











GCP Asset Backed Income Fund Limited – Privacy Policy

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KEY SUMMARY

We rely on reputable companies to develop our business under our directions, and for this reason your personal data will normally be directly processed by parties like Gravis, who is our Investment Manager, or who carry out other functions like our Administrator, Company Secretary, Registrar, Receiving Agent or Broker, and GCP Asset Backed Income Fund Limited (and their [UK subsidiaries](#)) will not access or anyhow process your data unless it is strictly necessary. You can see more about parties collecting and processing data about you under this scheme [here](#).

Some data collected by this website, mainly concerning website users contacting for general enquiries or in relation to other investment trust, are under Gravis (or other companies') control and we are not responsible for the processing of such data. Please ensure you read their privacy notices if you believe they apply to you.

We process your personal information for the management and administration of share holdings, to enable us to promote and supervise the management of GABI, to communicate with investee companies such as borrowers and monitor the performance of the investment trusts, to maintain our accounts and records, to communicate with directors and past, current or prospective shareholders, contractors and investors, and to deal with any enquiries or requests you raise.

This notice explains what data we process, why, how it is legal and your rights.

ABOUT US AND THIS NOTICE



This Privacy Notice is provided by GCP Asset Backed Income Fund Limited and its UK subsidiaries GCP Asset Backed Income (UK) Limited, and GABI GS Limited ("GABI" or "we" or "us") and to the extent we process your personal data directly or by someone under our instructions, we are the data controller and responsible for processing your data. We are based in Jersey and in the UK and comply with the data protection laws applicable in both jurisdictions, mainly influenced by the General Data Protection Regulation which is also an applicable regime in our scheme.

We take your privacy very seriously. We ask that you read this Privacy Notice carefully as it contains important information about our processing and your rights.

How to contact us

If you need to contact us about this Privacy Notice, please contact our Administrator by using the details below

The Administrator
Apex Financial Services (Alternative Funds) Limited
12 Castle Street, St Helier, Jersey JE2 3RT
T: +44 (0) 1534 847000
E: gabicosec@apexfs.com

If you would like this Privacy Notice in another format (for example: audio, large print, braille), please contact us.

Changes to this Privacy Notice

The latest version of this Privacy Notice can always be found here at <https://www.graviscapital.com/funds/gcp-asset-backed/literature>.

We may change this Privacy Notice from time to time. If our Privacy Policy changes in any way, we will place an updated version on this page. Regularly reviewing this page ensures that you are always aware of what information we collect, how we use it and under what circumstances, if any, we will share it with other parties.

Current version: v5 September 2020

USEFUL WORDS AND PHRASES



Please familiarise yourself with the following words and phrases (used in **bold**) as they have particular meanings in the **Data Protection Laws** and are used throughout this Privacy Notice:

Term	Definition
controller	This means any person who determines the purposes for which, and the manner in which, any personal data is processed .
criminal offence data	This means any information relating to criminal convictions and offences committed or allegedly committed.
Data Protection Laws	This means the laws which govern the handling of personal data and includes the laws applicable in Jersey and the UK, the General Data Protection Regulation (EU) 2016/679 and any other national laws implementing that Regulation or related to data protection.
data subject	The person to whom the personal data relates.
Data Protection Supervisor	This means the Jersey Office of the Information Commissioner, or the UK Information Commissioner's Office both of which are responsible for implementing, overseeing and enforcing the Data Protection Laws in their territories.
personal data	<p>This means any information from which a <u>living individual</u> can be identified.</p> <p>This will include information such as telephone numbers, names, addresses, e-mail addresses, photographs and voice recordings. It will also include expressions of opinion and indications of intentions about data subjects (and their own expressions of opinion/intentions).</p> <p>It will also cover information which on its own does not identify someone but which would identify them if put together with other information which we have or are likely to have in the future.</p>

