



HAITONG

REGULATION No.24

**Personal Data Privacy
of Haitong Bank S.A**

Approved by the Board of Directors
on 15 September 2020

TABLE OF CONTENTS

TABLE OF CONTENTS	2
1. OBJECTIVE.....	3
2. RECIPIENTS	3
3. GOVERNANCE	3
4. DISCLOSURE	4
5. PRINCIPLES	4
6. DEFINITIONS	4
7. PERSONAL DATA PROCESSING	5
8. DATA SUBJECTS LEGAL RIGHTS	13
9. ARCHIVE	15
10. ENFORCEMENT	15
11. CONTROL OF VERSIONS	16

1. OBJECTIVE

As of May 25th 2018, the General Data Protection Regulation (EU) 2016/679 (“**GDPR**”) entered into force, establishing new obligations to Financial Institutions and increasing the level of accountability for organizations processing Personal Data. Concepts include greater transparency for individuals into how and why Personal Data is processed, strengthening of the rights of individuals and the tightening of the permitted use of their data.

This Regulation sets out the terms in which Haitong Bank, S.A. (with its registered office in Lisbon at R. Alexandre Herculano 38, 1269-180 Lisbon, Portugal, Commercial Register number in Lisbon, 501385932) (the “**Bank**”) processes personal data of Data Subjects, as well as the rights they can exercise, pursuant to the provisions GDPR and other applicable national legislation in matters of privacy and data protection.

2. RECIPIENTS

- a. The content of this Regulation represents a minimum standard that shall apply to the Bank and its subsidiaries and branches (“**Haitong Bank Group**”).
- b. In case of conflict between any provision of this Regulation and the local laws and regulations applicable to any Bank's subsidiary or branch, the relevant local laws and regulations shall prevail.
- c. The Bank's affiliate in Brazil (Haitong Banco de Investimento do Brasil S/A) has its own privacy regulation, which is consistent with the rules of this Regulation and respects the specificities of local law.

3. GOVERNANCE

- a. This Regulation is prepared by the Compliance Department.
- b. This Regulation is approved by the Board of Directors.
- c. Compliance Department is responsible for monitoring the compliance with the Regulation.
- d. This Regulation must be reviewed at least once a year or whenever any amendment thereto becomes necessary.
- e. For any queries in relation to the processing of Personal Data, Data Subjects should contact the Data Protection Officer directly, as indicated on the Bank's website (www.haitongib.com), using:
 - the Data Protection Officer's email address: dpo@haitongib.com,

- the mail address of the Data Protection Officer: R. Alexandre Herculano 38, 1269-180 Lisbon, Portugal.

4. DISCLOSURE

- a. This Regulation is available on Bank's intranet and website.
- b. After any amendments are approved to this Regulation, the Compliance Department informs by e-mail all Bank's staff within 30 (thirty) days from the approval date and requests the upload of the most updated versions of the Regulation on Bank's intranet and website.

5. PRINCIPLES

- a. This Regulation aims at clarifying the rights of the Data Subjects in relation their Personal Data processed by the Bank.
- b. This Regulation aims at informing the Data Subjects in relation to the Personal Data processed by the Bank, namely the purposes for the collection of Personal Data, in what circumstances we share Personal Data with third parties, the security measures implemented to protect such data and retention of Personal Data by the Bank.

6. DEFINITIONS

The concept of "**Personal Data**" consists in any information, of any nature, regardless of the respective format, including sound and image, relating to any identified or identifiable natural person. Anyone who may directly or indirectly be identified, namely by reference to an identification number or to one or more specific elements of his physical, psychologic, psychic, economic, cultural or social identity, shall be deemed an identifiable person.

This Regulation contains information and the rules for the processing of Personal Data of the following:

- **Clients**, which means natural persons, legal entities or unincorporated organisations:
 - i) to whom the Bank provides services within the scope of its operations ("Products") or which provide services for the Bank; or
 - ii) with whom the Bank conducts negotiations, discussions or in relation to which the Bank undertakes any other actions aimed at establishing cooperation with respect to the services provided by the Bank or the entity;

- iii) in relation to which the Bank takes legal or factual actions in connection with the provision or intent to provide services to the persons indicated in point (i) and (ii), or with the intent respectively to make, conclude and execute transactions, ventures, contracts, or services.
- **Related Parties** means natural persons related to the Client, including in particular employees, co-workers, proxies, statutory representatives, members of management or supervisory bodies of legal persons or organisational units without legal personality, partners and shareholders of companies (if they are natural persons) whose personal data is processed by the Bank in connection with activities undertaken with respect to the Clients.
- **Service providers;**
- Members of **Staff;**
- Any other **third parties establishing a relationship** with the Bank;

All the above defined as “**Data Subjects**”.

