

Data Protection & Information Security

MISLAND CAPITAL LIMITED



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1 Introduction

1.1 Background

Throughout this document, “we”, “us”, “our” and “ours” refer to Misland Capital Limited

- Registered Office: 9 Upper Belgrave Street, London SW1X 8BD with Registered Number: 07433118 and a branch at La Touche House, IFSC, Dublin 1, D01R5P3. The Data Protection Officer (DPO) for Misland Capital is Andrea Farrell who may be contacted at 00 353 1 662 0390, andrea@mislandcapital.com or dpo@mislandcapital.com

Information is critical to the operation of Misland. As such it is imperative and required by our clients, employees and third-party contacts that Misland has an effective Information Security Policy to cover all relevant areas of operation. This covers not only data and information systems but also non-technology areas including all forms of communication, physical security and procedures for evidencing and monitoring those aspects of the policy.

1.2 Policy Statement

As a UK-registered company Misland protects personal data in accordance with the UK Data Protection Act 1998. Misland is compliant with the act which outlines eight data protection principles, listed below:

1. Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless – (a) at least one of the conditions in Schedule 2 is met, and (b) in the case of sensitive personal data, at least one of the conditions in Schedule 3 is also met.
2. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
6. Personal data shall be processed in accordance with the rights of data subjects under this Act.
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Personal Data is defined as:

Personal data means data which relate to a living individual who can be identified – (a) from those data, or

(b) from those data and other information which is in the possession of, or is likely to come into the possession of, the data controller,

and includes any expression of opinion about the individual and any indication of the intentions of the data controller or any other person in respect of the individual.

Source: Information Commissioners Office Website

1.3 Scope

This policy is applicable to Misland Capital Ltd and its branch office in Dublin.

This policy applies to:

- Directors
- Employees, and Senior Investment Managers as a specific sub-group
- Any contract staff.

1.4 Relevant Legislation

The activities described in this policy need to ensure compliance with various UK legislation including:

Legislation	Policy Relevance
Data Protection Act (1998)	Personal data
Regulation of Investigatory Powers Act (2000)	Monitoring or storing of emails
Computer Misuse Act (1990)	Unauthorised acts or access to confidential material
Freedom of Information Act (2000)	Individuals rights of access to information held
Copyright, Designs and Patents Act (1988)	Treatment of copyrighted material
Human Rights Act (1998)	Respect for individual's privacy (protection of confidential information)
Malicious Communications Act (1988)	Email content

2 Data

2.1 Personal Data – What we keep and why

There are a number of reasons for gathering personal data about you, our clients. For instance, we need to know how to get in touch with you, we need to be certain of your identity and we need to understand your financial circumstances, so we can offer you products and services and give you the best possible customer experience. The personal

data we collect falls into various categories, such as:

- Identity & contact information: Name, date of birth, copies of ID, contact details, National Insurance number (or foreign equivalent), nationality, home status and address, email address, work and personal phone numbers, tax residency and tax related information.
- Financial details/circumstances: Bank account details (including Account number, sort code), any International Bank Account Number (IBAN), source of income, financial needs/attitudes, authorised signatories details, bank statements, tax returns (for some clients).

This information is retained by us in order to satisfy our own KYC requirements and those of the third parties with whom we make investments on your behalf. We share your data both within and outside the EEA. The list of countries outside the EEA where we may share your data is included in the Privacy Notice which you return to us on becoming a client.

2.2 Registration with the ICO

Misland has reviewed its obligations in respect of registering as a Data Controller with the Information Commissioner's Office and following this guidance has registered as a Data Controller.

2.3 Responding to Data Subject Access Requests

Any individual for whom Misland holds person data may request a copy of personal data held about them. Requests should be submitted in writing or via email to the Data Protection Officer and these will be responded to by the appropriate authority within 40 days.

2.4 Notifications of inaccuracies

Changes to personal records should be notified to the Data Protection Officer. The records apply only to those records where the individual is the authoritative party. Changes to other records should be notified to the individual responsible.

Confirmation of receipt of a notification will be sent within 24 hours and corrections will be within 72 hours of original notification.

2.5 Destruction of Data

In-keeping with the obligations of Data Protection Act Misland does not hold personal data for longer than necessary. Data is retained for a maximum of 6 years from the date of investment for 3rd party co- investors and is held on request for long term founding clients.

Electronic data is securely deleted and any paper files are shredded.

2.6 Data Audit

Personal records are audited for their completeness and accuracy on an annual basis. Any potential errors are notified to the relevant individual for confirmation and update.

2.7 Distribution

Misland complies with Data Protection Act with respect to the distribution of data, in particular with the transfer of data outside the EEA. Principle 8 of The Act states:

Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data and consent has been received from the client.

2.8 Complaints

If you are unhappy with any aspect of the management of your data by Misland Capital, you may make a complaint to the Information Commissioners Office.

The following link will bring you to the relevant page of the ICO's website and will provide details on next steps.

<https://ico.org.uk/global/privacy-notice/making-a-complaint/>