Term	Definition
processing	<p>This covers virtually anything anyone can do with personal data, including:</p> <ul style="list-style-type: none"> • obtaining, recording, retrieving, consulting or holding it; • organising, adapting or altering it; • disclosing, disseminating or otherwise making it available; and • aligning, blocking, erasing or destroying it.
processor	<p>This means any person who processes the personal data on behalf of the controller.</p>
special categories of data	<p>This means any information relating to:</p> <ul style="list-style-type: none"> • racial or ethnic origin; • political opinions; • religious beliefs or beliefs of a similar nature; • trade union membership; • physical or mental health or condition; • sexual life; or • genetic data or biometric data for the purpose of uniquely identifying you.
you	<p>Current, former and prospective:</p> <ul style="list-style-type: none"> • directors • shareholders • contractors and/or service providers • investee companies / borrowers • individual investors • individuals employed by or connected to the above • any other individuals contacting GABI for the purposes related to our business

WHAT PERSONAL DATA DO WE COLLECT?



- **Information we process about [you](#)**

We, or our contractors, collect your contact details such as name, email address, address, telephone number; bank account details, KYC documents such as your passport and credit history, personal identifiers, such as social security number and national insurance number, age, marital status, professional title, occupation, financial information and tax status.

We do not directly process most of the information you give to our Investment Manager, Registrar, Administrator, Company Secretary and other third parties like our brokers, and when they collect your personal data, or any personal data you provide to them, they will inform you about the processing of this data for their own purposes or on our behalf as appropriate.

Your personal data will be collected when buying shares in GABI or through interactions with us or our contractors in the course of our businesses, investments or interests in common, or as part of the services we deliver to you.

- **Personal information about other individuals**

If you provide us with information about other individuals you confirm that you are mandated by them and thus act under their instructions and have informed them about this Privacy Notice as appropriate.

WHY DO WE PROCESS YOUR PERSONAL DATA?



We use your **personal data** for the following purposes listed in this section. We are allowed to do so on certain legal bases (please see section 'How is processing your data lawful' for further detail):

- To facilitate share transactions
- To manage and administer share holdings
- To carry out AML checks
- To make and administer investments
- To enable us to promote and supervise the management of GABI
- To maintain our accounts and records
- To communicate with prospective, current or former directors, shareholders, contractors, other service providers and investors
- To comply with regulatory and tax requirements and other legal obligations
- To deal with any enquiries or requests you raise

HOW IS PROCESSING YOUR PERSONAL DATA LAWFUL?

Personal data

We are allowed to **process** your **personal data** for the following reasons and on the following legal bases:

➤ **Legitimate interests**

We have a legitimate interest in sharing data about you with

- (i) between our group entities if necessary for internal administrative purposes; and
- (ii) our contractors when it is necessary for them to deliver the services we are contracting.

We do not share information about you with these third parties in a context other than where it is necessary to perform a contract or for us to run and manage our business efficiently as you expect us to do.

You can find more information related to third parties in this Privacy Notice (see "[Who will have access to your personal data?](#)")

You can object to **processing** that we carry out on the grounds of legitimate interests as long as it is not linked to another legal ground (for example if it is necessary to perform a contract we have in place with you). See the section headed "[Your Rights](#)" to find out how.

➤ **Contract**

It is necessary for our performance of the contract you have agreed to enter with us. If you do not provide your **personal data** to us, we will not be able to carry out our obligations under the terms of your contract.

➤ **Legal obligation**

We are subject to legal obligations to **process** your **personal data** for the purposes of complying with applicable regulatory, accounting and financial rules, health and safety and to make mandatory disclosures to government bodies and law enforcements.



WHO WILL HAVE ACCESS TO YOUR PERSONAL DATA?

Our Administrator, Company Secretary, Depositary, Registrar and Receiving agent will directly collect and process your personal data as our **processors**. The companies developing these services are as follows:

Who information is processed by: processors in Jersey	
Administrator and Company Secretary	Apex Financial Services (Alternative Funds) Limited
Depositary	Apex Financial Services (Corporate) Limited
Receiving Agent	Link Market Services Limited
Registrar	Link Market Services (Jersey) Limited
Who information is processed by: processors in the UK	
Depositary	Apex Financial Services (Corporate) Limited
Accountant	Apex Financial Services (Alternative Funds) Limited
Company Secretary	Wellco Secretaries Ltd

In addition, we share your **personal data** with the following entities who act as separate **controllers** of your **personal data**. You should review their privacy notices to find out how they **process** your **personal data**. If you have any queries or complaints about how they **process** your **personal data** by them, please contact them separately using the contact information provided on their website.

