

## PRIVACY POLICY

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Version: February 10, 2021

### 1. PREAMBLE

1.1. Whereas KILDE PTE. LTD. (hereinafter referred to as Kilde) processes its clients' personal data in the process of carrying out its business activities and:

- 1.1.1. Is an organization within the meaning of the Personal Data Protection Act 2012 (hereinafter referred to as the Act);
- 1.1.2. Is a controller of personal data within the meaning of the General Data Protection Regulation (EU) 2016/679 (hereinafter referred to as the GDPR);
- 1.1.3. Is governed by the principle of transparency, which suggests Personal Data Processing on the basis and in accordance with the procedures prescribed by the current laws of the Republic of Singapore and, in certain cases, the GDPR;
- 1.1.4. Intends to ensure a proper level of protection of processed personal data and compliance with applicable legislation and has therefore developed and approved this Privacy Policy for the processing of personal data (hereinafter referred to as the Privacy Policy).

### 2. GENERAL PROVISIONS

2.1. The Privacy Policy prescribes the general requirements for the processing and protection of clients' personal data by Kilde by applying, fully or partially, automated facilities, as well as personal data contained in the Website documents.

2.2. The Privacy Policy shall apply to the processing of the clients' personal data by Kilde.

2.3. The Privacy Policy shall not apply to maintaining labour relations with natural persons (individuals) by Kilde.

2.4. The Privacy Policy shall not apply to the processing legal entities' data / information by Kilde, as well as data / information not constituting the clients' personal data.

2.5. The Privacy Policy is developed based on the GDPR Act, Personal Data Protection Regulations 2014, other laws and subordinate regulatory acts governing Personal Data Processing etc.

2.6. Kilde accounted for the provisions of the GDPR during the process of developing the Privacy Policy.

2.7. The Privacy Policy shall constitute an integral part of the Terms of Use for investors (in the meaning provided by such document) and agreements with issuers (in the meaning provided by such document(s)), and the respective transactions made via the Website.

### 3. DEFINITIONS OF TERMS

3.1. In the Privacy Policy, the following terms shall have the following meanings:

- 3.1.1. "Website" shall mean the body of data, electronic (digital) information, other objects of copyrights and (or) allied rights etc. interrelated between each other and structured within the Website address accessed through the Internet address: <https://www.kilde.sg/>.



- 3.1.2. "Client" shall mean a personal data subject who/which becomes registered with the Website and/or is a party to a transaction made via the Website. In case a legal entity becomes registered and/or is a party to a transaction made via the Website, the general manager or a duly authorized representative of this legal entity shall be acknowledged as the personal data subject. Kilde processes the personal data of personal data subjects categorized as the Kilde's clients or the clients' managers.
  - 3.1.3. "Personal Data Processing" shall mean the carrying out of any operation or set of operations in relation to the personal data, and includes any of the following: recording, holding, organization, adaptation or alteration, retrieval, combination, transmission, erasure or destruction, including by applying information (automated) systems.
  - 3.1.4. "Personal Data" shall mean data, whether true or not, about a personal data subject who can be identified:
    - from that data;
    - from that data and other information to which Kilde has or is likely to have an access.
  - 3.1.5. "Personal Data Subject" shall mean a natural person (individual) whose Personal Data is processed.
- 3.2. Other terms are used in the meanings given in the regulatory legal and subordinate acts, regulations and documents defined in clauses 2.5-2.7 of the Privacy Policy.
- 3.3. The terms used in plural shall have the same meanings as those used in the singular.

#### **4. PRINCIPLES OF PERSONAL DATA PROCESSING**

- 4.1. Kilde processes Personal Data in compliance with the following principles:
  - 4.1.1. Legality and lawfulness: Personal Data shall be processed in a legal and lawful manner. Kilde shall obtain the consent of a client before, or at the time of the collection, use or disclosure of the Personal Data.
  - 4.1.2. Transparency: Kilde shall inform a client of the purposes for the collection, use or disclosure of the Personal Data before, or at the time of collecting the Personal Data.
  - 4.1.3. Purpose limitation: the Personal Data shall be processed with an identified, clear and legal goal(s). Kilde may collect, use or disclose the Personal Data about a client only for purposes that a reasonable person would consider appropriate in the circumstances and that the client has been informed of.
  - 4.1.4. Minimization: Only the Personal Data required to achieve the declared goal(s) shall be processed.
  - 4.1.5. Proportionality: Personal Data shall be processed in accordance with a standard of reasonableness.
  - 4.1.6. Accuracy: All measures necessary to destroy or correct inaccurate Personal Data shall be taken. Kilde shall make a reasonable effort to ensure that the Personal Data processed by Kilde is accurate and complete.
  - 4.1.7. Storage limitation: Personal Data shall not be stored in any form that enables the identification of a personal data subjects longer than required to achieve the goals of its processing. The Personal Data may be stored for longer periods to fulfil the obligations prescribed by the current laws.



