

PRIVACY EXPECTATIONS FOR RECIPIENTS OF PERSONAL DATA

The General Data Protection Regulation ((EU) 2016/679) (**GDPR**) takes effect from 25 May 2018.

The privacy of clients' personal data is extremely important to London & Colonial (**L&C**) and this notice sets out a framework to govern the sharing of personal data between L&C and you and/or your affiliates, including subsidiaries and holding companies, as data controllers.

You acknowledge that one party (the **Data Discloser**) will regularly disclose to the other party (the **Data Recipient**) personal data (**Shared Data**) collected by the Data Discloser for the purposes of entering into or performing a contract with, or for the benefit of, a Data Subject (the **Agreed Purposes**).

L&C EXPECTATIONS

1. To the extent that the Data Protection Legislation applies to you:
 - You shall comply with all the obligations imposed on a controller under the Data Protection Legislation which are applicable to the Shared Data;
 - You confirm that any Shared Data provided to us by you or on your behalf has been collected and disclosed in accordance with Data Protection Legislation.
 - You shall ensure that you have all necessary notices and consents in place to enable lawful transfer of the Shared Data to the Permitted Recipients for the Agreed Purposes and give full information to any data subject of the nature of the processing;
 - You have obtained the explicit consent of the data subject to process and disclose to L&C any special category data;
 - You may only transfer Shared Data outside of the EEA where you are permitted to do so under Articles 44 – 49 of the GDPR.
 - You shall assist L&C in complying with all applicable requirements of the Data Protection Legislation including data subject access requests.
2. In all cases:
 - When communicating with us, you will take reasonable steps to ensure that you and your employees, agents and contractors do not input, upload or disclose to us any irrelevant or unnecessary information about individuals.
 - You will not disclose or allow access to the Shared Data to anyone other than the Permitted Recipients and will ensure that all Permitted Recipients are subject to obligations concerning the Shared Data (including obligations of confidentiality) which are no less onerous than those imposed by this notice.
 - You will maintain and require your processors to maintain appropriate technical and organisational measures to protect against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data (**Data Breach**). You will, without undue delay tell us of any actual or suspected non-trivial Data Breach relating to personal data that may also impact L&C or the security of L&C's systems, products or services.
 - You will provide L&C with contact details of at least one employee as point of contact and responsible manager for all issues relating to the security and protection of personal data.
 - You shall, at the written direction of L&C as Data Discloser, delete or return Shared Data and copies thereof to the Data Discloser unless required by law to store the personal data.

DEFINITIONS

Controller, data controller, processor, data processor, data subject, personal data, processing and appropriate technical and organisational measures, special category data: as set out in the Data Protection Legislation in force at the time.

Data Protection Legislation: GDPR and any national implementing laws, regulations and secondary legislation, and any successor legislation to the GDPR.

Permitted Recipients: L&C and you, the employees of each party, and any third parties engaged to perform obligations in connection with this notice.



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