

Privacy Notice

Version Control

Effective date	Version	Comments
May 2018	1.0	None

Definitions

Board	Means the Board of Directors of SMP Group Limited
Controller	Means the determination of the purposes for which the manner in which any Personal Data are, or are to be, processed
Data	Means information which: <ul style="list-style-type: none"> a) Is being processed by means of equipment operating automatically in response to instructions given for that purpose; b) Is recorded with the intention that it should be processed by means of such equipment; c) Is recorded as part of a Relevant Filing System or with the intention that it should form part of a Relevant Filing System
Data Protection Officer	Means the Group Data Protection Officer – Contact dataprotection@smppartners.com
Data Subject	Means the individual who is the subject of Personal Data otherwise referred to as ‘you’, ‘your’, ‘their’ or ‘client’
EEA	European Economic Area
GDPR	Means the General Data Protection Regulation with effect from 25 th May 2018
Personal Data	Means Data which relate to a living individual who can be identified: <ul style="list-style-type: none"> 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 Controller (includes an expression of opinion) This applies to natural persons only.

Processing	<p>Means obtaining, recording or holding the information or Data or carrying out any operation or set of operations on the information of Data, including:</p> <ul style="list-style-type: none"> a) Organisation, adaption or alteration of the information of Data; b) Retrieval, consultation, or use of the information or Data; c) Disclosure of the information or Data by transmission, dissemination or otherwise making available; or <p>Alignment, combination, blocking, erasure or destruction of the information or Data</p>
Processor	Means any person (other than an employee of the Controller) who processes the data on behalf of the Controller
Relevant Filing System	Means any set of information relating to individuals to the extent that, although the information is not processed by electronic means of equipment operating automatically in response to instructions given for that purpose, the set is structured, either by way of reference to individuals or by reference to criteria relating to individuals, in such a way that specific information relating to a particular individual is readily accessible
SMP Group	Means any subsidiary of SMP Group Limited
Special Category Data	<p>Means Personal Data consisting of information as to:</p> <ul style="list-style-type: none"> a) The racial or ethnic origin of the Data Subject; b) His political beliefs; c) His religious beliefs or other beliefs of a similar nature; d) Whether he is a member of a trade union (within the meaning of the Trade Unions Act 1991); e) His physical or mental health or condition; f) His sexual life; g) The commission or alleged commission by him of any offence; or <p>Any proceedings for any offence committed or alleged to have been committed by him, the disposal of such proceedings or the sentence of any court in such proceedings</p>
Supervisory Authority	Means the Information Commissioner responsible for enforcing the provisions of the GDPR in the Isle of Man or other applicable jurisdiction as the case may be

Privacy Notice

This Privacy Notice (the “Notice”) explains what Personal Data SMP Group (“SMP”, “we”, “us”) will collect from you and how we will use that personal information. We are committed to being transparent with you regarding our use of your personal information and encourage you to contact us on our contact details provided below, should you have any concerns.

Your Personal Data is collected, retained and processed to and in accordance with the requirements of the General Data Protection Regulation (“DP Laws”). For the purposes of DP Laws the Controller is SMP Group. SMP Group is a company incorporated in the SMP Group with registered office address SMP Group. SMP Group are registered with the Isle of Man Information Commissioner under registration number N8637.

We will obtain and process your Personal Data to:

- Comply with our regulatory and legal obligations including “know your customer” due diligence requirements and risk assessments;
- Provide customer support service and administration of the company;
- Provide accounting related services;
- Provide data storage facilities;
- Assist us in developing new and improved products
- Provide you with information regarding our products and services that you request or we feel may interest you, where you have consented to be contacted for such purpose;
- Report any crime, or suspected crime, including money laundering or fraud;
- To fulfil any client obligations that may arise as part of this agreement.

For each of the abovementioned purposes SMP Group process your personal data on the following legal grounds:

- Your consent – for marketing purposes only;
- To carry out our obligations arising from any contracts entered into between you and us;
and
- General legal and compliance.