- 4.1.8. Transfer limitation: Kilde shall not transfer any Personal Data to a third party, country, or territory outside Singapore except in accordance with prescribed requirements to ensure that such third parties provide a standard of protection to the transferred Personal Data that is at least equal in comparison to the level of protection offered under the current applicable legislation.
- 4.1.9. Integrity, confidentiality, and security: Personal Data shall be processed in a manner that ensures its proper security. Kilde shall protect the Personal Data in its possession or under its control by making reasonable security arrangements to prevent unauthorized access, collection, use, disclosure, copying, modification, disposal, or similar risks.

## **5. COMPOSITION OF PERSONAL DATA**

5.1. To conclude and implement transactions with clients or to register the clients with the Website, Kilde may process the following personal data:

- 5.1.1. Surname, name;
- 5.1.2. A copy of personal identification documents;
- 5.1.3. Date of birth;
- 5.1.4. Gender;
- 5.1.5. Telephone number;
- 5.1.6. Electronic mail address (email);
- 5.1.7. Communication language;
- 5.1.8. The taxpayer's number (if applicable);
- 5.1.9. Postal address (place of residence);
- 5.1.10. A scanned copy of a passport or other id-document;
- 5.1.11. Professional information, for example, information about the client's occupation and activity area;
- 5.1.12. Data on the client's tax residency;
- 5.1.13. Due diligence data, including the data on reliability and legality of the client's assets and funds;
- 5.1.14. Communication data, including for the client's communication with Kilde via any tool;
- 5.1.15. Bank account/bank card details.

5.2. The scope of the clients' Personal Data processed by Kilde may vary depending on the status selected by a client, and whether the client is the general manager or a duly authorized representative of the legal entity on whose behalf and in whose interests the client acts.

5.3. Kilde may only process the Personal Data within the scope that is sufficient to achieve the declared goal(s) and to fulfil the obligations prescribed by the current applicable legislation.

5.4. The arrangement of or a client's participation in transactions via the Website may require the client's provision of additional Personal Data to be processed (in particular, to be transferred to the third parties) by Kilde in accordance with the procedure and on the terms and conditions prescribed by the respective regulatory legal and subordinate acts, regulations and documents defined in clauses 2.5-2.7 of the Privacy Policy.



- 5.5. Kilde shall not process the Personal Data constituting an especial risk for the clients' rights and freedoms.
- 5.6. A client shall bear exclusive responsibility for the reliability of the Personal Data.
- 5.7. Kilde may automatically process information, in particular, about:
- 5.7.1. Service-related data, such as execution or non-execution of contracts, transactions performed, contracts concluded, applications and documents submitted etc.;
  - 5.7.2. Frequency of a client's connections to the Website, or frequency of reviews of its webpages;
  - 5.7.3. Frequency of a client's use of online services / software hosted on the Website;
  - 5.7.4. Software and hardware used by a client to become connected to the Website;
  - 5.7.5. Requests made by a client by using the Website;
  - 5.7.6. Arrangement of or a client's participation in transactions via the Website;
  - 5.7.7. IP addresses of clients' devices, date and hour of a client's carrying out of activity by using the Website, online services / software hosted on the Website;
  - 5.7.8. Kilde's Website cookies;
  - 5.7.9. Google Analytics cookies;
  - 5.7.10. Language selection cookies.
- 5.8. Other information shall be processed and used by Kilde to carry out business activities, to analyze the clients' use of the Website, online services / software hosted on the Website, to improve Kilde's services and in pursuance of the requirements prescribed by the current applicable legislation.

## **6. GROUNDS FOR PERSONAL DATA PROCESSING**

- 6.1. Kilde shall process the Personal Data in the case of at least one of the conditions specified in section 13 of the Act are met, in particular:
- 6.1.1. A client's consent to Personal Data Processing;
  - 6.1.2. As a condition of providing services after a client's registration with the Website;
  - 6.1.3. Conclusion and implementation of a transaction to which a client and Kilde are party to.

