

# Brahman accepting personal information as part of an application for employment

**Controller: Brahman Capital Management Pte Ltd (“Brahman”)**

## Introduction

This notice sets out details of how and why we (“**Brahman**”, “**we**”, “**us**”, “**our**”), and third parties, collect and process personal information in connection with your enquiries or application for employment with Brahman or its affiliates, your employment with Brahman or its affiliates or associated interactions with us (our **relationship**). We do this in compliance with our obligations under applicable data protection law including the PDPA and EU GDPR. This notice explains what personal data is collected, the purposes for which it is used, the third parties to whom it may be disclosed and how individuals can exercise their rights in relation to their personal data.

Personal data is defined in the Personal Data Protection Act (No. 26 of 2012) of Singapore (PDPA) and currently refers to data, whether true or not, about an individual who can be identified from that data; or from that data and other information to which we have or are likely to have access to.

**By apply for, or being employed by Brahman or otherwise providing information to or communicating with us, you are taken to have consented to our collection, use, processing and disclosure of your personal data in accordance with this privacy policy.**

This privacy policy shall be governed by, and construed in accordance with, the laws of Singapore. Without prejudice to your rights under any applicable laws, any dispute arising out of or in connection with this privacy policy and/or the documents referred to herein, including any question regarding its existence, validity or termination, shall be referred to and finally resolved by the Courts of Singapore and both you and we hereby unconditionally and irrevocably submit to the exclusive jurisdiction to the Courts of Singapore.

## About Us

Brahman is the controller of your personal data as part of our relationship. Brahman engages third party service providers to process such personal data on our behalf and those third parties act as processors. Brahman has appointed a Data Protection Officer. If you have any questions about the use of your personal data, your data protection rights or if you want to exercise those rights, please contact [compliance@brahman.sg](mailto:compliance@brahman.sg).

## Personal Data that we Process

Brahman collects personal data relating to you from you or from public sources and in connection with our relationship and in connection with ensuring compliance with our legal obligations. This may include the following:

Recruitment related data and information on your personnel file – these include your name, signature, postal address, nationality, email address, fax number, date and place of birth, nationality, curriculum vitae, bank account details, tax identification, credit history, signatures, references, work and educational history, interview notes and other contact details, right to work documentation, your social security number (or equivalent); passport number; utility bills, photographic

identification and verification such as copies of your passport, passport number, gender, drivers licence and address verification, photographs, working hours, annual leave and other holiday records, emergency contact details, marital status, next of kin and family details.

Payroll information – these include your bank account details, salary arrangements, bonus entitlements and tax allowances.

Performance, grievance and disciplinary details – these include performance and grievance review forms, notes from performance review and grievance investigation meetings, performance improvement and grievance plan documentation, witness statements, complaints.

Information obtained through electronic means – these include emails stored in your email inbox, data relating to your internet browsing history, CCTV footage and other information obtained through electronic means such as swipe-card records.

Medical information and pension details – these include sick certificates, medical records, sick leave records, sick pay records, occupational health assessments and pension details.

Termination of our relationship – these include resignation letters, exit interviews and reference letters.

Special categories of more sensitive personal information – information about your race or ethnicity, membership of a trade union or ethnic clan, information about your health, including any medical condition, health and sickness records, genetic information and biometric data.

We may collect and process personal data relating to you in connection with our relationship, such as via correspondence and calls, and in connection with our relationship with you. Telephone calls with you may be recorded for the purposes of record keeping, security and training.

In addition, we may collect personal data relating to you from third party sources such as specialist databases in connection with complying with legislation relating to anti-money laundering, taxation, and other legislation or from other specialist databases or sources for vetting or screening purposes or fitness and probity assessments or from employment or credit reference agencies or previous employers.

