



ONE group solutions

*Website – PRIVACY POLICY*

## **Table of Contents**

1. Introduction.....	2
3. Restrictions .....	3
4. Information We Collect About You .....	3
5. Use of Personal Data and Basis of Processing.....	4
6. International Transfers.....	6
7. Sensitive Personal Data.....	7
8. Recipient of the Personal Data .....	7
9. Updates to Personal Data .....	7
10. Retention of Personal Data .....	7
11. Your Rights in Relation to Personal Data.....	8
12. Contacting Us .....	9



## **1. Introduction**

ONE, together with its affiliates are (hereafter referred to as “ONE,” “the Firm,” “we,” “us,” “our”) is committed to protecting and respecting your privacy. Further information about us and our contact details are set out in the section “Contacting Us” below.

This policy, along with our Data Protection Policy and the Terms and Conditions governing the use our website, explain how we will process personal data you provide when you subscribe for units or shares in one of our client’s investment funds (the “Funds”), when you visit <https://www.one-gs.com> (the “Website”), when you discuss or enter into transaction with us, or when you email us, telephone us, network with us or otherwise communicate with us. “Processing” is defined under applicable data protection laws, most notably the Regulation 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (“GDPR”), and includes, among other things, the collection, storage and use of personal data.

## **2. Changes to This Policy**

This policy may change from time to time, in which case we will publish a new version on our Website, which will become effective immediately. Please check this page occasionally to see any updates or changes.



### **3. Restrictions**

Information that you give us – this may include:

- Your title, name and date of birth;
- Contact information, including telephone number, postal address and email address
- Information relating to your location, preferences or interests
- Employment and job application details (e.g. employment history, qualifications, equality monitoring information)
- Your personal description or photographic identification
- The content of any enquiry submitted over our Website
- Information about your holdings in a Fund or the reference number in relation to your holdings

### **4. Information We Collect About You**

#### **a. Usage Data**

Each time you visit our Website we automatically collect the following information:

- Internet protocol or IP address; and
- Pages accessed

#### **b. Cookies**

Our Website uses cookies to distinguish you from other users of our Website. This helps to provide you with an improved experience when you browse our Website and also allows us to improve the Website. For detailed information on the cookies we use and the purposes for which we use them, please refer to our Cookie Policy.



## 5. Use of Personal Data and Basis of Processing

ONE will use the Personal Data:

- For the purposes of performing the Services for which ONE is engaged, including (a) setting up and administering the account(s) of clients; (b) conducting or arranging for the conduct of anti-money laundering checks and related actions to meet applicable legal obligations of ONE or Clients relating to the prevention of fraud, money laundering, terrorist financing, bribery, corruption, tax evasion; (c) dealing with queries or complaints from registered unitholders of funds managed, sponsored or advised by Clients; (d) in connection with the board reporting and regulatory reporting requirements; and (e) for other day to day operational and business purposes.
- In order to comply with our legal obligations, including: (a) anti-money laundering and anti-terrorist financing (collectively “AML”) and fraud prevention purposes, including OFAC and PEP screening for these purposes and to comply with UN, EU and other applicable sanctions regimes; (b) compliance with applicable tax and regulatory reporting obligations; and (c) where ONE is ordered to disclose information by a court with appropriate jurisdiction.
- Where use is for a legitimate purpose of ONE, including: (a) for day to day operational and business purposes; (b) to take advice from ONE and Clients’ external legal and other advisors; and (c) for direct marketing purposes in order to provide information and about ONE’s products and services;
- Where necessary, to establish, exercise or defend its legal rights or for the purpose of legal proceedings;



- Where you have consented to use for a particular purpose. If you give consent for ONE to use your Personal Data for a particular purpose, you have the right at any time to withdraw consent to the future use of your Personal Data for some or all of those purposes by writing to the address specified below.

ONE will not disclose any Personal Data to any third party, except as outlined above and / or as follows:

- Where Personal Data needs to be shared with the service providers appointed to Clients, including distributor entities, investment management entities, administrator entities, trustee entities and its or their sub-contractors in connection with the Services;
- Where ONE is subject to a separate legal obligation requiring it to act as controller of the Personal Data, including where it is required to use the Personal Data for the discharge of its own AML obligations;
- Where ONE needs to share Personal Data with its auditors, and legal and other advisors;
- In the event of a merger or proposed merger, any (or any proposed) transferee of, or successor in title to, the whole or any part of ONE' business, and their respective officers, employees, agents and advisers, to the extent necessary to give effect to such merger;
- Where the disclosure is required by law or regulation, or court or administrative order having force of law, or is required to be made to any of ONE' regulators. ONE will not otherwise share Personal Data with any third party unless it receives the prior written consent from you to do so.



