

Jacob Law Ltd. And Jacob Corporate Ltd.
Privacy Notice September 2019

1 What does this Privacy Notice do and does it apply to you?

- 1.1 Many countries have data protection laws that protect the privacy of individuals by regulating the way in which businesses handle and process personal information. Among other things, data protection laws require businesses that handle and process personal information to be transparent about why and how they handle and process personal information.
- 1.2 The purpose of this Privacy Notice is to inform you why and how Jacob Law Ltd. and Jacob Corporate Ltd. (Collectively, **Jacob Law** and **Jacob Corporate**) (**us, we** or **Our Firm**) handles and processes personal and sensitive information about you in connection with the legal services and/or compliance services and/or corporate services (**Our Services**) we provide. This Privacy Notice is in compliance with the Data Protection Law 2017 (as amended from time to time) (the **DPL**).
- 1.3 This Privacy Notice will apply to you only if you are atleast one of the following types of persons:
- a) **Private Client.** Individuals who enter into contract for the provision of Our Services with Our Firm and interact with us in the course of our business.
 - b) **Corporate Clients.** Legal entities which enter into a contract for the provision of Our Services directly with Our Firm and interact with us in the course of our business.
 - c) **Other Relevant Parties.** Parties, whether individuals or corporates who do not belong to any of the foregoing categories but interact with us in connection with (or are otherwise affected by) Our Services provided or the business conducted by Our Firm. Depending on the circumstances, such individuals can include, without limitation, the following:
 - i. individuals who bring legal action against our Private Clients or Corporate Clients;
 - ii. individuals who work for other entities that interact with us in connection with the Our Services we provide to our Private Clients or Corporate Clients;
 - iii. individuals or entities who have invested in any fund, scheme, or arrangement which are established, managed, or administered by our Corporate Clients; and
 - iv. the individuals who work for entities that provide deliverables and services to us.
- 1.4 Nothing in this Privacy Notice creates any new relationship between you and us, or alters any existing relationship between you and us. Nothing in this Privacy Notice affects any right you have under any applicable law, including the **DPL** and any other data protection law that applies to you.

2 Who is responsible for the proper handling and processing of my personal information?

Physical address-Jacob Law Ltd., Buckingham Square, Phase II, 2nd Floor, 720 West Bay Rd
Mailing address-Suite #647, 10 Market Street Camana Bay Grand Cayman KY1-9006
Email- info@jacoblaw.ky and djacob@jacoblaw.ky

3 What sort of personal information is collected by Jacob Law and/or Jacob Corporate?

3.1 The types of personal information which we collect will vary significantly depending on numerous factors, including but not limited to, our regulatory and AML Regime and the discretion to exercise and obtain sufficient information in order to identify our clients, your personal circumstances, the nature of your relationship with us, and the nature of the legal services and/or regulatory compliance services and/or corporate services we are asked to perform.

3.2 The personal information we obtain can be grouped into the following categories:

- a) **Contact Details.** Your contact details such as title, name, known names, physical address, postal address, email address, fax number and phone number.
- b) **KYC Records.** Information about you which we are obliged to check for legal or regulatory reasons, such as your date of birth, country of residence, tax residence, nationality, any ownership interest in any entity or asset you hold, and other like information concerning your identity and background (which may include, where applicable, sensitive information such as any criminal record you have and any sanction or embargo enacted against you).
- c) **Service Records.** Information about you which we obtain in order to provide Our Services. Depending on the circumstances and the nature of your relationship with us, such information may include, without limitation, instruction you give, advice and opinion you receive from us, actions you take based on our advice / opinion, action we take towards you based on instruction we receive from our Corporate Clients, information concerning your assets and liabilities, information about your personal circumstances, as well as information of a sensitive nature, such as information concerning your mental or physical health.

3.3 We will collect your personal information only where we are legally permitted to do so, and only to the extent it is appropriate and necessary for one or more of the purposes described in Section 4.

