



MITSUI BUSSAN COMMODITIES LTD

Privacy Notice

Effective from May 25, 2018

Introduction

Mitsui Bussan Commodities Ltd (MBCL) (“we”, “us”, “our” or “ourselves”) is committed to protecting your personal data and respecting your privacy. We are a UK registered company (No. 04395895), a Financial Conduct Authority regulated investment firm (No. 469094), and 6th Floor, 1 St Martin’s Le Grand, London EC1A 4BB is our registered address.

This notice sets out the basis by which the personal data we collect or receive is processed. MBCL is the Data Controller responsible under the GDPR for any personal data we process. We are responsible for ensuring that we use your personal data in compliance with the relevant data protection laws. Accordingly we have implemented policies, practices and technical measures to protect the personal data under our control. Please take time to read and understand this privacy notice.

Personal Data we collect about you

We will collect and process personal data about you that either you provide directly to us, or one of our affiliates, or we collect or generate about you. This includes:

- Information you give to us directly (e.g. by filling in forms or by communicating with us, whether face-to-face, by phone, e-mail or otherwise);
- Information provided by your employer or other third party;
- Information obtained from a reference agency, subscription service or public source.

Personal Data we process

As a financial institution we have legal and regulatory obligations to carry out due diligence on our customers, vendors, staff and counterparties.

As a financial institution we have a legal obligation to carry out monitoring of activities and communications (e.g. by phone, email and IM). We also conduct automated screening of names against politically exposed persons and sanctions lists. This may include people connected to you.

We may also collect names, titles, addresses, and contact details of officers, employees, agents, or authorised signatories of our customers and vendors to manage our relationship.

Lawful grounds for processing Personal Data

We process the above personal data upon the following legal basis:

- **Consent** – Where you have given explicit consent (e.g. by sending an AGREECONSENT@MBCL.com email).
- **Contract** – Where related to providing services or goods under an employment, vendor or customer contract.
- **Legal Obligation** – Where related to meeting legal obligations, such as anti-money laundering, sanctions and counter terrorism financing.
- **Legitimate interest** – Where related to improving our service, informing you about our business, dealing with prospective customers, preventing fraud, or defend ourselves in a legal case.



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If you wish to withdraw your consent or object to our legitimate interest, please email us at UNSUBSCRIBE@mbcl.com.

Sharing your Personal Data

MBCL may share your personal data with the following:

- **Regulator and government bodies** – where we are under a legal duty to disclose. Otherwise we will keep your personal data confidential.
- **Our subsidiary companies** - to enable front, middle and back office support, regulatory compliance and for marketing purposes. In doing so, our subsidiaries may be data controllers and/or data processors of your personal data. In either case they will be subject to intra-group agreements and will process data in compliance with the GDPR requirements. Our subsidiaries are:
 - Mitsui Bussan Commodities (USA) Inc. regulated by the National Futures Association in the USA.
 - Mitsui Bussan Commodities (Singapore) Pte Ltd regulated by the Monetary Authority of Singapore and International Enterprise Singapore.
- **Our parent** - Mitsui & Co Ltd, for limited purposes, including staff, credit related, and professional services. Again the personal data is subject intra-group standards that ensure compliance with the GDPR requirements.
- **Service providers** – such as IT support services, software developers, and professional advisors. In these cases we will ensure appropriate steps have been taken to ensure your continued privacy and compliance with the relevant GDPR requirements.

Website Visitors

Our “Cookie Policy” on our website www.mbcl.com sets out the details on our use of cookies.

Transfers of Personal Data outside the European Economic Area (EEA)

The personal data that we collect from you may be transferred to, and stored at, affiliates or service providers outside the European Economic Area (“EEA”). Where we transfer personal data outside the EEA, we will ensure that it is protected in a manner that is consistent with how your personal data will be protected by us in the EEA. This can be done in a number of ways, for instance:

- Where the country that we send the data to might be approved by the European Commission as offering a sufficient level of protection;
- Where the recipient might have signed up to a contract based on “model contractual clauses” approved by the European Commission, obliging them to protect your personal data; or
- Where the recipient is located in the US, it might be a certified member of the EU-US Privacy Shield scheme.

In all cases, however, we will ensure that any transfer of your personal data is compliant with EU data protection law.



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You can obtain more details about the protection given to your personal data when it is transferred outside the EEA (including a copy of the standard data protection clauses which we have entered into with recipients of your personal data) by contacting us (see section below).



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Retaining Personal Data

We will retain your data for as long as is required to fulfil the purpose it is collected for to satisfy the relevant legal, accounting or regulatory requirements, but no longer.

Your Rights

You have a number of legal rights in relation to the personal data that we hold about you. These rights include:

- The right to obtain information regarding the processing of your personal data and access to the personal data which we hold about you;
- The right to withdraw your consent at any time via sending an email to UNSUBSCRIBE@mbcl.com . *(Please note, however, that we may still be entitled to process your personal data if we have another legitimate reason, other than consent, for doing so);*
- The right, under certain circumstances, to receive some personal data in a structured, commonly used and machine-readable format and/or request that we transmit those data to a third party where this is technically feasible. *(Please note that this right only applies to personal data which you have provided to us);*
- The right to request that we rectify your personal data if it is inaccurate or incomplete;
- The right to request that we erase your personal data in certain circumstances. *(Please note that there may be circumstances where you ask us to erase your personal data but we are legally entitled to retain it);*
- The right to request that we restrict our processing of your personal data in certain circumstances. *(Please note there may be circumstances where you ask us to restrict our processing of your personal data but we are legally entitled to refuse that request);* and
- The right to lodge a complaint with the data protection regulator (details of which are provided below) if you think that any of your rights have been infringed by us.

You can exercise your rights by contacting our DCO or the ICO, using the details set out below.

DCO & ICO Contact Details

Your questions, comments, requests and concerns should be address to our Data Compliance Officer (DCO):

Email	DCO@mbcl.com
Address	DCO, MBCL, 6th Floor, 1 St. Martin's Le Grand, London EC1A 4BB

To find out more about your rights or to make a complaint, please contact the Information Commissioner's Office (ICO) or search their website at <https://ico.org.uk>.