## 6. International Transfers

Aside from an adequacy decision, which allows the free flow of Personal Data from the EU without ONE having to implement any additional safeguards or being subject to further conditions, the Data Protection Legislation allows a transfer if the Data Controller or Data Processor has provided appropriate safeguards. These safeguards may be provided for by:

- Standard data protection clauses: the European Commission has adopted three sets of model clauses which are available on the European Commission's website ([https://ec.europa.eu/info/law/law-topic/data-protection\\_en](https://ec.europa.eu/info/law/law-topic/data-protection_en)). Model Clauses for the Jersey and Guernsey Commission are available on the relevant Commission's website (Jersey <https://oicjersey.org> and Guernsey <https://dataci.gg>)
- Binding corporate rules: legally binding data protection rules approved by the competent data protection authority which apply within a corporate group;
- Approved codes of conduct together with binding and enforceable commitments of the controller or processor in the third country;
- Approved certification mechanisms together with binding and enforceable commitments of the controller or processor in the third country.

In the absence of an adequacy decision or of appropriate safeguards a transfer or a set of transfers may take place on the basis of so-called "derogations" which allow transfers in specific cases, such as based on consent, for the performance of a contract, for the exercise of legal claims or for important reasons of public interest.

ONE anticipates transferring Personal Data to authorised delegates such as administrators, investment managers, distributors and



their respective affiliates appointed by ONE or Clients, some of which may include entities located outside of the EEA. Any transmission of Personal Data by ONE outside the EEA shall be in accordance with the conditions of the Data Protection Legislation.

### **7. Sensitive Personal Data**

ONE may, in limited circumstances, collect and process Sensitive Personal Data. Any Sensitive Personal Data will only be processed in accordance with the requirements of the Data Protection Legislation.

### **8. Recipient of the Personal Data**

In any case where ONE shares Personal Data with a third party Data Controller (including, as appropriate, service providers appointed by ONE or Clients), the use by that third party of the Personal Data will be subject to the third party's own privacy policies.

### **9. Updates to Personal Data**

ONE will use reasonable efforts to keep Personal Data up to date. However, where the Personal Information relates to individuals connected with or under the control of Clients, Clients will need to notify ONE without delay in the event of changes to the personal circumstances of an individual connected with the Client so that ONE can keep the Personal Data up to date.

### **10. Retention of Personal Data**

ONE is obliged to retain certain information to ensure accuracy, to help maintain quality of service and for legal, regulatory, fraud prevention and legitimate business purposes. It is obliged by law to retain AML related identification and transaction records for six years from the end of the relevant investor relationship or the date



of the transaction respectively. Other information will be retained for no longer than is necessary for the purpose for which it was obtained by ONE or as required or permitted for legal, regulatory, fraud prevention and legitimate business purposes. In general, ONE (or its service providers on its behalf) will hold this information for a period of five years, unless it is obliged to hold it for a longer or shorter period under law or applicable regulations. ONE will also retain records of telephone calls and any electronic communications for a period of five years

### **11. Your Rights in Relation to Personal Data**

You may at any time request a copy of your Personal Data from ONE. This right can be exercised by writing to ONE at the address specified below. You also have the right to correct any inaccuracies in, and in certain circumstances, to request erasure, or restriction on the use, of your Personal Data, and to object to certain uses of your Personal Data, in each case subject to the restrictions set out in applicable Data Protection Legislation. Further information on these rights, and the circumstances in which they may arise in connection with ONE's processing of Personal Data can be obtained by writing to ONE at the address specified below. In any case where ONE's is relying on your consent to process your Personal Data, you the right to change your mind and withdraw consent by writing to the address specified below. Where ONE is relying on a legitimate purpose of ONE in order to use and disclose Personal Data, you are entitled to object to such use or disclosure of your Personal Data, and if he /she does so, ONE will cease to use and process the Personal Data for that purpose unless ONE can show there are compelling legitimate reasons for it to continue or it needs to use the Personal Data for the purposes of legal claims. You also have the right to lodge a complaint about the processing





of your Personal Data by ONE with the Data Protection Commission.

## **12. Contacting Us**

Any queries, complaints regarding the use of the Personal Data, the exercise of individual rights, or the withdrawal of consent, should be addressed to:

Tobias Ettlin

Chief Compliance Officer

Building Cubus C3

4, rue Peternelchen

L-2370 Howald

Luxembourg