4 Why does Jacob Law and Jacob Corporate collect your personal information and what are the legal justifications?

4.1 We handle and process your personal information for one or more of the following purposes:

- a) **Service Delivery.** To facilitate the provision of Our Services. Further information about Our Services is available in your Terms of Engagement or Registered Office agreement.
- b) **Service Development.** To improve our existing services and create other service offerings.
- c) **Service Marketing.** To promote Our Services.
- d) **Client Relationship Management.** To manage, maintain, and develop our relationship with our clients.

- e) **Business Administration.** To facilitate the effective management and administration of our business, including in relation to matters such as business planning, budgeting, and forecasting, as well as enforcement of our terms of engagement and collection of our fees.
- f) **Legal and Regulatory Compliance.** To ensure our compliance with all relevant legal and regulatory requirements, including, without limitation, legal requirements relating to money laundering, bribery and corruption, tax evasion, sanctions / embargoes, and export control.

Important Note: If you are a Private Client, Corporate Client or Other Relevant Party, we will use your personal information to conduct various checks to ensure that we comply with all applicable legal and regulatory requirements, before we formally accept you (or your business) as a client and from time to time after you (or your business) is accepted as our client. For example we might check if you are included in official list published by the authorities which lists persons with whom we are by law not allowed to do business, or we might check if you are a politically exposed person in respect of whom we are required to undertake enhanced due diligence.

4.2 In handling and processing personal information for the aforementioned purposes, we rely on the following Legal justifications:

- a) **Contractual Necessity.** Under paragraph 2, Schedule 2 of the DPL where it necessitates the handling or processing of your personal information it shall be to discharge the contractual obligations we owe to you. This is typically the case where you are either a Private or Corporate Client and we handle and process your personal information for the purpose of providing services to you.
- b) **Legitimate Business Interest.** Under paragraph 6, Schedule 2 of the DPL where it necessitates the handling and processing of your personal information in order to meet our own requirement to operate, manage, and develop our business. This is typically the case where we handle and process your personal information for the purposes of Service Delivery with respect to services we provide to our Private or Corporate Clients, for the purposes of 4.1(a)-(f).
- c) **Legal and Regulatory Requirement.** Under paragraph 3, Schedule 2 of the DPL where it necessitates the handling and processing of your personal information for the purpose of Legal and Regulatory Compliance.
- d) **Consent.** Under paragraph 1, Schedule 2 of the DPL where it necessitates the handling and processing of your personal information based exclusively on your consent. We would not ordinarily rely on consent, but occasionally, where none of the other legal justifications are available to us (e.g. if we are to handle and process your personal information for any purpose other than those that are described in paragraph 4.1 above), we may choose to rely on Consent. For example, if you are a Private or Corporate Client who benefits from Our Services, you could be asked whether or not you wish to consent to us sharing your due diligence and know your client records.

Important Note: Where we rely on your consent to handle and process your personal information, you can expect us to explain what you are being asked to agree to, and you may withdraw your consent at any time.

5 How do we obtain your personal information?

- 5.1 We endeavour to collect your personal information directly from you wherever possible. However, the nature of the services we perform and the context in which we handle and process your personal information can often result in us collecting your personal information indirectly from third party sources.
- 5.2 Additionally, there may be circumstances where we are required to seek your personal information from independent sources (for example where we need to use your personal information to comply with legal requirement to validate your identity and background).
- 5.3 Sources from which we may obtain your personal information can be described as follows:
- a) Those who have referred you to us, such as your business contact, or another entity.
 - b) Your lawyer, accountant, tax advisor, wealth manager, and other such advisors who provide your personal information to us on your behalf.
 - c) Publicly accessible websites, registers, and databases, including official registers of companies and businesses, database of journals and news articles, and social media such as LinkedIn.
 - d) Providers of background check and business risk screening services, such as operators of fraud and financial crime databases, and operators of sanctions / embargoes databases (in some cases they can include authorities such as government departments and the police).
 - e) The relevant Private or Corporate Client to whom we provide any services and who entrusts us with your personal information. Depending on the context, this could be, for example, the business which is owned or controlled by you or the business for which you work.