7. PERSONAL DATA PROCESSING

The Personal Data collected is processed in full compliance with GDPR, and stored in specific data bases created for that purpose. The collected data will under no circumstance be used for any purpose other than the one for which the data was collected or consented. Notwithstanding, the collected data may be used and processed for the purposes of complying with all the applicable laws and regulations applicable to the Bank or the individual.

a. Sources of Personal Data

Personal Data can be collected from various sources, as follows:

- i) when it is provided by direct contact, via email, telephone or other means of communication;
- ii) through the normal course of the relationship between the Bank and Data Subjects;
- iii) when the collection of Personal Data is made to be public, including information published in social media;
- iv) when collection of Personal Data is mandatory by any applicable laws or regulations to which either the Bank or the Data Subjects are subject to;
- v) Personal Data received from duly authorized third parties (e.g. employees, counterparts, credit reference agencies; law enforcement authorities);

- vi) Personal Data collected when the Data Subjects visits any of the Bank's website or uses any features or resources available through the site, since there are certain information that is automatically collected, pursuant to the terms and conditions set forth hereunder.

b. Personal Data Creation

When establishing any business or other relation, the Bank collects and processes Personal Data from Data Subjects, as well as maintains a record of the interactions between them, according to legal requirements imposed to exercise its activity, which may include recordings of telephone conversations. The Bank may also process Personal Data for specific purposes, following an express consent by the data subject to that effect.

c. Personal Data collected by the Bank

The categories of Personal Data subject to applicable law that the Bank processes are, *inter alia*, the following:

- i) Personal details, namely: given name(s); preferred name(s); nickname(s), gender; date of birth / age; marital status; Social Security number; passport number(s); other government issued number(s) (tax identification number(s), Green Card number(s); driving license number(s)); nationality; images of passports, driving licenses, and signatures; authentication data (passwords, mother's maiden name, challenge/response questions and answers, PINs); photographs and visual images.
- ii) Family details such as names and contact details of family members and dependents;
- iii) Contact details: address; telephone number; email address; and social media profile details;
- iv) Employment Details: industry, role, business activities, names of current and former employers, work address, work telephone number , email address and work related social media profiles;
- v) Education Profile that include details of your education and qualifications;
- vi) Financial details: billing address, Bank account numbers, credit card numbers, cardholder or account holder name and details, instruction records, transaction details, investor profile details and counterparty details; and
- vii) Electronic Identifying Data, registered automatically, such as IP addresses, cookies, online identifiers.

d. Usage Data

Provided that due consent is obtained, the Bank may process data from Data Subjects use of the Bank's website and services ("usage data"). This usage data may include the Data Subjects IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views and website navigation paths, as well as information about the timing, frequency and pattern of your service use. This usage data may be processed for the purposes of analyzing the use of the website and services. The legal basis for this processing is Data Subjects consent.

e. Account Data

The Bank may process the Client's account data ("account data"). The account data may include the Clients name and email address and all personal information requested on the client onboarding process. The account data may be processed for the purposes of establishing the business relation, providing services, ensuring the security of the website and services, maintaining back-ups of the Bank's databases, communicating with the Client and complying with the applicable laws and regulations. The legal basis for this processing may either be (i) the Client's consent; or (ii) the compliance with legal obligations.

f. Service Data

The Bank may process Data Subjects Personal Data that is provided in the course of the use of our services ("service data").The service data may include name, address, telephone number, email address, profile pictures, gender, date of birth, relationship status, interests and hobbies, educational details and employment details. The service data may be processed of establishing the business relation, providing services, ensuring the security of our website and services, maintaining back-ups of databases and communicating with the Data Subject. The legal basis for this processing is (i) Data Subjects consent, (ii) performance of a contract or (iii) legal obligations.

g. Transaction Data

The Bank may process information relating to transactions, including purchases of goods and services ("transaction data"). The transaction data may include Data Subjects contact details, and the transaction details, in order to assure the legal requirements imposed by applicable law. The transaction data may be processed for the purpose of supplying the purchased goods and services and keeping proper records

of those transactions. The legal basis for this processing may either be (i) the Data Subjects consent; or (ii) the compliance with legal obligations.

