, the right to request the transfer of your personal data to another party.

Edgbaston will not discriminate against an individual as a result of them exercising their legitimate individual privacy rights pursuant to applicable legislation. If you wish to exercise any of the rights set out above, please contact Stephen Shepherd ([sshepherd@edgbastonip.com](mailto:sshepherd@edgbastonip.com) or +44 (0)20 7258-3180). Please note that dependent on circumstances, Edgbaston may not be permitted to comply with such a request.

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances. We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response. We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated. You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues ([www.ico.org.uk](http://www.ico.org.uk)). We would, however, appreciate the chance to deal with your concerns before you approach the regulator.

### **Changes to this Policy**

We may update this privacy policy from time to time, and will communicate such updates through our website. We may also notify you from time to time about the processing of your data. On at least an annual basis, Edgbaston provides copies of its privacy policy to its Unitholders. Unitholders may request a copy of the current privacy policy at any time by contacting Edgbaston's Client Services representative(s) at [clients@edgbastonip.com](mailto:clients@edgbastonip.com).

### **Further Information**

If you have any queries about this policy or your personal data, or you wish to submit an access request or raise a complaint about the way your personal data has been handled, please do so in writing and address this to Stephen Shepherd ([sshepherd@edgbastonip.com](mailto:sshepherd@edgbastonip.com)), Chief Compliance Officer at Edgbaston Investment Partners LLP (registered number OC401960), 105 Piccadilly, London W1J 7NJ.