6 Do we use your personal information for marketing purposes?

- 6.1 We may from time to time use your personal information to promote to you Our Services. However, we will do so only if you are:
- a) someone who has done business with us;
 - b) someone who has indicated an interest in Our Services we offer or exchanging business cards with us at a conference, event, or a business meeting; or
 - c) someone who has never done any business with us but whom we have identified (based on business-related information such as your position and title, the company for which you work, etc.) as potentially having an interest in the business-related service offered by us.
- 6.2 Where we contact you for such purpose, we will typically contact you by email. If you wish to stop receiving and legal updates from us please alert us immediately at info@jacoblaw.ky.

7 Do we share your personal information with others?

7.1 We will share your information with others only if and to the extent it is appropriate and necessary to do so for one or more of the purposes outlined in Section 4.

7.2 The extent to which we share your personal information will vary depending on your circumstances and relationship with us, but your personal information will be shared with one or more of the following categories of recipients:

- a) Our Corporate Clients (if you are a client business contact, this may be your employer).
- b) Those who support our business operations, for example data centre operators, IT service providers, administrative support service providers, insurers, accountants, consultants, auditors, etc.
- c) Providers of background check and business risk screening services, such as operators of fraud and financial crime databases, and operators of sanctions / embargoes databases.
- d) Those who provide ancillary services which complement Our Services, for example those who provide legal entity formation / registration services, fund administration services, fiduciary services, and other such services.
- e) Those who participate in or contribute to transactions, arrangements, schemes, legal proceedings, public inquiries, regulatory investigation, and other like matters in respect of which we provide Our Services, including those who are opponents of our Private Clients and Corporate Clients (if any), as well as other lawyers, experts and professional advisors.
- f) Government departments and agencies, police, regulators, courts, tribunals, and other like authorities with whom we are legally obliged to share your personal information, or with whom we decide to cooperate voluntarily (but only to the extent we are legally permitted to do so).

Important Note: Please note that where we share your personal information with the authorities, we may, depending on the circumstances, be forbidden from advising you of the fact that your personal information was disclosed to or requested by the authorities (e.g. when doing so is illegal or might prejudice an on-going investigation).

8 Do we transfer your personal information outside the Cayman Islands?

8.1 Due to the international nature of your business we may be required to transfer or transmit your personal information outside of the jurisdiction.

- 8.2 These overseas destinations, in particular those outside Europe, may not have laws that protect your personal information in the same way the DPL does. This does not mean that your personal information is inevitably put at risk but it can mean that there is less formal legal protection for your personal information.
- 8.3 Where we share your personal information with recipients who are located outside the Cayman Islands, we will, wherever possible, take all appropriate steps that are within our control to ensure that adequate legal safeguards are in place for your personal information which are shared with such recipients (for example, by obtaining contractual assurances from the recipients).
- 8.4 Where we are unable to put in place such adequate safeguards, we may nevertheless share your personal information with such recipients but we will do so only to the extent the applicable legal exemptions permit, and we will ensure that any of your personal information we share with such recipients is kept to the minimum necessary.

9 Will my personal information be kept secure?

- 9.1 We take information security very seriously and we use a broad range of tools and techniques to prevent and detect incidents that might adversely affect information we hold, such as unauthorised access or disclosure, and accidental change or loss, whether they are caused by external factors or internal factors.
- 9.2 The tools and techniques we use include technical measures such as, backup and disaster recovery systems, antimalware, as well as other measures such as vetting of suppliers who are entrusted with our information, awareness training for our workforce, and the continuous evaluation and enhancement of our information security controls.