## **7. PROCEDURE FOR PERSONAL DATA PROCESSING**

- 7.1. The methods for collection of clients' Personal Data by Kilde shall be as follows:
- 7.1.1. By applying automated Personal Data Processing facilities;
  - 7.1.2. By applying non-automated Personal Data Processing facilities;
  - 7.1.3. Receipt of the clients' Personal Data during the client registration process on the Website;
  - 7.1.4. Receipt of the Personal Data during clients' use of online services or software hosted on the Website;
  - 7.1.5. Receipt of the Personal Data during the arrangement of or a client's participation in transactions made via the Website.



7.2. Kilde shall accumulate the Personal Data by applying automatic facilities (server equipment, cloud storage facilities etc.) and/or non-automated facilities (card catalogues, archives etc.).

## **8. TERMS AND CONDITIONS FOR STORAGE OF THE PERSONAL DATA**

8.1. According to the general rule, and unless another term is prescribed by the current applicable legislation, Kilde shall process the clients' Personal Data and other information within the term necessary to achieve the goal(s) of their processing, except in cases where at least one of the following conditions are met:

- 8.1.1. A client's revocation of their consent to their Personal Data being processed;
- 8.1.2. A client's deletion of his/her/its personal account (profile) created as a result of registration with the Website;
- 8.1.3. Dissolution (termination) of the transaction between Kilde and a client.

8.2. To store the Personal Data, Kilde may use its own server equipment and cloud information storage services.

8.3. A client shall alter his / her / its Personal Data independently, by updating the data / information / document etc. that have been provided by him / her / it during the Website registration process, or by introducing the respective amendments to the transactions concluded with Kilde in accordance with the procedure prescribed by these transactions.

8.4. Kilde shall be entitled to verify the reliability of the Personal Data, in particular, by requesting additional information from a client.

8.5. Kilde shall destroy or delete the Personal Data in accordance with the procedure prescribed by the current applicable legislation. The Personal Data shall be deleted or destroyed, in particular, in the following cases:

- 8.5.1. Expiry of the term for their storage;
- 8.5.2. Termination of legal relations between Kilde and a client;
- 8.5.3. Other cases prescribed by the current applicable legislation.

## **9. TRANSFER OF PERSONAL DATA**

9.1. The provision for the proper arrangement of or a client's participation in a transaction made via the Website may require that certain Personal Data should be transferred to a third party in accordance with the procedure and on the terms and conditions prescribed by the regulatory legal and subordinate acts, regulations and documents defined in clauses 2.5-2.7 of the Privacy Policy.

9.2. As provided by the applicable legislation, regulations and documents, the Personal Data and other information may be transferred by Kilde to state authorities, judicial authorities, law-enforcement authorities or the Kilde's subcontractor that need such Personal Data for the provision of client services via the Website. Personal Data and other information may only be transferred by Kilde on the grounds provided for by the current applicable legislation.

9.3. In the event that a client is a non-resident of Singapore, Kilde shall also be entitled to transfer his / her / its Personal Data upon the lawful demand of state authorities of the country of his / her / its residence.

9.4. When Kilde transfers the Personal Data to its subcontractors for the purpose of achieving the goal(s) of the provided services, Kilde shall take all appropriate steps to ensure that a receiving organization continues to comply with the current applicable legislation in respect of the Personal Data being transferred. For as long as such Personal Data remains in the Kilde's possession and under



control, Kilde will take the appropriate steps to ensure that the recipient is bound by legally enforceable obligations, and to provide the Personal Data transferred with a standard of protection equal or greater than that provided for by the current applicable legislation.

9.5. A client is granted access to the Personal Data on the basis of his / her / its written application, unless otherwise provided by the Privacy Policy.

9.6. To obtain access to the Personal Data, a person shall make a written application to Kilde to access such Personal Data.

