



**WHITE OAK MANAGEMENT S.A.**

Société Anonyme  
Registered office : 272, rue de Neudorf  
L-2222 Luxembourg  
Tel. : + 352 2899 2826  
Fax : + 352 2899 9661  
Email : [info@wom.lu](mailto:info@wom.lu)

## **PRIVACY NOTICE**

This Privacy Notice describes how WHITE OAK MANAGEMENT, a Luxembourg Professional of the Financial Sector, registered with the Luxembourg Trade and Companies Register under number B225159 and with registered office at 272, rue de Neudorf, L-2222 Luxembourg (“we”, “us” or “our”) collects, receives and otherwise processes personal data in the course of its business activity in order to perform services requested by existing and prospective Clients (together: “Clients”) in accordance with the applicable data protection legislation.

WHITE OAK MANAGEMENT, as provider of domiciliation, company management and family office services, usually acts as data controller, however, we perform analysis on a case-by-case basis before qualifying our position.

### **I. PERSONAL DATA, HOW DO WE OBTAIN AND PROCESS THEM**

‘Personal data’ means any information relating to an identified or identifiable natural person (‘data subject’). We may collect and process the following categories of personal data: personal contact details (name, title, address, telephone numbers, email address); identification data (nationality, birthdate, identification documents and numbers, such as ID, passport, driving license, etc.); professional information (such as occupation, position); data relevant with regard to the fight against money laundering and terrorist financing (such as results of name check, background check information from external sources, internet sources, PEP status, information on the source of funds); financial information (such as bank account details, shareholding). Please note that this list is not exhaustive. We may also collect and process other personal data which is adequate, relevant and limited to what is necessary in relation to the provision of our services.

The most of the data we obtain are provided by our Clients in paper form or by electronic means. However, we collect data from public and other sources, e.g. public trade and companies registers, subscription-based databases and other online sources. We may receive personal data from third parties (such as lawyers, accountants, other professional advisors).



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We cannot control the information provided by our Clients or third parties, therefore, it can happen that we receive documents containing personal data that we do not need and/or have not requested. In such cases we consider that the personal data have been provided with the intention to process it in the context of the business relationship concerned, assuming that the person providing the personal data acted in compliance with the applicable data protection legislation.

WHITE OAK MANAGEMENT collects, stores and otherwise processes personal data according to the applicable data protection legislation, nevertheless, we ask our Clients and third parties to provide us documents containing personal data which is adequate, relevant and limited to what is necessary in relation to the purpose for which they are provided.

## II. THE LAWFUL BASIS FOR PROCESSING PERSONAL DATA

White Oak Management only processes personal data when the law allows it, mostly in the following cases:

- To **perform a contract** to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract (e.g. domiciliation agreement, quotation);
- To **comply with legal obligations** to which our Company is subject:
  - ♦ the law on the financial sector;
  - ♦ the law on governing the domiciliation of companies;
  - ♦ the law on family office activity;
  - ♦ the law on commercial companies;
  - ♦ the commercial code;
  - ♦ the labour code;
  - ♦ other applicable legislation;
- For the performance of a task carried out in the **public interest** (e.g. for the purposes of the prevention of money laundering and terrorist financing) or in the exercise of official authority vested in the controller;



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- For the purposes of the **legitimate interests** pursued by our Company or by a third party (e.g. internal audit procedures; maintenance and improvement of our IT system; fraud prevention).
- In case of a given **consent** to the processing of personal data for one or more specific purposes (e.g. recruitment). Consent can be withdrawn at any time.
- In order to protect the **vital interest** of the data subject or of another natural person.

### III. SHARING OF DATA, DATA TRANSFER

White Oak Management may share/transfer personal data to third parties, e.g. administration, public authorities, auditors, notaries, advisors, banking institutions or other third-party service providers where required by law, where it is necessary to perform the services you requested or where we have legitimate interest in doing so.

In most cases, these third parties are located in the European Union or in countries subject to an adequacy decision by the European Commission. In those cases when we transfer personal data to countries outside the European Union and without adequacy decision, we take the necessary measures to provide an adequate level of protection of the personal data concerned.

In every case, we ensure that the transmission is adequate, relevant and limited to what is necessary for the purpose for which they are provided.

### IV. HOW LONG DO WE STORE PERSONAL DATA

As a principle, we retain data no longer than it is necessary for the fulfilment of the purposes for which they were collected and processed (e.g. legal or accounting requirements). At the end of the retention period, the personal data are deleted or anonymised. The storage period is subject to the provisions of the relevant legislation, if there is any. Inter alia:

- **commercial agreements and related documents / agreements with Clients, suppliers** for a period of ten years from the end of the contract / performance;
- **corporate documents** (shareholder register, minutes of board, etc ...) for a period of five years minimum from the striking from commercial register;



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- **accounting and finance documents** for a period of ten years from the closure of the relevant accounting period;
- for the purposes of the **prevention of money laundering and terrorist financing** for a period of five years from the closure of the business relationship or after the performance of an occasional transaction;
- **recruitment data** not resulting in candidate's hiring for the duration of the recruitment phase.

## **V. YOUR RIGHTS AS DATA SUBJECT**

- You have the right to request **confirmation** as to whether or not personal data concerning you are being processed, and where that is the case, **access** to the personal data.
- You have the right to request the **rectification** of inaccurate personal data concerning you and to have incomplete personal data completed.
- You have the right to request the **erasure** of the personal data concerning you.
- You have the right to request the **restriction of processing** of the personal data concerning you.
- You have the right to **receive** the personal data concerning you, which you provided to us, and you have the right to request the **transmission** of those data to another controller.
- You have the right to **object to processing** of personal data concerning you.

These rights can be exercised under the conditions laid down by the GDPR.

## **VI. HOW TO CONTACT US**

If you have any question about how we process personal data, or you would like to exercise your rights detailed above, please contact us by using the following e-mail address: [data.protection@wom.lu](mailto:data.protection@wom.lu)



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**VII. HOW TO CONTACT THE LUXEMBOURG SUPERVISORY AUTHORITY**

As data subject, you also have the right to contact the National Commission for Data Protection and submit a complaint by using their online form which is available on their webpage [www.cnpd.lu](http://www.cnpd.lu), or you can send it to the following address:

Commission nationale pour la protection des données  
Service des plaintes  
15, Boulevard du Jazz  
L-4370 Belvaux

**VIII. CHANGES TO THIS PRIVACY NOTICE**

White Oak Management reserves the right to update its privacy notice at any time and makes available the updated version on its website.

Last updated: 10 September 2020