

## **Privacy and Cookies Policy**

### **Data Protection and Privacy**

At Dundas Partners LLP (Dundas) we take our data protection and privacy responsibilities seriously.

The Data Protection Act of 2018 is the UK's implementation of the General Data Protection Regulation (GDPR). This policy is in place to explain who we are, how, why, and what information we collect. It outlines how we use and store your personal information following the data protection principles. We explain your rights in relation to your personal information and how to contact us in the event you have a question or complaint.

We are an investment manager who works with professional and institutional clients only. Most of the information we hold is business contact information that allows us to work with individuals who are acting on behalf of clients and potential clients. We do not manage portfolios on behalf of individuals or retail clients.

We hold information to allow us to manage our business effectively, this includes business information on service providers, staff, and potential employees. Standard information we would collect includes your name and how we can contact you, basic information about you including email address, social media contact, job title, company name – business information.

We use your information to manage our relationship with you or your business and to develop and share our marketing activities with individuals. Under data protection law, we can only use your personal information if we have proper reason to do so. We will not share individual information with third parties without prior consent.

We collect the information we use for the above purposes from one or more of the below sources:

- directly from you through our relationship
- from third parties that are authorised to share your information with us, such as intermediaries, institutional clients, and service providers
- from publicly available sources of information

Protecting and storing information is very important to us. We have implemented comprehensive administrative, technical, and physical safeguards that are appropriate to the type of information concerned in order to:

- maintain the security and confidentiality of such information
- protect against any anticipated threats to the security or integrity of such information
- protect against unauthorized access to or use of such information that could result in significant harm
- ensure appropriate disposal of such information

Dundas will follow the data protection principles in respect of the period for which we hold any information provided.

### **Legal rights available to help manage your privacy**

The new rights provided by the EU General Data Protection Regulation became effective on 25<sup>th</sup> May

2018 and the UK's implementation of it, the Data Protection Act 2018. Subject to certain exemptions, you have certain rights in relation to the information we hold about you. These include the right to:

- to be informed about how your data is being used
- to access personal data
- to have incorrect data updated
- to have data erased
- to stop or restrict the processing of your data
- to transfer your information - data portability (allowing you to get and reuse your data for different services)
- to object to how your data is processed in certain circumstance

## **Cookies**

Dundas use cookies to track information provided to us by your browser when using our website. A cookie is a small piece of information that a website stores on the web browser on your device and can later retrieve. "Session" cookies are temporary and will expire at the end of a browser session, i.e., when you leave a website. Session cookies allow a website to recognize you and carry information as you navigate between pages during a single browser session. "Persistent" cookies remain in the cookie file of your browser even after you leave a website and after the browser is closed. They enable a website to recognise you upon your return, remember your preferences and provide tailored services to you. A cookie will not contain information that will enable us to contact you via telephone, email or other means.

We use session and persistent cookies to measure your use of our website in an effort to improve its quality and enhance your overall experience, including tracking page views, time and date of website access and other usage data. Cookies also provide your operating system and browser type (but not other information about your computer or the programs on it) and your general geographic location.

### **Control your cookie settings**

Most browsers are initially set to accept Cookies. However, you have the ability to change your browser settings. It may also be possible to configure your browser settings to enable acceptance of specific Cookies or to notify you each time a new Cookie is about to be stored on your device enabling you to decide whether to accept or reject the Cookie. You can also disable Cookies by configuring your browser setting to reject Cookies. Please refer to the help section of your browser for instructions on disabling Cookies. For more information about Cookies, how they work, why they are so useful and how to disable them, you can visit <http://www.allaboutcookies.org>

If you do not wish to accept Cookies from our Website, please either disable them or refrain from using our website. If Cookies are disabled, it may mean that you experience reduced functionality or will be prevented from using all or part of our website.

### **How you can contact us for more support**

If you require a copy of the data we hold on you we will provide it as soon as possible and no longer than one month from the date of request.

The primary point of contact for all issues arising from this privacy notice is our Data Protection Officer, Hugh Livingston. The Data Protection Officer can be contacted with any questions you may have in the following ways:

By email [hlivingston@dundasglobal.com](mailto:hlivingston@dundasglobal.com)

By phone: 0131 556 2627

You may also contact him by post:

The Data Protection Officer  
Dundas Global Investors  
41 Northumberland Street  
Edinburgh  
EH3 6JA

We may amend this notice from time to time to keep it up to date with legal requirements and the way we operate our business. Please regularly check these pages for the latest version of this notice.

As of 01 July 2022