#### Purposes of Processing and Legal Basis

Personal data will be processed for the following purposes and on the legal grounds set out below:

- processing your application with us and during the recruitment process, to assess your suitability for a role, establishing your identity and determine the terms on which you work with us and to manage an effective recruitment process;
- during our relationship for normal HR management and administration purposes, to ensure that the terms and conditions of your appointment are properly adhered to and managed, to manage the relationship in accordance with relevant policies. This is necessary for the performance of our contract with you;
- paying you and (where relevant) deducting tax and national insurance and other mandatory or optional contributions;
- to ensure your health and safety at work, assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits;

- to afford natural justice and fair procedures (where relevant);
- conducting performance reviews, managing performance and determining performance requirements including decisions about promotions and pay reviews;
- to protect your vital interests in the event of an emergency or accident;
- making decisions about our relationship, to properly manage the termination of our relationship and ensuring the termination of our relationship is in accordance with relevant policies;
- complying with our legislative and regulatory obligations in connection with our dealings with you, including revenue law, health and safety law, taxation, crime-detection, prevention, investigation and prosecution, the prevention of fraud, bribery, anti-corruption, tax evasion or equivalent, to prevent the provision of financial and other services to those who may be subject to economic or trade sanctions, in response to legal or court requests or requests from regulatory authorities or where it is in the public interest;
- for quality control, business and statistical analysis, market research or for tracking fees and costs or for customer service, training and related purposes;
- to communicate with you by way of notice pursuant to applicable legislation or our constitution or circulating reports or other correspondence to you;
- maintaining appropriate business records;
- to ensure network and information security, including preventing unauthorised access to our computer and electronic communications system and preventing malicious software distribution;
- where required for tax reporting purposes;
- education, training and development requirements;
- to respond to, evaluate or deal with any queries, complaints or legal issues in relation to you;
- internal and external audits and, where necessary, investigations;
- establishing, exercising, defending or gathering evidence relating to any legal claims, litigation or grievance or disciplinary hearings;

The legal grounds that we rely on to process your personal data are:

- that it is necessary to comply with our legal obligations;
- that it is necessary for the purposes of our legitimate interests or the legitimate interests of a third party to whom your personal data is provided. For example,
  - it is in our legitimate interest to use your personal data in such a way to ensure we can make the best recruitment and talent management decision for Brahman; and
  - it is in our legitimate interest to use your personal data to ensure you are fit and proper to be an employee of Brahman.

#### How we use special categories of sensitive personal data

Brahman will not process sensitive personal data, unless one of the following circumstances is met;

- In certain circumstances with your explicit written consent;
- Where it is necessary for the purposes of carrying out the obligations and exercising our specific rights or of you in the field of employment and social protection law,
- Where it is necessary to protect your vital interests or that of someone else where the data subject is physically or legally incapable of giving consent;
- Where it is needed in the public interest, or is requested by a law authority;

- Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards;
- Where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent;
- Where you have already made the information public.
- Where Brahman is subject to a due diligence process and provides professional experience details of senior management or key individuals in the business.

### Recipients of Data

Your personal data may be disclosed to various recipients in connection with the above purposes, including:

- The directors and HR department of Brahman and (in circumstances where there is legitimate interest, performance of a contract or legal obligation) other employees;
- Brahman compliance officer, chief operating officer;
- Relevant tax authorities which may include the Inland Revenue Authority of Singapore as required by applicable law;
- Applicable regulators, which may include the Monetary Authority of Singapore, the Australian Securities and Investments Commission, Ministry of Manpower, Tripartite Alliance for Fair Employment Work Practices, auditors, or other competent governmental or regulatory authorities, ethnic clans or equivalent industrial relations body and bodies as requested or required by law;
- Other third parties who we engage to provide services to us, such as professional advisers, independent investigators, accounting service providers, bookkeepers, tax accountants, occupational health specialists, legal advisers, auditors, consultants, and IT service providers;
- To screening and other reference agencies in order to carry out money laundering, criminal, politically exposed person checks, sanctions and identity checks and to comply with legal obligations;
- Other members of our corporate group or the corporate groups of the entities referred to above, as well as affiliates, agents and delegates; and
- In the context of a business or group company sale, re-organisation or restructuring or corporate finance activities.

