# Website Privacy Policy

# Background

The aim of this policy is to provide you, a user of this website, with relevant information so you can be satisfied that we are using your personal information properly. It only applies to information you provide to us when using the Dealogic website. It does not apply to information processed by Dealogic outside your use of this website, such as when you are using our products or if you are an employee of Dealogic. This document is not a policy statement about Dealogic's approach to data privacy and security generally.

Please only submit information to us through this website if you agree we may use it in accordance with this policy. We may amend our policies to reflect changes to our business, website, data protection law or other legislation. Therefore, please revisit this policy on a regular basis to ensure you are familiar with its terms.

For information on how Dealogic uses personal information when it is acting as a controller within its products please click <u>here</u>. For information on when Dealogic manages personal information when acting as a processor for its clients please click <u>here</u>.

#### Who are we?

We are Dealogic Limited (referred to as "Dealogic" and "we" throughout). Please click <u>here</u> for our details and those of other Dealogic group companies.

# What information do we gather?

You may provide information to us, such as your name and contact details, by filling out and submitting on online contact form or sending us a speculative job application. If you provide us with a business card, we may enter that information on our marketing database (CRM) so we can send you information or invites you have indicated you wish to receive. We may request surveys to be completed for research purposes via our website, although you are not obligated to respond. We may also gather certain information automatically when you visit the website. For instance, we may keep a record of traffic data which is logged automatically by the server. This could include your IP address, a record of pages you visit on our website and the addresses of the website you visited before ours and the one you visit afterwards. We do not store or analyse this traffic data in a way that identifies any individual. We may also use cookies.

For information on how Dealogic uses cookies please click <u>here</u>.

# How will we use the information about you?

Dealogic gathers and uses the information referred to above to give you the best experience when using the Dealogic website and to allow you to make enquiries conveniently through the online contact form. We gather and use that information because, since our website provides details of our products, we have a legitimate interest in ensuring that it works efficiently for each user. We will retain the information you provide for no longer than is necessary for the purposes stated.

We use your information to provide you with industry updates or other content, including information about our products and services, that you request.

If you send to us a speculative CV and there is no suitable position currently available we may wish to retain your CV and other details on file until a suitable vacancy arises, otherwise we will use your information to process your application. We will retain this information for as long as necessary to satisfy legal or regulatory requirements.

We will keep you on our mailing lists until you ask us not to contact you further. See Rights and Further Information below for details of how to opt-out of mailings from us. Please note that we use a third party system to send out our marketing emails.

If you are one of our suppliers, we will use information we hold on you to manage the contract between us and to improve performance.

### Disclosure of your information

We may disclose your personal information to any member of our group, which means our subsidiaries, our ultimate holding company and its subsidiaries. We have intra-group agreements in place to cover such transfers.

We may disclose your personal information to third parties:

- In the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets.
- If any Dealogic Group affiliate including but not limited to Dealogic Limited or substantially all of any of the Group companies' assets are acquired by a third party, in which case personal data held by it will be one of the transferred assets.
- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation or in order to enforce or apply our "Terms of use" and other agreements. We may be required to disclose your information to law enforcement or regulatory bodies and to our auditors.
- Such as our IT service providers. They will have incidental access to your information but will be obliged to act only on our instructions and to keep your information secure.
- If you apply for a position within Dealogic, we will only contact your referees with your prior permission and usually not until you sign an offer of employment.
- Where we give seminars and hold events in conjunction with third parties, we will typically
  write to you about the event ourselves rather than disclosing your details to those third
  parties although the third parties will be given your name and the name of the organisation
  you work for if you attend.
- With analytics and search engine providers that assist us in the improvement and optimisation of our website.

# Our commitment to keeping your information secure

Dealogic is committed to protecting the information which is provided to us. For more information on this and international data transfers please click <u>here</u>.

Where we have given you (or where you have chosen) a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password related to this site with anyone.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once you provide your information to us on the website, we will use strict procedures and security features to try to prevent unauthorised access.

#### Rights and further information

You have rights over your personal information including access, correction of inaccuracies and making complaints.

Where we use your information for marketing purposes, you always have a right to amend your preferences or to unsubscribe from communications. These options are clearly marked in our communications. Otherwise, you can ask us to stop sending you marketing material at any time by writing to our marketing department at the address in the <u>Contact Us</u> section of the website.

Our website may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

If you have any enquiries about these or about the information provided above please contact us at <a href="mailto:privacy@dealogic.com">privacy@dealogic.com</a>.

Further information about data protection issues including the online Register of Data Controllers can be found on the <u>Information Commissioner's website</u>. Dealogic Limited is registered under registration number 1777183.

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 Page 3 of 3