10 What happens if there is a data breach?

In the unlikely and unfortunate event your personal information under our control becomes compromised due to a breach of our security, we will act promptly to identify the cause and take the necessary steps to contain and mitigate the consequences of the breach. Where appropriate, we will also notify you of the breach in accordance with the DPL and any other applicable law which requires us to notify you of the breach. Where you are a Corporate or Private Client which we provide corporate services, such as registered office, Jacob Corporate as a CIMA licensed entity is required to report such a breach and steps taken to remediate and prevent recurring data breaches as well as notifying you the Private or Corporate Client.

11 How long will my personal information be retained?

- 11.1 The personal information about you which we collect will be retained for at least the duration of the relevant matter in respect of we provide Our Services. Thus, where we obtain your personal information in connection with a matter, we will retain your personal information for as long as the matter remains open and pending.

- 11.2 Once the matter is closed, for example because the underlying matter has settled, closed, or otherwise reached its end, then we will retain your personal information as part of our business records for the duration of the applicable retention period, which will be determined by reference to any legal or regulatory record keeping requirement that applies to us, and no less than 6 years.
- 11.3 For example, the rules concerning prevention of money-laundering mean that if any of your personal information forms part of know your client records or International Tax Compliance matters (concerning US FATCA and/or CRS), we will have to retain it for as long as we continue to have client-advisor relationship with you, and no less than 6 year following the termination of our contractual relationship and/or close of your matter.
- 11.4 In the absence of any specific legal or regulatory record-keeping requirement which applies, we may retain your personal information for an appropriate period where we consider this to be necessary to protect ourselves from any legal claim or dispute that may arise in connection with the relevant services we have provided. Where we do so, the retention period applied to your personal information will reflect the relevant limitation periods.

12 Will this Privacy Notice change in the future?

- 12.1 This Privacy Notice may change from time to time to reflect changes in the DPL, or changes in our business model, but where such revision becomes necessary in the future, we will circulate such changes to our Private or Corporate Clients and Other Related Parties.

13 What rights do you have in respect of your personal information?

- 13.1 Under the DPL, you have certain legal rights in respect of your personal information is handled or processed by Jacob Law and/or Jacob Corporate. These include the following:
- a) The right to ask us to confirm whether or not we handle and process any personal information about you.
 - b) The right to ask us to provide you with copies of your personal information we hold.
 - c) The right to ask us to correct any inaccuracy or incompleteness in your personal information we hold.
 - d) The right to ask us to stop handling and processing your personal information or to not begin the handling and processing of your personal information.
 - e) The right to ask us not to subject you to automated decision-making that uses your personal information.
 - f) The right to object to us using your personal information for direct marketing purposes.

Important Note: The rights you have in respect of your personal information are not absolute and are subject to a range of legal conditions and exemptions. If and to the extent a relevant legal condition or exemption applies (including exemptions that preserve the legal professional privilege), we reserve the right not to comply with your request. Additionally, while the rights

you have can normally be exercised free of charge, the DPL allows us to charge you in certain limited circumstances. In such cases, we reserve the right to charge you a fee for processing your request.

14 Who do you contact about your personal information?

14.1 If you would like to exercise any of the rights you have in respect of your personal information, or if you have any question or concern regarding the way in which we handle and process your personal information, then please reach out to info@jacoblaw.ky and djacob@jacoblaw.ky.

14.2 If you have a complaint regarding the way in which we handle and process your personal information, please contact our Compliance Officer in the first instance. You can do so by emailing your complaint to rmugwagwa@jacoblaw.ky.

14.3 We will endeavour to respond satisfactorily to any request, query, or complaint you may have in respect of your personal information, but if you are dissatisfied with our response and wish to make a formal complaint, or if you simply wish to learn more about your rights, you can contact the Caymans Islands Ombudsman:

Ombudsman PO Box 2252

Grand Cayman KY1-1107

Cayman Islands

<https://ombudsman.ky/data-protection>

15. The Privacy Notice is in accordance with the principles enshrined in the Data Protection Principles in Schedule 1 of the DPL and its interpretation in Schedules 2-4. This Privacy Notice and our policies and procedures are in compliance with the DPL and shall be amended as new guidance is released and as the DPL is revised from time to time.