### Retention

We will retain your personal data for the duration of our relationship and for such a period of time after the relationship ends as is necessary to comply with our obligations under applicable law and, if relevant, to deal with any claim or dispute that might arise.

### Transfers Abroad

In connection with the above purposes your personal data is expected to reside primarily in Singapore. This is due to the geographical nature of Brahman's operations being located only in Singapore. However your personal data may be transferred outside of Singapore to other jurisdictions including countries in Asia, Curacao and the United States of America. For subjects of the European Economic Area, given the geographical location of Brahman and its service providers, it is expected your data will be held outside of the EEA, including jurisdictions which is not recognised by the European Commission as providing for an equivalent level of protection for personal data as is provided for in the European Union. If and to the extent that we do so, we will ensure that appropriate measures are in place to protect the privacy and integrity of such personal

data and in particular will comply with our obligations under the Singapore PDPA and EU GDPR governing such transfers.

### Your Rights

You have the following rights, in certain circumstances and subject to applicable exemptions, in relation to your personal data:

- the right to access your personal data, together with information about our processing of that personal data;
- the right to rectify any inaccuracies in your personal data;
- the right to have any incomplete personal data completed;
- the right to erase your personal data (in certain specific circumstances);
- the right to request that your personal data is no longer processed for particular purposes (in certain specific circumstances);
- where the legal basis for processing is consent, the right to withdraw your consent at any time;
- the right to object to the use of your personal data or the way in which it is processed where we have determined it to be necessary for the purposes of our legitimate interests;
- the right to data portability (in certain specific circumstances);
- to lodge a complaint with a supervisory authority if you consider that the processing of personal data relating to you infringes the requirements.

### Personal Data Security

We take the security of all the personal data we hold very seriously. We use reasonable efforts to adhere to internationally recognised security standards. We have a framework of policies, procedures and training in place covering data protection, confidentiality and security and regularly review the appropriateness of the measures we have in place to keep the personal data we hold secure.

## Brahman Capital Management Pte Ltd and Brahman Pure Alpha Pte Ltd (“Brahman”) receiving personal information as part of your investment

### **Controller: Brahman Pure Alpha Pte Ltd**

### Introduction

This notice sets out details of how and why we Brahman Capital Management Pte Ltd and Brahman Pure Alpha Pte Ltd (“**Brahman**”, “**we**”, “**us**”, “**our**”) and third parties collect and process personal information in connection with your interactions with Brahman, where Brahman acts as a controller for the purposes of applicable data protection legislation. We do this in compliance with our obligations under applicable data protection law. This notice explains what personal data is collected, the purposes for which it is used, the third parties to whom it may be disclosed and how individuals can exercise their rights in relation to their personal data.

This notice applies to the collection and processing of personal information relating to individuals associated with you, such as directors, shareholders, trustees, beneficial owners, employees, representatives, agents, professional advisers and other personnel. References to “**you**” and “**your**” mean the relevant individuals who are the subjects of the personal data to which this notice relates

or you. You should ensure that this notice is provided to any individual whose personal data has been provided to us as soon as practicable.

Personal data is defined in the Personal Data Protection Act (No. 26 of 2012) of Singapore (PDPA) and currently refers to data, whether true or not, about an individual who can be identified from that data; or from that data and other information to which we have or are likely to have access to.

**By using our services pursuant to your agreement(s) with us, operating or opening any account with us, or otherwise providing information to or communicating with us, you are taken to have consented to our collection, use, processing and disclosure of your personal data in accordance with this privacy policy.**

This privacy policy shall be governed by, and construed in accordance with, the laws of Singapore. Without prejudice to your rights under any applicable laws, any dispute arising out of or in connection with this privacy policy and/or the documents referred to herein, including any question regarding its existence, validity or termination, shall be referred to and finally resolved by the Courts of Singapore and both you and we hereby unconditionally and irrevocably submit to the exclusive jurisdiction to the Courts of Singapore.