Who information is shared with: controllers		Link to their privacy notice
Investment Manager	Gravis Capital Management	https://www.graviscapital.com/regulatory/privacy-policy
To the extent that they do not act under our instructions (for	The Apex entities listed in the <u>processors</u> section	https://theapexgroup.com/privacy-policy/

example when they need to comply with their own legal obligations): Administrator and Company Secretary and Depositary		
Receiving Agent and Registrar	The Link entities listed in the <u>processors section</u>	https://www.linkassetsservices.com/privacy-policy
Corporate Sponsor and Broker	Investec Bank plc	https://www.investec.com/en_gb/legal/privacy-policy.html
Auditor	PricewaterhouseCoopers CI LLP	https://www.pwc.com/jg/en/about-us/privacy-statement.html
Legal advisor (Jersey)	Carey Olsen	https://www.careyolsen.com/privacy-policy
Legal advisor (UK)	Gowling WLG	https://gowlingwlg.com/en/privacy-statement
Valuation agent	Mazars LLP	https://www.mazars.com/Legal-and-privacy
Reporting accountant	BDO LLP	https://www.bdo.co.uk/en-gb/privacy-statement
Public relations service provider	Quill Communications Limited	https://www.quillpr.com/privacy-policy
Other categories	Security trustees Printers Typesetters	

We will also share your **personal data** with **the police, tax authorities and other law enforcements or regulators** where we are required by law to do so. More information concerning these recipients is available under request.

Transfers of your personal data outside the territories where we operate

Where we transfer your personal information outside Jersey and/or the territories where our group entities operate, we will ensure that it is protected and transferred in a manner consistent with legal requirements applicable to the information. This can be done in a number of different ways, for instance:

- the country to which we send the personal information may be approved by the European Commission as providing adequate protection for personal data;
- by utilising a contract based on “model contractual clauses” approved by the European Commission;
- where the recipient is located in the US, it may belong to the EU-US Privacy Shield scheme; or
- where the law permits us to otherwise transfer your personal information to another country.

If you would like further information about the safeguards we have in place to protect your personal information, please contact the Administrator.

How we keep your personal data secure

We strive to implement appropriate technical and organisational measures in order to protect your **personal data** against accidental or unlawful destruction, accidental loss or alteration, unauthorised disclosure or access and any other unlawful forms of **processing**. We aim to ensure that the level of security and the measures adopted to protect your **personal data** are appropriate for the risks presented by the nature and use of your **personal data**. We follow recognised industry practices for protecting our IT environment and physical facilities and we ensure that the companies processing your data on our behalf provide an adequate level of protection to secure both your personal data and other confidential information.

WHEN WILL WE DELETE YOUR DATA?



Our main rule is not to keep your data for longer than we need to in order to meet all the purposes we included in the section "[Why do we process your personal data?](#)".

For example, if you are a shareholder, we will keep your data during the time you are in such position after which, we will keep your personal data if we need it to comply with a legal obligation or if we need it to meet other purposes, but if we do not need all the data you provided at first instance, we will delete the remaining data. For most of the purposes and legal obligations we have stated a retention period of 10 years although this might vary depending on the agreements we have in place with you, or other legal obligations. A detailed retention schedule is available under request.

Details of retention periods for different aspects of your personal data are available on request. Criteria which are to be considered in determining the retention periods include the following:

- the purpose(s) and use of your information by us both now and in the future (such as whether it is necessary to continue to store that information in order to continue to perform our obligations under a contract with you or to contact you in the future);
- whether we have any legal obligation to continue to process your information (such as any accounting, record-keeping or reporting obligations imposed by relevant law or regulation);
- whether we have any legal basis to continue to process your information (such as your consent);
- any relevant agreed industry practices on how long information should be retained;
- the levels of risk, cost and liability involved with us continuing to hold the information;
- how hard it is to ensure that the information can be kept up to date and accurate; and
- any relevant surrounding circumstances (such as the nature and status of our relationship with you).

