

Privacy Policy Statement

Privacy Policy Statement for Cleaves Securities AS (CS).

Last updated 5 June 2018.

CS is committed to protect and respect your privacy so you can better control your personal information. We process personal information in accordance with the Personal Data Act and all prevailing legislation, including the Securities Trading Act and the Money Laundering Act. This Privacy Policy Statement describes what personal information we receive and collect when using the services provided by CS and what we do to protect your personal information.

We encourage you to familiarize yourself with this Privacy Policy Statement. By using our publications and services, you agree to our processing of personal information in accordance with this Privacy Policy Statement and within the limits provided by applicable laws.

1 Responsible for handling of personal information

CS is responsible for the processing of personal information in connection with the services we offer.

2 Personal information

2.1 Information you provide

CS processes the personal information you provide when you sign up with us and information that you otherwise voluntarily give us, such as when creating a customer relationship, enter information about name, address, email address, mobile number – e.g., through conversations with our advisors.

2.2 Information we collect when you use our services

When using our services, CS registers your activity, and in order to ensure proper customer management, we may request additional information to map knowledge and suitability. This will enable us to assess if the products we offer are consistent with the customer's investment profile.

3 Our use of personal information

We use personal information you have given us to provide you with our services and to communicate with you about these.

3.1 Marketing

If you are or have been a subscriber or have registered user profiles in other ways, such as receiving newsletters and reports, you may have agreed to receive electronic communications and marketing as a customer through the terms. We can then continue to send you inquiries based on the consent you have given, until you tell us that such communication is no longer desired.

If you have not registered a user profile with us or provided your contact details in relation to a customer relationship, we will only send you newsletters and online marketing if you explicitly consent to receive such inquiries.

You may at any time choose to withdraw such consent. This can be done by contacting personvern@cleaves.no

4 Disclosing personal information

Personal data may be disclosed if there is legal basis for this or if its required by a court or other public authority.

5 Our handling of personal data

Only authorized personnel at CS and our subcontractors have access to personal information. Our subcontractors are typically suppliers of operating and logistics services. Access to personal data is secured with access control and password. We use advanced technology to prevent unauthorized access to our systems.

We have written procedures for internal control and information security to ensure and document that our processing of personal data is in accordance with applicable law.

Your personal information will only be stored as long as we need this in order to provide services to you in accordance with this Privacy Policy Statement and applicable laws. When the actual need is no longer applicable, the information will be deleted or anonymized.

6 Your rights

You are at all times entitled to access the information that is registered about you and may require correction and deletion in accordance with applicable law. You also have the right to receive a copy of the personal information we have about you. This right covers only data you have provided us.

7 Changes to this Privacy Policy Statement

CS may revise this privacy policy statement when the processing of personal data is changed or when revision is required due to changes in current legislation.

8 Inquiries

For more information about our processing of personal information, please contact us at personvern@cleaves.no