#### About Us

Where you subscribe for shares in Brahman Pure Alpha Pte Ltd, Brahman Pure Alpha Pte Ltd is the Controller of the personal data collected as part of your interactions with us. Brahman Pure Alpha Pte Ltd engages third party service providers to process such personal data on its behalf, and those third parties act as Processors. These Processors include, for example, the fund administrator of Brahman Pure Alpha Pte Ltd currently Citco Fund Services (Singapore) Pte Ltd, and its manager Brahman Capital Management Pte Ltd. Brahman has appointed a Data Protection Officer. If you have any questions about the use of your personal data, your data protection rights or if you want to exercise those rights, please contact [compliance@brahman.sg](mailto:compliance@brahman.sg)

#### Personal Data that we Process

Brahman collects personal data relating to you that is provided to us in as part of our due diligence process, both from you and from public sources and in connection with our dealings with you or associated interactions with us, including your name, signature, postal address, email address, fax number, date and place of birth, nationality, curriculum vitae, government identification numbers, bank account details, source of funds details, tax identification, credit history, signatures and other contact details.

We may also collect personal data in relation to you in connection with ensuring compliance with our legal obligations including your NRIC number, government identification card number, passport number, utility bills, photographic identification and verification such as copies of your passport, passport number, government identification cards, drivers licence and address verification. For the purposes of meeting our legal obligations, we may also collect information relating to your status as an ultimate beneficial owner of an entity, or as a politically exposed person.

We may also collect other personal data permitted by or required to comply with any applicable local or foreign laws, rules, acts, regulations, subsidiary legislation notices, notifications, circulars, licence conditions, directions, requests, requirements, guidelines, directives, codes, information papers, practice notes, demands, guidance and/or decisions of any national, state or local government, any agency, exchange, regulatory or self-regulatory body, law enforcement body,

court, central bank or tax revenue authority or any other authority whether in Singapore or elsewhere, whether having the force of law or not (including any intergovernmental agreement between the governments or regulatory authorities of two or more jurisdictions or otherwise), as may be amended from time to time and our internal control and compliance policies.

We may collect and process personal data relating to you in connection with our on-going relationship with you, such as via correspondence and calls, and in connection with the administration of our relationship with you. Telephone calls with you may be recorded for the purposes of record keeping, security and training.

In addition, we may collect personal data relating to you from third party sources in connection with complying with legislation relating to anti-money laundering, taxation, and other legislation applicable to investment funds.

#### How we obtain your personal information

We collect information from you as part of our client onboarding (KYC/ CDD) process in the course of establishing a business relationship with you. We gather information about you when you provide it to us, or interact with us directly, for instance engaging with our staff, providing a business card or sending it to us or our fund administrator via post, email or fax. We may also collect or receive information about you from other sources, such as keeping the contact details we already hold for you accurate and up to date using publicly available sources.

As the accuracy of your Personal Data depends largely on the information you provide to us, you should inform us as soon as practicable if there are any errors in the Personal Data or if there have been any changes to the Personal Data. We intend to keep the Personal Data accurate and up-to-date, and retain the Personal Data no longer than necessary for the above purposes or as required or permitted by any applicable law

#### Purposes of Processing and Legal Basis

Personal data that you provide, or that we otherwise obtain in relation to you, will be processed for the following purposes:

- Assessing and processing applications, including instructions to become a client or investor of Brahman from you;
- Provision of services as requested by you;
- To manage and administer your relationship with Brahman. This is necessary for the performance of the onboarding with Brahman;
- Establishing and verifying your identity, and providing, servicing and administering your relationship with Brahman;
- Complying with our legislative and regulatory obligations in connection with our dealings with you, including under applicable law regarding anti-money laundering and counter terrorist financing, taxation, the regulation of collective investment schemes, or the provision of financial services, crime-detection, prevention, investigation and prosecution, the prevention of fraud, bribery, anti-corruption, tax evasion, to prevent the provision of financial and other services to those who may be subject to economic or trade sanctions, in response to legal or court requests or requests from regulatory authorities or where it is in the public interest;
- Conducting due diligence checks, screenings or credit checks as may be required by any applicable laws or our internal policies and procedures;

