

## **3i Business Leaders Network**

### **DATA PROTECTION POLICY**

#### **Introduction**

This policy applies to individuals who are members of the 3i Business Leaders Network or those registering interest in the Business Leaders Network. It ensures compliance with current international data protection laws and regulations in respect of personal data.

This policy also outlines the type of information held about you, the activities for which it is used and how the information is kept accurate and secure.

#### **Policy**

- 1. Disclosure to third parties: we do not disclose personal information to third parties, except in the following limited circumstances:**
  - We disclose personal information to companies that assist us in assessing your suitability for specific potential roles. This may involve performing credit/authentication checks and taking up external references, including the use of referencing agencies
  - We disclose personal information (in the shape of cvs) to investee companies as part of the process of placing directors/consultants.
  - We may disclose information where it is required, expected or permitted under law, for example, to co-operate with regulators or law enforcement authorities.
- 2. Uses of personal data: we collect personal information which is relevant in the normal administration of the Business Leaders Network, in the interests of you and investee companies**
  - Application information: we collect information that you provide to us when you register interest in 3i through the Business Leaders Network. This information may include name, address, telephone number, email address, date of birth and career details.
  - Contact: we may use your contact details, provided by you, to inform you of opportunities/developments and events in relation to the Business Leaders Network, as these arise. We do not provide your details to third parties (i.e. external to 3i) for any marketing or promotional purposes.
- 3. Information sharing: we share your personal information within the 3i group to increase the benefits of the network to you and investee companies**
  - We may share personal information with other companies within the 3i group in the interests of operating the Business Leaders Network. This may include companies, offices or data centres outside the European Union. All these Group companies follow the same data protection policy and maintain the same levels of confidentiality and security outlined below.
- 4. Security: we take all reasonable steps to protect the confidentiality and security of your personal information**
  - We restrict access to personal information to our employees and agents for business purposes only. All employees are required to sign an information security policy as part of their contract of employment and are trained and required to safeguard such information.

- We maintain physical, electronic and procedural safeguards to protect your personal information. This extends to the use of external data centres, where security standards adopted are ascertained and security guarantees obtained and monitored.

**5. Accuracy: we take all reasonable steps to keep your personal information accurate and, where necessary, up-to-date**

- If you identify any inaccuracy in your personal data, or need to make a change to that information, please contact us so that we can promptly update our records.
- We assume responsibility for keeping an accurate record of the information once submitted and verified. We do not assume responsibility for verifying the ongoing accuracy of the content of personal information.

**6. Retention of data**

- Your personal data will be held for the period during which you are part of the Business Leaders Network.
- We may retain your data so that it can be accessed where we feel a particular opportunity is of relevance to you. The network principle is designed to increase 3i's efficiency by quickly identifying our contacts with key attributes relevant to a particular investment opportunity that may be of interest and benefit to you.
- When requested, we will delete personal information from current operational systems. However, to comply with legal or regulatory requirements, we may need to continue to hold some details about you after your relationship with us has ended.

**7. Policy changes: notification of changes in data protection policies**

- If, in the future, it is necessary to disclose any of your personal information in a way that is inconsistent with this policy, we will give you advance notice of the proposed change so that you will have the opportunity to opt out of such disclosure.

**8. Your rights: we take all reasonable steps to comply with your rights, in respect of applicable Data Protection laws and regulations.**