

# DATA PRIVACY NOTICE - HIGHVERN

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Highvern UK Limited (“**HUK**”, “**us**”, or “**we**”) is the “data controller” in respect of your personal information. This privacy notice sets out the basis on which any of your personal information we collect from you or third parties, or that you provide to us, will be processed by us.

Please read the following carefully to understand our practices regarding your personal information and how it will be treated.

Our website is not intended for, and should not be used by, children. We do not knowingly collect personal data from children.

## 1. OUR SERVICES

As you will be aware, HUK provides trust, company, fund and foundation administration and management services (**Services**) either:

- (i) to you (if you are a settlor or beneficiary of a trust that we administer, as a shareholder of a company that we manage, as an investor in a fund that we administer or as a founder of a Foundation that we administer); or
- (ii) in co-operation with you (if you are a co-trustee, a protector, an investment power holder, a director, a guardian, a council member or exercise some other function in respect of a trust, fund or foundation that we administer or a company that we manage).

In order to efficiently provide the Services we hold and process personal information relating to you.

## 2. HOW AND WHEN WE COLLECT PERSONAL INFORMATION ABOUT YOU

- We collect and process personal information when you:  
visit our website (including filling in forms on our site, such as when you sign up for information);
- purchase any products or services from us;
- contact customer service or request information from us in any other way; and
- participate in our customer satisfaction surveys or other market research.

We may also collect information about you from third party sources, such as from your use of other websites which we operate and from related third parties such as sub-contractors.

## 3. WHAT PERSONAL INFORMATION WE COLLECT ABOUT YOU

This personal information we may collect includes some or all of the following:

Your name  
Your residential addresses (current and historical)  
Your date of birth  
Your telephone numbers  
Your e-mail addresses  
Your passport/identification card numbers  
Your image  
Your unique tax identification number(s)  
Details in relation to your bank account(s) and other financial and credit card information  
Details in relation to your employer and employment history  
Details in relation to your education history  
Details in relation to your family history  
Your marketing preferences

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- Your passport/identification card numbers
- Your image
- Your unique tax identification number(s)
- Details in relation to your bank account(s) and other financial and credit card information
- Details in relation to your employer and employment history
- Details in relation to your education history
- Details in relation to your family history
- Your marketing preferences

When you visit our website, we may also collect information from you automatically, for example using **cookies and other similar technologies**. A cookie is a small file of letters and numbers that we may set on your device. This type of information may include the following:

- information about your device operating system and IP address;
- browser type and version;
- information about your visit on our website, including URL, clickstream (i.e. your journey to, through and from our site), length of visits to certain pages, and page interaction information;

The cookies we use may fall into one or more of the following categories:

- **Session cookies:** These allow our site to link your actions during a particular browser session. These expire each time you close your browser and do not remain on your device afterwards.
- **Persistent cookies:** These are stored on your device in between browser sessions. They allow your preferences or actions across the site to be remembered. These will remain on your device until they expire, or you delete them from your cache.
- **Strictly necessary cookies:** These cookies are essential for you to be able to navigate the site and use its features. Without these cookies, the services you have asked for could not be provided.
- **Performance cookies:** These cookies collect information about how you use our site, e.g. which pages you go to most often.
- **Functionality cookies:** These cookies allow the site to remember the choices you make (such as your user name, language, last action and search preferences) and provide enhanced, more personal features.

If you do not wish for cookies to be installed on your device, you can change the settings on your browser or device to reject cookies. For more information about how to reject cookies using your internet browser settings please consult the "Help" section of your internet browser (or alternatively visit <http://www.aboutcookies.org>). Please note that, if you do set your Internet browser to reject cookies or otherwise withdraw your consent in relation to cookies, you may not be able to access all of the functions of the site.

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## 4. LEGAL BASIS

The relevant legislation allows us, amongst other things, to collect and process your personal information if (a) we have a **legal obligation** to do so or (b) you and we have agreed (whether in a **contract** or by you giving specific **consent**) that we will do so.

Typically, both of the above will apply in respect of our relationship. Firstly a number of pieces of legislation (specifically anti-money laundering rules, rules relating to the prevention of terrorism financing and rules relating to the sharing of tax information (e.g. FATCA and CRS)) require that we collect and maintain elements of your personal information in order to verify your identity and address, to ensure that the sums of money or other assets coming into the structures that we look after are not the proceeds of crime and to ensure that the tax authorities in jurisdictions with whom the United Kingdom has agreed to share information receive accurate information in relation to persons who hold interests in our structures.

Furthermore, you will be aware that you either have or are about to enter into a relationship with HUK in the form of a contract with us which includes acceptance of our terms of business which in turn provide for the collection and processing of your personal information.

We may also collect and process your personal information where we have a **legitimate business interest** in doing so, for example where it is necessary for us to understand our customers, promote our services and operate effectively provided in each case that this is done in a legitimate way which does not unduly affect your privacy and other rights.