- For the specific purpose for which it was volunteered or provided to us;
- To detect and protect us or any third parties against negligence, fraud, theft and other illegal activities;
- If applicable, processing the fact that you are a politically exposed person, to comply with applicable legal obligations;
- To communicate with you by way of notice pursuant to applicable legislation or Brahman's constitution or circulating reports;
- Maintaining appropriate business records, including maintaining appropriate registers;
- Where required for global tax reporting purposes, including international automatic exchange of information arrangements;
- Internal training and management of personnel;
- To respond to or evaluate any queries or complaints in relation to your relationship with us;
- Internal and external audits and, where necessary, investigations;
- Establishing, exercising or defending legal claims.

The legal grounds that we rely on to process your personal data are:

- That it is necessary to comply with our legal obligations;
- That it is necessary for the purposes of our legitimate interests (and internal policies created in line of such) or the legitimate interests of a third party to whom your personal data is provided. We will not process your personal data for these purposes if our or the third party's legitimate interests should be overridden by your own interests or fundamental rights and freedoms. The legitimate interests pursued by us in this regard include:
  - Conducting our business in a responsible and commercially prudent manner and dealing with any disputes that may arise;
  - Preventing, investigating or detecting theft, fraud or other criminal activity;
  - Pursuing our corporate and social responsibility objectives.
- where you are an individual, that it is necessary to take steps at your request prior to entering into our contract with you and for the performance of our contract with you;
- In certain limited circumstances, your consent.

#### Recipients of Data

Your personal data may be disclosed to various recipients in connection with the above purposes, including:

- The directors of Brahman;
- The Compliance Officer(s) of Brahman and employees supervised thereof;
- The Chief Operating Officer(s) of Brahman and employees supervised thereof;
- Third party service providers such as the fund administrator;
- Internal and external auditors;
- Company Secretary;
- Any foreign tax authorities as required by applicable law;
- Applicable regulators, which may include the Monetary Authority of Singapore, the Australian Securities and Investments Commission, or other competent governmental or regulatory authorities as requested or required by law;
- Other third parties who we engage to provide services to us, such as professional advisers, legal advisers and IT service providers;
- To screening and other reference agencies in order to carry out money laundering, criminal, politically exposed person checks, sanctions and identity checks and to comply with legal obligations;



- Anyone who takes over or may take over all or part of our rights or obligations under any agreement we have with you or anyone any agreement we have with you (or any part thereof) is transferred to or may be transferred to;
- Other members of our corporate group or the corporate groups of the entities referred to above, as well as affiliates, agents and delegates.

### Retention

We will retain your personal data for the duration of your relationship with Brahman and for such a period of time after the relationship ends as is necessary to comply with our obligations under applicable law and, if relevant, to deal with any claim or dispute that might arise.

### Your Rights

You have the following rights, in certain circumstances and subject to applicable exemptions, in relation to your personal data:

- the right to access your personal data, together with information about our processing of that personal data;
- the right to rectify any inaccuracies in your personal data;
- the right to have any incomplete personal data completed;
- the right to erase your personal data (in certain specific circumstances).
- the right to request that your personal data is no longer processed for particular purposes (in certain specific circumstances);
- where the legal basis for processing is consent, the right to withdraw your consent at any time;
- the right to object to the use of your personal data or the way in which it is processed where we have determined it to be necessary for the purposes of our legitimate interests;
- the right to data portability (in certain specific circumstances);
- to lodge a complaint with a supervisory authority, in particular in the jurisdiction of your habitual residence, place of work or place of the alleged infringement if you consider that the processing of personal data relating to you infringes the requirements.

