

GDPR Data Protection Notice

Caxton associates LP, Caxton Europe LLP, and their affiliates (“Caxton”) as a Data controller, has an obligation under the UK General Data protection regulation (“GDPR”) to inform individual employees, consultants, potential employees, potential consultants, former employees, and former consultants (together “personnel”) of their rights in relation to data held about them. As an employee of Caxton, personally Identifiable information (“PII”) covered under GDPR may be collected and stored as required by applicable regulation in the course of Caxton’s business activities. This PII may include employee’s name, contact information, date of birth or bank account information as well as other personal information. In addition, Caxton may collect PII from employees on a voluntary basis for the purpose of monitoring diversity and inclusion.

A. WHY PII IS BEING COLLECTED

All employee data provided to Caxton will be processed in compliance with GDPR and other relevant data privacy regulations. The purposes for this data processing include, but are not limited to:

- The performance of personnel contracts and for the complete fulfilment of any obligations between Caxton and their employees;
- General business administration, including communicating with service providers and counterparties, accountancy and audit services, risks monitoring, the administration of IT systems and monitoring and improving products.
- Compliance with Caxton’s obligations under U.S. and European regulations, including the Investment Advisers Act of 1940;
- As part of Caxton’s commitment to diversity and inclusion, gathering information on and monitoring the diversity of its workforce in order to consider steps that Caxton can take to promote a diverse and inclusive workforce; and
- The provision of employee benefits such as health insurance and pension benefits.

The provision of PII for these purposes is necessary for the establishment of the employee relationship and for the legitimate business interests of Caxton. Whenever we process your PII we will endeavour to take account of your rights and to balance our interests with them. You have the right to object to this processing if you wish but please bear in mind that if you object this will affect our ability to provide these additional services for your benefit.

B. HOW DATA IS PROCESSED

Employee PII is processed both manually and electronically in accordance with the above-mentioned purposes and, in any case, in order to guarantee data security and data confidentiality in compliance with current regulations. It is Caxton’s policy that access to PII will be given only to those who need such access for the purposes listed above or where required by law. These parties include human resources personnel, information technology personnel, relevant business managers, and authorised representatives of internal control functions, such as compliance. Your data may also be transferred to Third Parties to meet legal, regulatory, or tax obligations or when required by applicable law.

PII may also be transferred to authorised service providers that Caxton contracts with for a number of business purposes, including complying with legal obligations, meeting contractual employer obligations, or providing additional optional benefits. We endeavour to ensure that only the exact data required to fulfil each processing purpose (whether internal or external), is made available to the necessary individuals or third party companies. It is Caxton’s policy that agreements with service providers include commitments that they agree to limit their use of PII to our specific instructions and to comply with privacy and security standards.

When Caxton shares your information, either internally or to external third party companies, we take all reasonable steps to ensure that your information and privacy are protected in line with all applicable legal obligations.

In terms of diversity monitoring, Caxton will collect and process gender, ethnicity and age (known collectively as “Diversity Data”) for this purpose. Diversity Data will be collected on an identifiable basis and then processed through storage, analysis, aggregation and reporting in accordance with Caxton’s legitimate interest of identifying the steps Caxton wishes to take in order to promote diversity and inclusion in the workplace. Where the Diversity Data constitutes special category data, the Diversity Data will be collected in accordance with Caxton’s obligations as an employer (for example, its obligations under discrimination legislation) and the substantial public interest condition, specifically equality of opportunity or treatment.

Diversity Data will be collected by Caxton directly. If third parties are used, adequate contractual protections will be put in place in the agreement between Caxton and any third party.

There is a ‘Prefer not to say’ option when collecting Diversity Data, so if employees do not feel comfortable disclosing certain information, they can select this option. There are no consequences for refusing to provide Diversity Data. Diversity Data will be stored securely on Caxton’s HR system in the United Kingdom with access restricted to a need-to-know basis. Diversity Data will only be reported on in an aggregated and pseudonymised form, not on an identifiable basis. In addition, Caxton will retain the Diversity Data for no longer than necessary, in line with its the data retention policy.

C. RIGHTS OF CAXTON PERSONNEL UNDER GDPR

GDPR grants certain rights to personnel pertaining to the access, preservation, and deletion of their PII.

These rights include:

- (a) The right to obtain information regarding the processing of the personal data of personnel and access to the personal data that Caxton holds about personnel.
- (b) In some circumstances, the right to receive some personal data in a structured, commonly used and machine-readable format and the right to request that Caxton transmits that data to a third party where this is technically feasible. Please note that this right only applies to personal data which personnel has provided to Caxton.
- (c) The right to request that Caxton corrects the personal data of personnel if it is inaccurate or incomplete.
- (d) The right to request that Caxton erases personal data of personnel in certain circumstances, provided there may be circumstances where personnel asks the company to erase your personal data, but Caxton is entitled to retain it pursuant to applicable law, rule or regulation.
- (e) The right to object to, and the right to request that Caxton restricts its processing of the personal data of personnel in certain circumstances. There may be circumstances where personnel objects to, or asks Caxton to restrict processing of the personal data of personnel but Caxton is entitled to continue processing such personal data or to refuse that request pursuant to applicable law, rule or regulation.
- (f) The right to lodge a complaint with the data protection regulator (details of which are provided below) if personnel thinks that any of his rights have been infringed by Caxton.

If you consider that the processing of your personal data infringes applicable data protection laws, you have the right, without prejudice to any other administrative or judicial remedy, to lodge a complaint with a supervisory authority, in particular, in the Member State of your habitual residence, place of work or place of the alleged infringement.

If you have any questions regarding your rights under GDPR and how to exercise them, please contact compliance@caxton.com.

30 June 2022