

PERSONAL DATA PROTECTION NOTICE

The SUISSCOURTAGE Group places great importance on the protection of personal data, given the harmful consequences to persons connected to such data which may result from an infringement, misuse, or, more generally, any fraudulent use of such information.

The General Data Protection Regulation EU 2016/679 of 27 April 2016 (the 'GDPR'), which strengthens national legal provisions with regard to the processing and protection of personal data, creates new obligations for any person who conducts automated or non-automated processing of personal data if that processing is carried out as part of the activities of an establishment located in European Union territory and/or if the data concerns nationals of European Union member countries, whether or not the processing operations are conducted within European Union territory.

Thus, whether our Firm acts as a Data Controller or Co-Controller (collecting and processing data as part of the mandate agreed upon with its clients) or as a subcontractor for the companies with which it works (when it processes data on behalf of those companies when commissioned by them to do so), our Firm has decided to establish and apply a Personal Data Management and Protection Policy.

The purpose of this document is to notify you of the ways in which we use and protect your personal data, as well as the reasons for which we process such data.

It is applied uniformly to all products and services offered and executed by SUISSCOURTAGE, with the understanding that further information may be added if you purchase a specific product or service.

1. What personal data do we process?

We collect and use only the personal data that is necessary for us, as part of our Insurance Brokerage business, in order to offer you personalised, high-quality products and services.

We may collect various categories of personal data, including but not limited to:

- identification and contact information (surname, given name, date of birth, social security number, mailing and email addresses, phone number, sex, age, signature);
- information regarding family status (marital status, number of children);
- information regarding employment and professional status in general;
- financial, tax, and social data.

It is understood that the above list of categories is not intended to be comprehensive.

2. How long is personal data retained?

We save your personal data for as long as our business relationship exists, or longer, in the event that we are legally or contractually required to do so.

3. Where is personal data stored?

Your personal data is stored on servers located in the Principality of Monaco and in member countries of the European Union.

The data collected may be processed outside the European Union. In that case, SUISSCOURTAGE shall make all efforts to ensure that your data is protected adequately and in accordance with applicable regulations.

4. Who processes this data?

The data is processed by employees and appointees of the Company who are authorised as a result of their duties and are bound by an obligation of confidentiality.

5. To what categories of entities might your personal data be disclosed?

- to service providers;
- to subcontractors providing services on our behalf
- and to insurance companies.

6. What are your rights and how can you exercise them?

In accordance with applicable regulations, you have a variety of rights, including:

- A right of access: you may obtain information regarding the treatment of your personal data, as well as a copy of that personal data;
- A right to rectification: if you determine that your personal data is incorrect or incomplete, you may demand that the personal data in question be amended as a result;
- A right to erasure: you may require the erasure of your personal data within the limits allowed by legislation;
- A right to restrict processing: you may request a restriction on the processing of your personal data;
- A right to object: you may object to the processing of your personal data on grounds relating to your particular situation;
- A right to data portability, where applicable: you have the right to have the personal data you provided returned to you, or, where technically feasible, transferred to a third party;
- A right to specify guidelines for the preservation, erasure, or communication of your personal data to be applied after your death;
- A right to withdraw your consent: if you have consented to the processing of your personal data, you have the right to withdraw your consent at any time.

You may exercise these rights by contacting our personal data protection department by mail (SUISSCOURTAGE – Service des Affaires Générales / Data Protection Officer – 12, Quai Antoine 1^{er} – 98000 Monaco) or via email (dpo@suisscourtage.com). Your request must be accompanied by a copy of a valid form of identification.

Any and all claims may be lodged with the supervisory authority of the appropriate jurisdiction.