SMP Group are committed to ensuring that the Data Subject’s privacy is protected. Should SMP Group ask the Indemnitor or Company to provide certain information by which they can be identified when utilising our services, the Indemnitor can be assured that information will only be used in accordance with this Notice.

Security

SMP Group are committed to ensuring that Data Subjects information is secure. Any data collected is stored in a secure and protected environment and is correct as it is provided.

We protect your data by:

- Offering you a secure transmission method to send us personal or company information; and
- Implementing security policies and technical measures to protect data from unauthorised or improper access, use or disclosure.

All staff under-go applicable data protection training and are aware of their obligations under the GDPR.

Accuracy of Data

We take appropriate measures to ensure that any information collected from you is kept only for so long as is necessary for the purpose for which such information is used. Records are usually amended as soon as possible and within 7 days of receipt of any update. Should you note a discrepancy in the information that we hold on you, please contact your SMP representative or the Data Protection Officer as outlined below.

Opting in and out of Promotional Communications

By agreeing to this Notice and in providing your consent, we may from time to time send you promotional communications in respect of the service being offered to you and in relation to services offered by the wider SMP Group of companies. If at any time you wish to opt-out, you can do so by e-mailing marketing@smppartners.com or clicking the unsubscribe link on the email communication.

Disclosing to Third Parties

In accordance with this Notice and data protection law, you understand and agree that we may disclose your personal information for the following purposes:

We share your Personal Data to our wider SMP Group who are also required to comply with the DP Laws.

We may further disclose your personal information to third parties:

- In the event that we sell or buy any business, in which case we may disclose your personal data to the prospective seller or buyer of such business or asset; or
- If we or substantially all of our assets are acquired by a third party, in which case personal data held about our customers will be one of the transferred assets; or
- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation including but not limited to, verifying information you have provided to us; or
- In order to enforce or apply the terms of this Notice or any other agreements; or

- To protect the rights, property or safety of us, our customers or others; or
- Where we have received your permission for us to do so.

International Transfers of Personal Data

It may in certain circumstance be illegal to transfer any personal data outside the EEA or approved adequate jurisdictions. When we transfer any part of your personal data outside the EEA or adequate jurisdictions we will take reasonable steps to ensure that it is treated as securely as it is within the EEA or adequate jurisdictions. These steps include but are not limited to the following levels of protection:

- Binding corporate rules;
- Model contracts; or
- US/EU privacy shield.

For the avoidance of doubt we only transfer your personal data within our wider Group of companies who are subjected to the DP Laws. Any further international transfers will be not be undertaken unless we have procured your express consent.

Data Retention and Destruction

We take appropriate measures to ensure that any information collected from you is kept only for so long as is necessary for the purpose for which such information is used. In determining data retention periods, SMP takes into consideration local laws, contractual obligations, and the expectations of our customer. Any information destroyed is done so in a safe and secure manner. For further information on your data retention and destruction, please contact the Data Protection Officer using the details below.

Your Rights

You have the right to access information held about you. If you wish to exercise such right, please submit a request to us in writing, in the form of a Subject Access Request, to the Group's Data Protection Officer:

Data Protection Officer
Clinch's House
Lord Street
Douglas
IM99 1RZ
E-mail – dataprotection@smppartners.com

Any access request shall be subject to your providing acceptable proof of identification and the completion of a [Subject Access Request Form](#).

Your rights also include:

- The right to be informed;
- The right to rectification;
- The right to erasure (subject to local law);
- The right to restrict processing;
- The right to data portability; and
- The right to object.

Where relevant, you can also exercise your right at any time by contacting us using the aforementioned details.

Changes to this Privacy Notice

We may be required to change the terms of this Notice in the future. Should there be any significant changes, you will be notified by your preferred contact method.

Complaint

If you are not satisfied with any complaints, disputes or information provided by SMP Group, you have the right to make a complaint to the supervisory authority. The supervisory authority for SMP Group is the Isle of Man Information Commissioner's Officer who can be contacted via the following link:

<https://www.inforights.im/>

We would, however, appreciate the chance to deal with your concerns before you approach the IOM ICO so please contact us in the first instance.