### Right of access

If you ask us, we will confirm whether we are processing your personal data and, if necessary, provide you with a copy of that personal data (along with certain other details). If you require additional copies, we may need to charge a reasonable fee.

### Right to rectification

If the personal data we hold about you is inaccurate or incomplete, you are entitled to have it rectified. If you are entitled to rectification and if we have shared your personal data with others, we will let them know about the rectification where possible. If you ask us, where possible and lawful to do so, we will also tell you who we have shared your personal data with so that you can contact them directly.

### Right to erasure

You can ask us to delete or remove your personal data in some circumstances such as where we no longer need it or if you withdraw your consent (where applicable). If you are entitled to erasure and

if we have shared your personal data with others, we will let them know about the erasure where possible. If you ask us, where it is possible and lawful for us to do so, we will also tell you who we have shared your personal data with so that you can contact them directly.

#### Right to restrict processing

You can ask us to 'block' or suppress the processing of your personal data in certain circumstances such as where you contest the accuracy of that personal data or you object to us. If you are entitled to restriction and if we have shared your personal data with others, we will let them know about the restriction where it is possible for us to do so. If you ask us, where it is possible and lawful for us to do so, we will also tell you who we have shared your personal data with so that you can contact them directly.

#### Right to data portability

With effect from May 25, 2018, you have the right, in certain circumstances, to obtain personal data you have provided us with (in a structured, commonly used and machine readable format) and to reuse it elsewhere or to ask us to transfer this to a third party of your choice.

#### Right to object

You can ask us to stop processing your personal data, and we will do so, if we are:

- relying on our own or someone else's legitimate interests to process your personal data, except if we can demonstrate compelling legal grounds for the processing; or
- processing your personal data for direct marketing.

#### Rights in relation to automated decision-making and profiling

You have the right not to be subject to a decision when it is based on automatic processing, including profiling, if it produces a legal effect or similarly significantly affects you, unless such profiling is necessary for entering into, or the performance of, a contract between you and us.

#### Right to withdraw consent

If we rely on your consent (or explicit consent) as our legal basis for processing your personal data, you have the right to withdraw that consent at any time. However, please be aware that such withdrawal of consent may affect our or our affiliates or other third party's ability to provide Services to you or other person, and may affect whether we continue to provide those services to you or other person.

#### Right to lodge a complaint with the supervisory authority

If you have a concern about any aspect of our privacy practices, including the way we have handled your personal data, you can report it to your local data protection regulators.

#### Personal Data Security

We take the security of all the personal data we hold very seriously. We use reasonable efforts to adhere to internationally recognised security standards. We have a framework of policies, procedures and training in place covering data protection, confidentiality and security and regularly

review the appropriateness of the measures we have in place to keep the personal data we hold secure.

### Transfers Abroad

In connection with the above purposes your personal data is expected to reside primarily in Singapore. This is due to the geographical nature of Brahman's operations being located only in Singapore. However your personal data may be transferred outside of Singapore to other jurisdictions including countries in Asia, Curacao and the United States of America. For subjects of the European Economic Area, given the geographical location of Brahman and its service providers, it is expected your data will be held outside of the EEA, including jurisdictions which is not recognised by the European Commission as providing for an equivalent level of protection for personal data as is provided for in the European Union. If and to the extent that we do so, we will ensure that appropriate measures are in place to protect the privacy and integrity of such personal data and in particular will comply with our obligations under the Singapore PDPA and EU GDPR governing such transfers.

### Changes to this Privacy Notice

We reserve the right to change this Privacy Notice from time to time at our sole discretion. Your continued use of this website after we make changes is deemed to be acceptance of those changes, so please check this Privacy Notice periodically for updates.

If you have any questions about this Privacy Notice or want to exercise your rights set out in this Privacy Notice, please contact us by sending an e-mail to [compliance@brahman.sg](mailto:compliance@brahman.sg);

EFFECTIVE DATE: September 30, 2019, Version Number 2