

Privacy Notice

Introduction

In this Policy, where we refer to "**Monoceros**" (or "**we**"/"**us**"/"**our**"), we mean Monoceros Innovation Advisory Limited.

Monoceros is an innovation consultancy operating in the Island of Jersey.

We may collect information from you through your use of this website, when you request information from us or engage with our services, or as a result of your relationship with us in the course of our business.

References in this notice to "**your information**" are also to personal information that you provide to us or which we otherwise gather in the course of operating our business.

The data we collect

We may collect various types of personal data about you, including:

- ♦ your personal identification information (which may include your name and passport information, your IP address and personal data relating to claims, court cases and convictions, politically exposed person (PEP) status, personal data available in the public domain and such other information as may be necessary for Monoceros to provide its services and to complete its CDD process and discharge its AML/CFT obligations)
- ♦ your contact information (which may include postal address and e-mail address and your home and mobile telephone numbers)
- ♦ your family relationships (which may include your marital status, the identity of your spouse and the number of children that you have)
- ♦ your professional and employment information (which may include your level of education and professional qualifications, your employment, employer's name and details of directorships and other offices which you may hold)
- ♦ financial information, sources of wealth and your assets (which may include details of your assets, sources of wealth, shareholdings and your beneficial interest in assets, your bank details and your credit history)
- ♦ information about client matters which may include personal information such as information about employment, health, travel and regulatory status
- ♦ if you apply for a position with us we may collect personal information relating to your past employment, professional qualifications and education, your nationality and immigration/residential status, opinions from third parties about you (such as references) and

other details about you which may be gathered during the recruitment process. We may also review publically available information about you on your social media accounts.



Where we obtain your personal data

We collect your personal information from the following sources:

- ♦ personal information which you give to us, such as: – such other forms and documents as we may request that are completed in relation to the administration/management of any of our services – information gathered through client due diligence carried out as part of our compliance with regulatory requirements – any personal information provided by way of correspondence with us by phone, e-mail or otherwise
- ♦ personal information we receive from third party sources, such as:
 - ♦ our clients: in connection with matters upon which we are or may be instructed (for example where you are a counterparty to a transaction)
 - ♦ entities in which you or someone connected to you has an interest
 - ♦ your legal and/or other advisors
 - ♦ financial institutions who hold and process your personal information
 - ♦ credit reference agencies and financial crime databases for the purposes of complying with our regulatory requirements
 - ♦ personal information received in the course of dealing with advisors, regulators, official authorities and service providers by whom you are employed or engaged or for whom you act.

Data collected through our website and social media

You may choose to provide personal data by completing any of the forms on our public website. These are included on the following pages:

- ♦ Papers and Podcasts
- ♦ Contact Us

In addition to the information you knowingly provide, Monoceros may collect the domain names and IP addresses of its visitors, along with usage statistics, analytics and browsing history. This data is used to promote our services. Please see our cookies policy for more details about this.

You may also provide us with personal information if you contact us by email, telephone, social media, or letter or provide us with a business card.

Data collected through social media

We may also collect information about you through social media such as your LinkedIn and Instagram details. This data is used to promote our services.



How we use your information

We are committed to protecting and respecting your privacy. We provide services to our clients and we use your personal data for those purposes. Normally the purposes for which we use your personal data will be clear when we collect that data.

We will not use your personal data for purposes that are not clear when we collect that data and will only use your personal information to:

- ♦ conduct administrative or operational processes within our business;
- ♦ provide and improve our services;
- ♦ compile anonymous statistics, for example website usage statistics;
- ♦ perform a contract which we may have with you;
- ♦ comply with our legal and regulatory obligations;
- ♦ to establish, exercise or defend the legal rights of Monoceros or for the purpose of legal proceedings;
- ♦ process and respond to requests, enquiries or complaints received from you or someone connected to you;
- ♦ send you marketing material (e.g. papers and links to podcasts and webinars);
- ♦ provide you with personalised content;
- ♦ invite you to events;
- ♦ for other legitimate business purposes; and
- ♦ to review and process your application should you apply for a position with us.

How and why we share your information

We may share your personal information outside Monoceros. This may include disclosures to:

- ♦ third party agents, suppliers or contractors, in connection with the processing of your personal information for the purposes described in this policy, which may include, but is not limited to:
 - ♦ IT, website and communications service providers
 - ♦ our own advisers such as legal advisors, consultants, auditors and accountants which we may instruct from time to time
- ♦ third parties relevant to the services that we provide, which may include, but is not limited to:
 - ♦ counterparties to transactions
 - ♦ other professional service providers
 - ♦ regulators
 - ♦ law enforcement agencies
 - ♦ governmental institutions
 - ♦ courts

- ♦ to the extent required by law, regulation or court order, for example if we are under a duty to disclose your personal information in order to comply with any legal obligation such as our AML/CFT obligations
- ♦ we may disclose your personal information for the purposes of seeking references and confirmation of the details which you have provided should you apply for a position with us.

Direct marketing

We may ask whether you wish to receive marketing from us and this will be presented to you as an option on the relevant application form or page on our website where necessary. We may also contact you by email or other means to inform you about other services or events which may be of interest to you. You have the right at any time to stop us from contacting you for marketing purposes. If you wish to do so, please either unsubscribe or contact info@monocerosinnovation.com

Retention of personal information and security

Your personal information will be retained for as long as required:

- ♦ for the purposes for which the personal information was collected
- ♦ in order to establish or defend legal rights or obligations or to satisfy any reporting or accounting obligations
- ♦ as required by data protection laws and any other applicable laws or regulatory requirements.

We will ensure that the personal information that we hold is subject to appropriate security measures.

Access to and control of your personal information

You have the following rights in respect of the personal information about you that we process:

- ♦ the right to access and port personal information
- ♦ the right to rectify personal information
- ♦ the right to restrict the use of personal information
- ♦ the right to request that personal information is erased
- ♦ the right to object to processing of personal information.

You also have the right to lodge a complaint about the processing of your personal information either with us, with the Office of the Information Commissioner in Jersey (<https://oicjersey.org>).

Where we have relied on consent to process your personal information, you have the right to withdraw consent at any time.



If you wish to exercise any of the rights set out above, please contact our data protection officer at info@monocerosinnovation.com.

Inaccurate or amended information

Please let us know as soon as possible if any of your personal information changes (including your correspondence details).

Failure to provide accurate information or to update information when it changes may have a detrimental impact upon our ability to provide services to you.

Questions and contact information

If you have any questions in relation to this notice please contact us at: info@monocerosinnovation.com.

Changes to this policy

We may change this policy from time to time by updating this page. You should check this page from time to time to ensure you are happy with any changes.

We last updated this policy on 13 July 2021.