



Worldwide

## **PRIVACY STATEMENT**

### **Who we are**

The Capital Trust Group (CTG), together with its subsidiaries and affiliates, is a Private Equity, Real Estate and Corporate Finance Advisory firm operating in the UK, Europe, USA, the Middle East and North Africa.

### **Our commitment to privacy**

We take our responsibility to protect the personal information provided to us seriously. This statement explains how we do that. It sets out what we do with the personal information we hold, how we protect it, and it explains your privacy rights (if applicable).

### **If we change this Private Statement:**

CTG might update this Privacy Statement from time to time. When we have to do this the revised statement will be posted on this page. You should check this page from time to time to review any changes we have made.

### **The personal information we collect:**

When we collect personal information, we are open about how we will use it.

### **We collect information:**

- from meetings with staff or business contacts, such as exchanging business cards, or collecting information at conferences or business events.
- that you provide to us in connection with the services/advice we provide.
- that we use to validate your identity, such as a passport or proof of residency document.

## **Our legal basis for processing your information**

We rely upon a number of different legal bases for processing personal information, these include processing personal information where it is our legitimate interests to do so, where this is necessary for the fulfilment of a contract or where the processing is necessary to carry out our obligations under employment law. Where we rely on our legitimate interests, this means that we use personal information to run our business and to provide the services/advice we have been asked to provide. We only collect information that has been supplied voluntarily. However, if you do not provide us with information we need by law or required to do work, we may not be able to offer the services/advice requested.

## **How we use your information**

We use your personal information in compliance with all the relevant laws and may use it in one or more of the following ways:

- We may use the contact information you supply to respond to your requests.
- We may use identification verification documents to meet with regulatory and legal requirements to verify who you are as a condition of providing CTG services/advice.
- When you give us consent, we use personal information to provide you with marketing material, services and advice. You may opt out of this at any time by contacting us direct via the contact details on our website - [www.capitaltrustltd.com](http://www.capitaltrustltd.com)

## **Whom we share personal information with**

We may share your personal information with:

- CTG employees who require it to perform their jobs.
- Organisations that support the advice/services we provide to you.
- Official bodies to detect and prevent criminal activity e.g. money laundering, theft, fraud, terrorism and cybercrime.

## **Stopping us contacting you**

You can withdraw your consent at any time by email to [dpo@capitaltrustltd.com](mailto:dpo@capitaltrustltd.com)

## **Where we keep and process your information**

We might transfer and store the information we collect from you outside the European Area (EEA). It may be processed by staff or our suppliers outside the EEA. When we do this, we aim to make sure the information is secure and properly protected.

## **Keeping your information safe**

We commit to maintaining the deployment of appropriate security to protect personal information wherever it is located, and whether it is in electronic or manual form. To do this we may use a variety of mechanisms depending on where the information is stored and the relationship between CTG and any recipient organizations.

## **Your Rights**

Where applicable you may have the following rights over your personal information:

### **Request a copy of the information we hold**

You can access the personal information we hold about you. To do so please contact us by email at [dpo@capitaltrustltd.com](mailto:dpo@capitaltrustltd.com). There is no charge for us providing this information to you.

### **Ask us not to use your information**

If for any reason you do not want us to hold or use your information please contact us by email at [dpo@capitaltrustltd.com](mailto:dpo@capitaltrustltd.com). We may need to keep some of your information for legal and business reasons, for example to comply with a regulatory requirement.

### **Have your information corrected**

If you think the personal information we hold is wrong contact us at [dpo@capitaltrustltd.com](mailto:dpo@capitaltrustltd.com) and we will correct it if necessary. We are committed to holding personal information that is accurate and current.

### **How long we keep your information**

We endeavour to keep your information for as long as we need it for legitimate business or legal reasons. We will then delete it safely and securely. If you want us to delete your information, please contact us at [dpo@capitaltrustltd.com](mailto:dpo@capitaltrustltd.com).

### **How to complain**

If you need to make a complaint about our handling of your personal information, please contact us directly at [dpo@capitaltrustltd.com](mailto:dpo@capitaltrustltd.com). If you are unhappy with how we deal with your complaint, you can contact your Country Data Protection Authority if applicable.

**How else to contact us:**

If you have any other questions about your personal information, please contact us by email at [dpo@capitaltrustltd.com](mailto:dpo@capitaltrustltd.com)

For all enquiries **not** relating to your Personal Information please contact us at the contact page on our website [www.capitaltrustltd.com](http://www.capitaltrustltd.com)