

# Website, Supplier and General Privacy Notice

## **Why are we providing this notice?**

The General Data Protection Regulation (“**GDPR**”) applies to the collection, processing and storage of personal data undertaken by organisations within the European Economic Area (EEA), as well as to organisations outside the EEA that handle personal data relating to the offering of goods or services to individuals in the EEA.

The GDPR has two key purposes: (a) to set guidelines for the collection, processing and protection of personal data and (b) to give individuals certain rights in relation to their personal data (such as to access and correct it and object to further processing).

This Privacy Notice is intended to ensure that individuals outside our organisation with whom we interact, including visitors to our website, sole trader service providers or other suppliers or where applicable their personnel and others who interact with us whether via our website or by corresponding with us by other means (e.g. by emailing or phoning us) (“**you**”, or “**your**”) are aware of the categories of your personal data Longview Partners (Guernsey) Limited, Longview Partners (UK) Limited and/or Longview Partners LLP (“**we**”, “**us**” or “**our**”) may collect, how we collect it, what we use it for and with whom we share it in accordance with the GDPR and equivalent legislation enacted in Guernsey.

“Personal data” means any information relating to you, but does not include data where you can no longer be identified from it such as anonymised aggregated data.

We will be data controllers in respect of your relationship with us. A data controller is responsible for deciding how to hold and use personal data about you. We may process your personal data ourselves or through others acting as data processors on our behalf.

We may provide supplemental privacy notices on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your personal data. These supplemental notices should be read together with this Privacy Notice.

If you have any questions about this Privacy Notice you can contact [finance@longview-partners.com](mailto:finance@longview-partners.com).

## **What information do we collect about you and what do we use it for?**

Personal data held by us or on our behalf may include, but is not necessarily limited to, your name, address, place of business, email address, other contact details, corporate contact information, job title, signature and correspondence records. If you are a sole trader service provider or supplier to us we will also process your bank account details.

The purposes for which we may collect, store and use personal data about you and our ‘lawful basis’ for processing such data are set out in the table below. The law specifies certain ‘lawful bases’ for which we are allowed to use your personal data.

Purpose	Lawful basis for processing
To correspond with you.	Our legitimate interests in responding to your enquiry, contacting you in relation to the services you provide or otherwise communicating with you in the course of our business.
Corresponding with third parties such as service providers, legal advisors, auditors and technology providers and regulatory authorities to comply with any legal obligation imposed on us or in order to pursue our legitimate business interests.	Compliance with applicable legal obligations. Our legitimate interests in conducting our business in a proper manner.
To maintain our records.	Our legitimate interests in conducting our business in a proper manner.
Where you are a sole trader service provider or supplier, we will process your bank account details in order to pay you for the services you provide.	The performance of our contract with you.
To administer and maintain our website and webportal	Our legitimate interests in keeping our website updated and relevant and administering our webportal.

In addition to the uses above, please note that we may also process your information where we are required by law to do so or if we reasonably believe that it is necessary to protect our rights and/or to comply with judicial or regulatory proceedings, a court order or other legal process.

Special categories of personal data

There are more limited bases for processing special category personal data. This is personal data which reveals or contains racial or ethnic origin, political opinions, religious and philosophical beliefs, trade union membership, genetic data, biometric data, health data, sex life and sexual orientation.

We do not intend to actively collect special category data about you. Whilst we will use reasonable efforts to limit our holding of such data, please be aware that we may hold such data incidentally. For example, where you volunteer special category data to us, such as if you send us an email containing special category data.

What if you do not provide the personal data requested?

Unless and until you make a decision to engage in a business transaction with us (at which point we will send you a copy of any relevant privacy notice) you are not required to provide us with any information although please note that our website may automatically collect certain technical data (further details on this are in the *'How do we collect this information?'* section).

### Change of purpose

We will only use your personal data for the purposes for which we collected it (as identified above in the 'Purpose' column), unless we reasonably consider that we need to use it for another reason which is compatible with the original purpose. If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

### **How do we collect this information?**

We typically collect personal data about you when you provide information to us when communicating or transacting with us in writing by filling in forms or by corresponding with us by post, phone, email or otherwise. For instance, this could be when you request information from us or otherwise correspond with us.

In addition, we may receive personal data about you from third parties, such as publicly available sources of information.

### **With whom will we share your information?**

We may share your personal data with a third party where this is required by law or where we have another legitimate interest in doing so.

We may need to share your personal data with:

- other entities within our group as part of our regular reporting activities in company performance, in the context of a business reorganisation or group restructuring exercise or for assistance in relation to marketing and business development;
- professional advisers including lawyers, bankers, auditors and insurers to the extent such information is relevant to their performance of their services; and
- any of our service providers where such information is relevant to their performance of such services;

We may share your personal data with third parties, for example in the context of the possible sale or restructuring of the business. We may also need to share your personal data with a regulator or to otherwise comply with applicable law or judicial process or if we reasonably believe that disclosure is necessary to protect our rights and/or to comply with judicial or regulatory proceedings, a court order or other legal process.

Any personal data that we collect about you may be processed in Guernsey or the UK, in order for us to correspond with you or otherwise provide the information you have requested. Guernsey is considered to have the same standard of data protection laws as the EEA.

We may transfer the personal data we collect about you to Canada because this is the location of our email archiving solution. Both Guernsey and Canada are considered to be "adequate" countries in respect of data protection laws, recognised by the European Commission as offering an adequate level of data protection. If you require further information about this you can request it from [finance@longview-partners.com](mailto:finance@longview-partners.com).

### How long will we retain your information?

We will retain your personal data for as long as necessary to fulfil the purposes for which it was collected, including for the purposes of satisfying any legal, regulatory, accounting or reporting requirements and our legitimate interests in maintaining such personal information in our records. In doing this we will have regard to the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements. Generally, we will keep information relevant to our dealings with you for at least seven years following the last date of activity.

Once we no longer require identified personal data for the purposes for which it was collected, we will securely destroy such personal data in accordance with applicable laws and regulations.

### Accuracy of information

It is important that the personal data we hold about you is accurate and current. Please let us know if your personal data which we hold changes during your relationship with us.

### Your rights in relation to your information

You have rights as an individual which you can exercise in relation to the information we hold about you under certain circumstances. These rights are to:

- request **access** to your personal data (commonly known as a “data subject access request”) and request certain information in relation to its processing;
- request **rectification** of your personal data;
- request the **erasure** of your personal data;
- request the **restriction** of processing of your personal data;
- **object** to the processing of your personal data;
- request the **transfer** of your personal data to another party.

If you want to exercise one of these rights please contact us at [finance@longview-partners.com](mailto:finance@longview-partners.com).

You also have the right to make a complaint at any time to a supervisory authority for data protection issues.

### Fees

You will not usually have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee should we deem your request for access to be manifestly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal data is not disclosed to any person who has no right to receive it.

**Right to withdraw consent**

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal data for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact [finance@longview-partners.com](mailto:finance@longview-partners.com). Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose(s) to which you originally consented unless we now have an alternative legal basis for doing so.

**Changes to this privacy notice**

We reserve the right to update this Privacy Notice at any time, and we will make an updated copy of such Privacy Notice available to you and notify you when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal data.

**Further information**

This Privacy Notice was written with brevity and clarity in mind and is not an exhaustive account of all aspects of our collection and use of personal data. If you require any further information, please do not hesitate to contact [finance@longview-partners.com](mailto:finance@longview-partners.com).