h. Notification data

The Bank may process information provided for the purpose of subscribing email notifications and/or newsletters ("notification data"). The notification data may be processed for the purposes of sending the relevant notifications and/or newsletters. The legal basis for this processing is (i) Data Subjects consent or (ii) the performance of a contract.

i. Correspondence Data

The Bank may process information contained in or relating to any communication that the Data Subjects sends ("correspondence data"). The correspondence data may include the communication content and metadata associated therewith. The correspondence data may be processed for the purposes of communicating with the Data Subject and for record-keeping purposes in accordance with the applicable laws. The legal basis for this processing is the compliance with legal obligations.

j. Purposes of Personal Data Processing

The purposes for Personal Data processing by the Bank may be related with: (i) compliance with legal obligations; or (ii) any contracts that the Data Subject may enter into with the Bank and any acts in relation therewith. Pursuant to such purposes and provided that consent is duly obtained when necessary, the Bank may process the Data Subject Personal Data

- ✓ Client onboarding:

There are legal and regulatory obligations as well as internal policies and procedures that require the Bank to process Personal Data when dealing with the client's onboarding.

- ✓ AML/KYC

Fulfilling regulatory and compliance obligations including Know Your Client checks, confirming and verifying the client's identity, clients database screening against government, supranational bodies and law enforcement agency lists, and other legal restrictions.

- ✓ Financial Due Diligence:

The Bank can process the clients' Personal Data in order to financial due diligence.

✓ Services and Products:

The Bank can use Personal Data in order to communicate with the client and/or counterpart regarding the provision of products and services, managing business relationships and related services and to perform the tasks necessary to the provision of the requested services.

✓ Marketing:

The Bank can use Personal Data in order to communicate with Data Subjects by any means, including email, telephone, text message and social media, ensuring that such communications are provided to the Data Subject in compliance with the applicable law.

✓ IT Operations:

Management of the Banks' communications systems, operation of IT security and IT security audits. The purpose is to ensure the security of those IT systems.

✓ Health and safety

Health and safety assessments and respective record keeping and compliance with related legal obligations, in order to guarantee a safe and secure environment at the Bank's premises.

✓ Financial Management:

Sales, finance, corporate audit and vendor management, for the purposes of operating the financial affairs of the Bank's Data Subjects.

✓ Research:

Conducting market or customer satisfaction research and engaging with the client and/or counterpart for purpose of obtaining the client's and/or counterpart's views and opinions about the Banks products and services.

✓ Security:

Physical security of the Bank's premises, including record of visits and CCTV recordings, and electronic security, such as login records and access details when accessing the Bank's electronic systems.

✓ Investigation:

Detecting, investigating and preventing breaches of the Regulation and criminal offenses, in accordance with the applicable law.

✓ Legal Compliance and proceedings:

Compliance with legal and regulatory obligations under applicable law and establishing, exercising and defending legal rights.

✓ Risk Management:

Audit and compliance controls and other risk management purposes

✓ Fraud Prevention:

Detecting, preventing and investigating situations that could potentially be fraudulent.

✓ Human resources:

Compliance with legal obligations related with human resources.

✓ Cookie:

A cookie is a small file that is placed on user device when visiting a website (including the Bank's Sites). It records information about the user device, browser and, in some cases, preferences and browsing habits. The Bank may Process Data Subjects Personal Data through cookie technology.

k. Provision of Personal Data to third parties

The Bank may disclose Data Subjects Personal Data to any member of our group of companies (this means subsidiaries and, subject only to prior consent from the data subjects, the Bank's ultimate holding company and all its subsidiaries) insofar as reasonably necessary for the purposes, and on the legal basis, set out in this regulation.

The Bank may disclose the Data Subjects Personal Data to insurers and/or professional advisers insofar as reasonably necessary for the purposes of obtaining or maintaining insurance coverage, managing risks, obtaining professional advice, or the establishment, exercise or defense of legal claims, whether in court proceedings or in an administrative or out-of-court procedure.