9.7. An application for access to the Personal Data shall contain:

9.7.1. Surname, name, and patronymic (if applicable), place of residence (address), and essential details of the identification document of the client making the application (for an individual applicant);

9.7.2. Name and location of the legal entity that makes the application, position, surname, name, and patronymic (if applicable) of the person certifying the application, and confirmation that the contents of the application meet the powers of the legal entity (for a legal entity applicant);

9.7.3. Surname, name, and patronymic (if applicable), as well as other information required to identify the individual by whom the corresponding application has made;

9.7.4. Information about the organization or controller of the Personal Data;

9.7.5. List of the Personal Data requested;

9.7.6. The purpose of and/or legal grounds for the application.

9.8. Kilde shall, as soon as reasonably possible, provide the client with the access to his / her / its Personal Data, except in any case provided for by current applicable legislation.

## **10. THE PERSONAL DATA SECURITY FACILITIES**

10.1. Kilde shall protect the Personal Data in its possession or under its control by making all reasonable security arrangements to prevent any unauthorised access, collection, use, disclosure, copying, modification, disposal, or similar risks to the security of Personal Data.

10.2. Kilde shall design and organize its security arrangements to fit the nature of the Personal Data held by the organization and the possible harm that might result from a security breach.

10.3. To protect the Personal Data and other information, Kilde shall use a number of advanced technical automated information protection facilities.

10.4. The comprehensive information protection system shall meet the requirements prescribed by the current applicable legislation.

10.5. Automated security facilities shall ensure a high level of protection against any compromise of the Personal Data and other information by way of unsanctioned access.

10.6. The client's Personal Data may only be accessed by Kilde's representatives who require an access to perform their professional duties. Access to the Personal Data is only given to these persons to the extent that is required for them to perform their duties.

10.7. All representatives of Kilde to whom the access to the Personal Data is given shall undertake in writing not to disclose the Personal Data to which they are given access to, or of which they become aware of during the performance of their duties.

10.8. In a case whereby a Kilde representative has been given access to the Personal Data that was not required to perform his/her duties, Kilde shall take the necessary measures to ensure the



individual's access to the Personal Data is rendered impossible, and all documents and other carriers containing the clients' Personal Data shall be transferred to another representative of Kilde.

10.9. Where necessary, Kilde shall provide for the testing and updating of the Personal Data protection systems to guarantee the security of all data processing.

10.10. Kilde shall take other technical and organizational measures to secure the proper protection of the Personal Data.

10.11. Should a case of the Personal Data violation occur, Kilde shall, as soon as possible, notify the Personal Data Protection Commission about such violation and any clients that may be affected by such a data breach.

## **11. CLIENTS' RIGHTS**

11.1. In accordance with the procedures prescribed by the current applicable legislation, a client shall be entitled:

- 11.1.1. To know about the sources of collection, the storage location of his / her / its Personal Data, the place of its processing, the location, or the place of residence (address) of the organization or controller of his/her/its Personal Data (in the meaning provided by the applicable legislation);
- 11.1.2. To receive information about the terms and conditions for giving access to his / her / its Personal Data, particularly, information about any third parties to whom his / her / its Personal Data are transferred;
- 11.1.3. To have access to his / her / its Personal Data;
- 11.1.4. To receive, as soon as reasonably possible, a reply as to how his / her / its Personal Data has been processed, to obtain the contents of the Personal Data, and information regarding any way by which the Personal Data has been or may have been used or disclosed by Kilde in the year prior the date of the request;
- 11.1.5. To make a reasonable demand to the organization/controller of the Personal Data (in the meaning provided by the applicable legislation) objecting to the processing of his / her / its Personal Data. The demand shall be made in accordance with the procedure prescribed for the provision of an access to the Personal Data;
- 11.1.6. To make a reasonable demand for alteration (rectification) or destruction of his / her / its Personal Data by any organization / controller of the Personal Data (in the meaning provided by the applicable legislation) if the Personal Data has been processed unlawfully or is unreliable (has errors or omissions). The Personal Data shall be altered (corrected) and/or destroyed upon a client's demand in accordance with the procedure prescribed for the provision of an access to the Personal Data;
- 11.1.7. To have his / her / its Personal Data protected from unlawful processing and accidental loss, destruction, damage due to intentional concealment, failure to provide or untimely provision, as well as to have protection against the provision of information which is unreliable or may damage the client's credit, dignity, and business reputation;
- 11.1.8. To file complaints against the processing of his / her / its Personal Data to the Personal Data Protection Commission, and other authorized authorities or court;
- 11.1.9. To apply legal measures in the case of violations of the legislation on the Personal Data Protection;





11.1.10. To make objections relating to restrictions on the right to process his / her / its Personal Data during the process of giving the consent. Making objections may make it impossible for Kilde to provide the respective services;