YOUR RIGHTS



As a **data subject**, you have the following rights under the **Data Protection Laws**:

- the right to object to **processing** of your **personal data**;
- the right of access to **personal data** relating to you (known as data subject access request);
- the right to correct any mistakes in your information;
- the right to ask us to stop contacting you with direct marketing;
- the right to prevent your **personal data** being processed;
- the right to have your **personal data** ported to another controller;
- the right to withdraw your consent;
- the right to erasure; and
- rights in relation to automated decision making.

These rights are explained in more detail below. If you want to exercise any of your rights, please contact us (please see "How to contact us").

We will respond to any rights that you exercise within a month of receiving your request, unless the request is particularly complex, in which case we will respond within three months.

Please be aware that there are exceptions and exemptions that apply to some of the rights which we will apply in accordance with the Data Protection Laws.

➤ **Right to object to processing of your personal data**

You may object to us **processing** your **personal data** where we rely on a legitimate interest as our legal grounds for **processing**.

If you object to us **processing** your **personal data** we must demonstrate compelling grounds for continuing to do so. We believe we have demonstrated compelling grounds in the section headed "How is processing your personal data lawful".

➤ **Right to access personal data relating to you**

You may ask to see what **personal data** we hold about you and be provided with:

- a copy of the personal data;
- details of the purpose for which the personal data is being or is to be **processed**;
- details of the recipients or classes of recipients to whom the personal data is or may be disclosed, including if they are overseas and what protections are used for those overseas transfers;

- the period for which the personal data is held (or the criteria we use to determine how long it is held);
- any information available about the source of that data; and
- whether we carry out an automated decision-making, or profiling, and where we do information about the logic involved and the envisaged outcome or consequences of that decision or profiling.

To help us find the information easily, please provide us as much information as possible about the type of information you would like to see.

➤ **Right to correct any mistakes in your information**

You can require us to correct any mistakes in your information which we hold. If you would like to do this, please let us know what information is incorrect and what it should be replaced with.

➤ **Right to restrict processing of personal data**

You may request that we stop **processing** your **personal data** temporarily if:

- you do not think that your data is accurate. We will start **processing** again once we have checked whether or not it is accurate;
- the **processing** is unlawful but you do not want us to erase your data;
- we no longer need the **personal data** for our **processing**, but you need the data to establish, exercise or defend legal claims; or
- you have objected to **processing** because you believe that your interests should override our legitimate interests.

➤ **Right to data portability**

You may ask for an electronic copy of your **personal data** which we hold electronically and which we **process** when we have entered into a contract with you. You can also ask us to provide this directly to another party.

➤ **Right to withdraw consent**

You may withdraw any consent that you have given us to **process** your **personal data** at any time. This means that we will not be able to carry out any **processing** which required use of that **personal data**.

➤ **Right to erasure**

You can ask us to erase your **personal data** where:

- you do not believe that we need your data in order to **process** it for the purposes set out in this Privacy Notice;
- if you had given us consent to process your data, you withdraw that consent and we cannot otherwise legally **process** your data;
- you object to our **processing** and we do not have any legitimate interests that mean we can continue to **process** your data; or
- your data has been **processed** unlawfully or have not been erased when it should have been.

➤ **Rights in relation to automated decision making**

You have the right to have any decision that has been made by automated means and which has a significant effect on you reviewed by a member of staff and we will consider any objections you have to the decision that was reached.

What will happen if your rights are breached?

You may be entitled to compensation for damage caused by contravention of the **Data Protection Laws**.

Complaints to the regulator

It is important that you ensure you have read this Privacy Notice - and if you do not think that we have **processed** your data in accordance with this notice - you should let us know as soon as possible. You may also complain to the **Jersey Information Commissioner** or (if you are resident within the EU) to your local Data Protection Supervisor.

The Jersey Information Commissioner can be contacted at <https://oicjersey.org/> for individuals in Jersey. The UK Information Commissioner can be contacted at <https://ico.org.uk/> for individuals in the UK.