Financial transactions relating to the Bank's activities are handled by payment services providers. Without prejudice of the applicable payment services laws and regulations applicable from time to time that may require the Bank to provide Personal Data to an authorized third party, the Bank will share transaction data with payment services providers only to the extent necessary for the purposes of processing payments, refunding such payments and dealing with complaints and queries relating to such payments and refunds.

l. International Transfer of Personal Data

Due to the international nature of the Bank's activities, the Bank may need to transfer Data Subjects Personal Data within Haitong Bank Group and to third parties.

There may be subcontractors situated in foreign countries. The European Commission has made an "adequacy decision" with respect to the data protection laws of each of these countries. Transfers to those countries will be protected by appropriate safeguards, namely the use of standard data protection clauses adopted or approved by the European Commission.

m. Data Security

The Bank has implemented appropriate technical and organizational security measures designed to protect the Data Subject Personal Data against accidental or unlawful destruction, loss, alteration, unauthorized disclosure, unauthorized access, and other unlawful or unauthorized forms of processing, in accordance with applicable law.

The Data Subject is responsible for ensuring that any Personal Data sent to the Bank is made by secure means.

n. Data Accuracy and Minimization

The Bank shall take the reasonable steps designed to ensure that Data Subject Personal Data is processed accurately and, where necessary, kept up to date. If any of the Data Subject Personal Data is inaccurate (for the purposes for which it is processed), the Bank shall erase it or rectify it without delay. Periodically, and in accordance with legal and regulatory requirements, the Bank may ask the Data Subject to confirm the accuracy of his Personal Data.

The Banks takes the necessary measures to ensure that Data Subject Personal Data processing is limited to the reasonably required in connection with the purposes set out in this Regulation.

o. Data Retention

Without prejudice of any applicable laws and regulations that may impose different retention periods, the Bank takes the reasonable steps to ensure that the Data Subject Personal Data is only Processed for the minimum period necessary for the purposes set out under this Regulation. It should note, however, that for most of the cases, the minimum period of retention corresponds to the legal prescription period. The criteria for determining the duration for which the Bank will retain the Data Subject Personal Data are as follows:

- (i) The Bank will retain copies of Data Subject Personal Data for as long as: the Bank maintains an ongoing relationship with you (e.g., where the Data Subject is a recipient of the Bank's services, or the Data Subject is lawfully included in mailing lists and has not unsubscribed); or the Personal Data is necessary in connection with the lawful purposes set out in this Regulation or any applicable law or regulation (e.g., where Personal Data is included in a contract between the Bank and the Data Subject employer, and fulfilling obligations under that contract; or where the Bank has a legal obligation to retain the Data Subject Personal Data);
- (ii) After the termination of the business relationship between the Bank and the Data Subject, the Bank shall retain the required Personal Data for the purposes set out under the applicable laws and regulations. Furthermore, the Bank shall also retain for the legally admissible period, at its sole discretion based on a risk approach method, the Personal Data and other elements pertaining to the prior business relationship with the former Data Subject for the safeguard of any claims, legal or regulatory procedures that may be addressed at the Bank, or that the Bank may address to the former Data Subject or any related third-party.
- (iii) Additionally, if any relevant claims, legal or regulatory procedures are brought, the Bank may continue to process the Data Subject Personal Data for additional periods as necessary in connection with such procedures.

During the periods above mentioned, the Bank will restrict the Processing of Data Subject Personal Data to storage of, and maintaining the security of, such data, except to the extent that such data needs to be reviewed or accessed in connection with any claims, legal or regulatory procedures or any other obligations under applicable laws and regulations.

Once the retention purposes mentioned in (i) to (iii) above cease to be applicable, the Bank shall either:

- Permanently delete or destroy the relevant Personal Data
- Archive Data Subject Personal Data so that is beyond use
- Anonymize the relevant Personal Data

8. DATA SUBJECTS LEGAL RIGHTS

According to the applicable laws and regulations, the Data Subject has a number of rights regarding the processing of Personal Data, including:

- **the right to access;**

The Data Subject has the right to confirmation as to whether or not the Bank can process Personal Data and, where the Bank does, access the Personal Data, together with certain additional information. That additional information includes details regarding the purposes of the processing, the categories of Personal Data concerned and the recipients of the Personal Data, as well as the individuals that have, or may have, access to such Personal Data. Provided that no third-party's rights are affected, the Bank will supply a copy of the Data Subject Personal Data if the Data Subject requests so.

- **the right to rectification;**

The Data Subject has the right to have any inaccurate Personal Data rectified and, taking into account the purposes of the processing, to have any incomplete Personal Data dully completed.