11.1.11. To revoke (withdraw) the consent to the Personal Data Processing. The revocation of the consent to the Personal Data Processing or the exercise of the right to destroy the Personal Data may result in limiting or making it impossible for Kilde to provide services to a client. In this case, Kilde will destroy the processed Personal Data, excluding the Personal Data that shall be kept by Kilde in accordance with the requirements of the current applicable legislation. The consent to the Personal Data Processing shall be revoked in accordance with the procedure prescribed for the provision of an access to the Personal Data;

11.1.12. To know the mechanisms of automatic the Personal Data Processing;

11.2. In addition to the rights specified in clause 11.1. of the Privacy Policy, clients covered by the GDPR shall, in accordance with the procedure prescribed by the GDPR, have the right to:

11.2.1. Access to the Personal Data, by filing the respective application to Kilde. The detailed procedure for an access to the Personal Data is described in Articles 13-15 of the GDPR and provision of the Privacy Policy;

11.2.2. For the purposes of correcting or updating the data / information / documents provided by him / her / it in the process of registration with the Website, or by introducing respective amendments to the transactions made with Kilde in accordance with the procedure prescribed by these transactions;

11.2.3. For revocation of the consent (deletion of the Personal Data, a right to be forgotten), to the Personal Data Processing and for erasure. The revocation of the consent to the Personal Data (deletion of the Personal Data, a right to be forgotten) processing or the exercise of the right to data erasure may result in limiting or making it impossible for Kilde to provide services to a client. In this case, Kilde will destroy the processed Personal Data, excluding any Personal Data that must be kept by Kilde in accordance with the requirements of the current applicable legislation. The consent to the Personal Data Processing shall be revoked and the right to data erasure (right to be forgotten) shall be exercised in accordance with the procedure prescribed for the provision of an access to the Personal Data.

11.2.4. A client shall have other rights granted by the GDPR.

11.3. Kilde shall only establish legal relations with clients that possess full civil capacity. Kilde shall not process the Personal Data of underage persons (minors). If Kilde identifies the Personal Data belonging to underage persons / minors, such Personal Data will be immediately deleted / destroyed.

## **12. CHILDREN'S PERSONAL DATA**

12.1. Kilde shall not collect and / or process the children's Personal Data.

12.2. In the event of Kilde receiving a child's Personal Data, such data will be deleted as soon as practicable.

## **13. CONTACT PERSONS**

13.1. KILDE PTE. LTD. (Unique Entity No.: 201929587K), a company incorporated and acting under the laws of the Republic of Singapore and having its registered address for the time being at





20 McCallum Street #19-01 Tokio Marine Centre Singapore 069046, is the organization/controller of Personal Data.

13.2. Kilde appoints a Data Protection Officer who is responsible for the secure and efficient communication on issues relating to all Personal Data between Kilde and its clients, as well as to ensure that Kilde complies with the current applicable legislation for the Personal Data Processing.

13.3. Clients may apply to the Data Protection Officer: Gustavo Leal; tel. number + 65 69512640; email: gustavo@kilde.sg; post address: 20 McCallum Street #19-01 Tokio Marine Centre Singapore 069046.

13.4. Should a client believe that his / her / its rights have been violated, he / she / it shall be entitled to apply for the protection of his / her / its rights to the empowered authorities or court.

13.5. All applications / complaints / proposals / statements may be filed to Kilde in a written or electronic form.

13.6. Kilde shall examine applications / complaints / proposals / statements and give replies to them within the term prescribed by the current applicable legislation.

13.7. Kilde shall have the right not to reply to anonymous applications / complaints / proposals / statements, or to applications / complaints / proposals / statements in which an applicant cannot be identified.

#### **14. FINAL PROVISIONS**

14.1. The Privacy Policy shall enter into force on the date of its publication on the Website.

14.2. Kilde shall be entitled to amend the Privacy Policy as and when necessary. Any amendments to the Privacy Policy shall not require the clients' consent.

14.3. The Privacy Policy and the amendments shall enter into force on the date that the amended version of the Privacy Policy is published on the Website.

14.4. A client's failure to provide (or incompletely provide) consent to the processing of his / her / its Personal Data or other information by Kilde may make it impossible for Kilde to provide the respective services (online services) to the client. In such a case, Kilde shall bear no liability for any improper provision or failure to provide the respective services.

Director

Radek Jezbera

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