## 5. PURPOSES FOR WHICH PERSONAL DATA IS COLLECTED AND PROCESSED

The purposes for which we collect and process your personal data are as follows:

- (i) to comply with our legal obligations as noted above and other applicable laws and regulations;
- (ii) to provide the services and other information you have requested;
- (iii) to provide you with marketing and advertising materials;
- (iv) for system administration purposes and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
- (v) to provide customer support and ensure we provide a good level of customer service;
- (vi) to tailor any marketing or advertising so that it is more relevant to you;
- (vii) to notify you of any changes to our services;
- (viii) for security and fraud prevention; and
- (ix) to ensure that our website is safe and secure.

In relation to point (ii), we need your personal information in order to be able to support HUK (when acting as a trustee of a trust or as a director or administrator of a managed company or a fund structure or as the qualified member or administrator of a foundation) in acting in your best interests and properly discharging any fiduciary duties which we may owe to you.

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## 6. SHARING PERSONAL INFORMATION

We only share your personal information with other organisations for one of two reasons – (i) because we are legally obliged to or (ii) because doing so allows us to provide the services in an efficient and cost-effective manner.

Organisations who we are legally obliged to share your personal information with are essentially governmental authorities – e.g. regulators, tax offices or company registrars. Whilst sharing information with these bodies is compulsory, data protection rules also apply to them and your personal information should be as secure with them as it is with us.

The other organisations with whom we may share your personal information in order to provide the services fall into the following broad categories:

- (i) auditors;
- (ii) banks or other financial institutions with which the structure to which we provide services need to interact;
- (iii) Investment advisors or other financial professionals;
- (iv) legal or other professional advisors; and
- (v) accountants/bookkeepers.

We may also disclose your personal information to other third parties for the purposes of research, evaluation, and analysis; in the event that we sell any business or assets, in which case we may disclose your personal information to the prospective buyer of such business or assets; or if we or substantially all of our assets are acquired by a third party, in which case personal information held by us about our customers and visitors to our websites will be one of the transferred assets.

## 7. WHERE WE STORE YOUR PERSONAL INFORMATION

The personal information that we collect may be transferred to, and stored at, a destination outside the EEA or the UK, including countries, which have less strict, or no data protection laws, when compared to those in the EEA or the UK.

In these cases, HUK will ensure that any such organisation is bound by similar rules relating to data security and have entered into specific contractual terms with us to ensure that they treat your personal information in a way equivalent to that in which they would be required to do so were they established within the EEA. We rely on approved data transfer mechanisms (such as standard contractual clauses) to ensure your information is subject to adequate safeguards in the recipient country. If you are located in the UK or the EEA, you may contact us for a copy of the safeguards which we have put in place to protect your personal information and privacy rights in these circumstances.

## 8. HOW WE KEEP YOUR PERSONAL INFORMATION

We take steps to ensure that the personal information that you provide is retained for only as long as it is necessary for the purpose for which it was collected. After this period it will be deleted or in some cases anonymised. We may also keep a record of correspondence with you (for example if you have made a complaint) for as long as is necessary to protect us from a legal claim.

Where we have collected the personal information based on your consent and we have no other lawful basis to continue with that processing, if you subsequently withdraw your consent then we will delete your personal information. However, please note that where you unsubscribe from our marketing communications, we will keep a record of your email address to ensure we do not send you marketing emails in future.

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## 9. YOUR RIGHTS IN RESPECT OF YOUR PERSONAL INFORMATION

You have certain rights in relation to your personal information. These include the right to object to the processing of your information for certain purposes, the right to access your personal information, and the ability to erase, restrict or receive a machine-readable copy of your personal information.

We will handle any request to exercise your rights in accordance with applicable law and any relevant legal exemptions. If you wish to exercise any of these rights please contact us using the contact details below.

Finally, if at any stage you become dissatisfied with the manner in which HUK collects, holds or processes your personal information, you have the right to complain to the Information Commissioner's Office (**ICO**) whose website is [www.ico.org.uk](http://www.ico.org.uk). The ICO is the statutory regulator established in the United Kingdom whose job includes the enforcement of the data protection rules. If you have such concerns we request that you initially contact us (using the contact details below) so that we can investigate, and hopefully resolve, your concerns.

## 10. CHANGES TO THIS PRIVACY NOTICE

We may change this privacy notice at any time. The new privacy notice will be displayed on our website. The date this privacy notice was last updated appears at the bottom.

## 11. Contact us

Questions and comments regarding this privacy notice should be sent to: [marcguillaume@highvern.com](mailto:marcguillaume@highvern.com)

Our registered offices are located at: **Fourth Floor, 1 Cork Street Mews, London, England, W1S 3BL**

**This Privacy Notice was last updated in June 2023**