

## Confidentiality and Data Protection Terms

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This document sets out the data protection terms of Mourant Ozannes (the **Firm**).

These Terms should be read in conjunction with the General Terms of Business of the Firm (available in hard copy on request and at [mourantozannes.com](http://mourantozannes.com)). Unless otherwise defined in these Terms, words used in these Terms will have the meanings set out in the General Terms of Business of the Firm.

The Firm:

- is an international organisation with offices located around the world;
- may collect, process and store data, information and content (in hard copy and/or electronically) relating to Clients and related entities of Clients (**Data**);
- is a data controller pursuant to all applicable data protection legislation and, where necessary, has been registered as such;
- may store, process, maintain and transfer Data in its offices around the world.

If, in connection with the provision of any Services, the Firm receives or obtains personal information (personal data) this will (subject to any applicable Regulations to the contrary) only be used and/or processed for the provision of those Services and for the purposes set out below. Personal information may also be disclosed in the circumstances set out below.

The Firm may disclose Data:

- in accordance with any Regulations;
- to any court (or other judicial tribunal) or any regulator;
- to any auditor or legal adviser of the Firm;
- to any professional services entity with whom the Firm has contracted (such as IT providers and consultants) provided that

such entity has agreed to treat that Data in a manner acceptable to the Firm;

- which is already in the public domain or otherwise already known to the applicable recipient; or
- with the prior consent of the relevant Client(s).

In some cases, personnel of the Firm and any agents or third parties to whom the Firm may disclose (or may have disclosed) information in accordance with these Terms may be located in another jurisdiction in which event we will use our reasonable endeavours to ensure that all such personal information and information about any applicable Client (and any connected persons) is protected to the same extent and standards as the Firm is required to apply to it pursuant to the Regulations in relation to that Data.

Each Client is responsible for obtaining the consent of all and any connected persons to their personal data being provided to the Firm and used in the circumstances set out in these Terms.