

## **GDPR Policy**

From May 2018 Europe's data protection rules have undergone their biggest changes in two decades, since they were created in the 1990s. Today, the amount of digital information we create, capture, and store has vastly increased and therefore the old regime was no longer fit for purpose.

On 25 May 2018 the mutually agreed European General Data Protection Regulation (GDPR), came into force and became part of Guernsey Law. It has changed how businesses and public-sector organisations can handle personal information on natural persons.

Under GDPR, Cogent Limited has become more accountable for handling of natural persons personal information and as such we have updated our data protection policy.

### **Data Protection Code of Practice**

Our data protection code of practice lays out our policy that ensures Cogent limited, its regulated subsidiaries and our employees comply with The Data Protection (Bailiwick of Guernsey) Law, 2017 and The General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679)

### **What personal data do we hold?**

To provide individuals with a high standard of personal security and in accordance with the requirement of our fiduciary licence issued by the Guernsey Financial Services Commission, we need to hold personal information on natural persons we work with. This data can include:

- Personal details such as full name, past names, age, address, telephone numbers, email address and family connections
- Copies of identification and confirmation of address, Passport or generally acceptable identification, copy of utility bill
- References on the individual from third parties including internet searches
- Notes of conversations or meetings that might occur for which a record needs to be kept
- Records of corporate/legal appointments, and agreements that the individual may be party to.
- Any correspondence relating to the individual.

### **Is the information up-to-date?**

We will undertake periodic reviews of this personal information and request updates, but if your circumstances change, please provide us with new personal details. We do not want to hold out-of-date information on file.

### **Retaining information**

Please also be aware that under the current Guernsey legislation we will be holding information on an individual for at least six years after that information goes out of date. Current data will be held for six to eleven years after any relationship with Cogent or its subsidiaries have ceased.

### **Security of information**

Personal data about individuals is held electronically and/or in a locked manual filing system. The information is only accessible to authorised Cogent employees. Our computer system has secure audit trails and we back up information routinely.

### **Disclosure of information**

To provide the services requested by our clients we may need to disclose personal information about them to:

- The Guernsey Financial Services Commission or one of their representatives
- An officer of the Guernsey Financial Intelligence Unit under a local court order or because of a Suspicious Activity Report filed with them.
- The Guernsey company registry
- Our external auditors
- Individuals or firms that they may ask us to disclose about them and their circumstances to third parties such as accountants or tax advisers.
- The Guernsey Revenue services under the current FATCA CRS legislation
- Agents and third parties as instructed under Guernsey law.

Disclosure will take place on a 'need-to-know' basis. Only those individuals/organisations who need to know to provide care for clients and for the proper administration of Government (whose personnel are covered by strict confidentiality rules) will be given the information.

### **Access to your records**

An individual has the right of access to their data that we hold about them and to receive a copy. Parents may request their child's records if this is in the child's best interests and not contrary to a competent child's wishes. Formal applications for access must be in writing to a Director of Cogent Limited.

### **If you do not agree**

If you do not wish personal data that we hold about you to be disclosed or used in the way that is described in this Code of Practice, please discuss the matter with a Director of Cogent Limited. You have the right to object; however, this may affect our ability to provide you with financial services.

You have a right to withdraw your consent at any time, however this will not be retrospective.