- **the right to erasure;**

Notwithstanding the exceptions provided hereunder, the Data Subject has the right to the erasure of their Personal Data without undue delay. Those circumstances include, but are not limited to, the following:

- i) the Personal Data is no longer necessary in light of the purposes for which they were collected or otherwise processed;
- ii) the Data Subject withdraws consent to consent-based processing;

- iii) the Data Subject objects to the processing under certain rules of applicable data protection law;
- iv) the processing is for direct marketing purposes; and
- v) the Personal Data has been unlawfully processed.

However, there are exclusions to the right to erasure, notably (i) where processing and data retention is required by law; (ii) for compliance with legal obligations; or (iii) for the establishment, exercise or defense of legal claims.

- **the right to restrict processing;**

In some circumstances, the Data Subject has the right to restrict the processing of their Personal Data. Those circumstances are:

- (i) the Data Subject contests the accuracy of the Personal Data;
- (ii) the processing is unlawful but the Data Subject opposes erasure;
- (iii) the Bank no longer needs the Personal Data for the purposes of processing, but the Data Subject requires Personal Data for the establishment, exercise or defense of legal claims; and
- (iv) the Data Subject has objected to processing, pending the verification of that objection. Where processing has been restricted on this basis, the Bank may continue to store Data Subject Personal Data. However, the Bank will only otherwise process it with the Data Subject consent for the establishment, exercise or defense of legal claims; for the protection of the rights of another natural or legal person; or for reasons of important public interest.

- **the right to object to processing;**

The Data Subject has the right to object to processing of their Personal Data on grounds relating to particular situations, but only to the extent that the legal basis for the processing is that the processing is necessary for:

- (i) the performance of a task carried out in the public interest;
- (ii) the exercise of any official authority vested in us;
- (iii) the purposes of the legitimate interests pursued by the Bank or by a third party.

If the Data Subject makes such an objection, the Bank will cease to process the Personal Data unless it can demonstrate compelling legitimate grounds for the processing, which override the

Data Subject interests, rights and freedoms, or the processing is for the establishment, exercise or defense of legal claims.

The Data Subject has the right to object to the processing of Personal Data for direct marketing purposes (including profiling for direct marketing purposes). If the Data Subject makes such an objection, the Bank will cease to process Data Subject Personal Data for this purpose.

The Data Subject has the right to object to processing of Data Subject Personal Data for scientific or historical research purposes or statistical purposes on grounds relating to your particular situation, unless the processing is necessary for the performance of a task carried out for reasons of public interest.

- **the right to data portability;**

To the extent that the legal basis for our processing of your Personal Data is consent, or that the processing is necessary for the performance of a contract to which you are a party to, or in order to take steps at Data Subject request prior to entering into a contract and such processing is carried out by automated means, the Data Subject has the right to receive their Personal Data in a structured, commonly used and machine-readable format. However, this right does not apply where it would adversely affect the rights and freedoms of others.

- **the right to complain to a supervisory authority; and**

- **the right to withdraw consent.**

To the extent that the legal basis for processing of Data Subject personal information is consent, the Data Subject has the right to withdraw that consent at any time. Withdrawal will not affect the lawfulness of processing before the withdrawal.

9. ARCHIVE

- a. The Compliance Department maintains an archive in digital format of this Regulation. This digital archive is maintained in the Compliance Department's shared folder "Comply".

10. ENFORCEMENT

- a. The Compliance Department monitors compliance with this Regulation by centralising the requests from Data Subjects and ensuring that they are properly addressed.
- b. The Compliance Department provides regular training to the staff of the Bank regarding this Regulation and the regulatory rules concerning transactions with Related Parties.

- c. Any failure to comply with the duties set out in this Regulation are a serious breach of the legal and contractual duties of the Bank's staff.
- d. The Compliance Department coordinates with the Administrative Department this Regulation on the Bank's intranet and website.

11. CONTROL OF VERSIONS

Table 1: Information about the Document

Name of the Document	Personal Data Privacy Regulation Regulation
Version	0.1
Prepared by (Name/Department)	Compliance Department
Appreciated on (Committee name)	NA
Approved by (Committee name)	Board of Directors

Table 2: Versions' update

Update and Approval Date	Main Changes
20/09/2020	First draft of the Regulation further to entering into force of GDPR