

Privacy Notice – Employees and Applicants

Introduction

Climate Fund Managers B.V., each of its direct or indirect subsidiaries, its affiliated entities and CFM managed products (collectively, “**CFM**” “**we**”, “**us**” or “**our**”) is committed to safeguarding Personal Data and Processing Personal Data in line with applicable privacy and data protection laws. CFM functions, as the entity you contract with, as the controller of your Personal Data.

This Privacy Notice sets out the purposes for which we collect, use, and disclose (collectively “**Processing**”/ “**Processed**”/ “**Process**”) certain information relating to an identified or identifiable natural person (“**Personal Data**”), and how it is protected. It also sets out individuals’ rights in relation to the Processing of their Personal Data.

There may be additional terms, conditions and commitments that also govern how we collect, use and disclose your Personal Data, including the CFM Privacy Policy, which should be read in conjunction with this Privacy Notice.

In this Privacy Notice you will find the following information:

1. Complaints
2. What Personal Data do we process
3. How do we collect your Personal Data
4. Purpose and legal basis for Processing your Personal Data
5. With whom do we share your Personal Data
6. How We Protect Your Data
7. How long do we store your Personal data
8. What are your rights and how you can exercise them
9. Automated decision-making, including profiling
- 10.
11. We do not engage in automated decision-making or profiling.
- 12.
13. Changes to this Privacy Statement

14. Contact
15. Complaints

What Personal Data do we process

The nature of the Personal Data that we collect will depend on the services provided, applicable laws and our relationship with you. The following is a non-exhaustive list of the Personal Data we collect:

- **Identification Data**
Full name, title, gender, marital status, date of birth, passport number, driving license number, national identification number, signature
- **Contact Data**
Personal address, telephone number, email address
- **Electronic Monitoring Data**
To the extent permitted by law, we may record and monitor your electronic communications with us, including telephone conversations, emails, instant messaging and any other electronic communications
- **Employment Data**
Curriculum vitae/résumé; academic background and qualifications; languages spoken; positions held/job titles; work addresses, employment contracts, performance data, salary, bonus and other HR records
- **Professional Information Data**
Position/job title, business address, business telephone number business email address
- **Special Personal Data**
In limited circumstances we may collect information about criminal convictions and offences, when legally required; dietary requirements, if we are arranging catering; disability, to make reasonable accommodations for you in our buildings; political affiliations, for us to determine whether you are a politically exposed person

How do we collect your Personal Data

We will collect Personal Data for specified, explicit and legitimate purposes only and we will not process data that is not necessary in relation to these purposes.

We may collect Personal Data in several ways, including:

- Directly from you
- If you are representative of an organization or entity that is a client or vendor of CFM, and that organization or entity provides us with your Personal Data
- from other sources, such as recruitment agencies, career websites, third-party sources such as your (former) employer or colleagues
- From publicly available sources or the corporate website of the organization you are working for

Purpose and legal basis for Processing your Personal Data

The below table sets out the purposes and basis for which we Process your Personal Data and the legal bases for these activities, grouped by data subject categories:

Processing Purpose	Category of PI	Basis of Processing
Employment management and HR operations, ensuring complete and accurate information within your profile	<ul style="list-style-type: none">▪ Contact Data▪ Electronic Monitoring Data▪ Employment Data▪ Financial Data▪ Identification Data▪ Professional Information Data▪ Special Personal Data▪ Technical Data	<ul style="list-style-type: none">▪ Complying with legal obligation▪ Special Personal Data is processed based on explicit consent▪ Necessary for performance of contract▪ Legitimate interests: to ensure the completeness of your profile data

<p>To process your employment application including to identify and contact you; to assess whether you have the professional skills, expertise and experience required for the position applied for; and to make recruitment decisions</p>	<ul style="list-style-type: none"> ▪ Identification data ▪ Contact data ▪ Professional information data ▪ Profile data ▪ Special Personal Data 	<ul style="list-style-type: none"> ▪ Performance of a contract ▪ Legal or regulatory obligation ▪ Legitimate interests: to evaluate whether you have the necessary skills and qualities to perform the relevant role
<p>If you are offered and accept a position, to conduct background screening (as allowed or required by law), including: verification of all information provided; searches with a credit reference agency; criminal record (including fingerprinting); sanctions screening</p>	<ul style="list-style-type: none"> ▪ Identification data ▪ Contact data ▪ Professional information data ▪ Profile data ▪ Special Personal Data 	<ul style="list-style-type: none"> ▪ Legal or regulatory obligation ▪ Legitimate interests: to protect assets and employees; fraud and other financial crime prevention
<p>Administrative tasks in preparation for joining once the background screening is successfully completed</p>	<ul style="list-style-type: none"> ▪ Identification data ▪ Contact data ▪ Professional information data ▪ Profile data ▪ Special Personal Data 	<ul style="list-style-type: none"> ▪ Performance of a contract ▪ Legal or regulatory obligation ▪ Legitimate interests: managing our workforce to ensure the efficient and secure running of our business

With whom do we share your Personal Data

We take appropriate measures to ensure that the Personal Data will be properly Processed in accordance with applicable rules and regulations. When required, Personal Data may also be shared with competent authorities and/or specific CFM advisors (e.g. Depositary Service Provider), within the scope of the purposes explained in the data request. In respect of one or more of the purposes outlined above, we may disclose Personal Data in any jurisdiction to:

- Professional advisors, third parties, agents or independent contractors that provide services to CFM (such as IT systems providers, platform providers, financial advisors, brokers, consultants (including lawyers and accountants))
- Goods and services providers (such as providers of marketing services where we are permitted to disclose your Personal Data to them), intermediaries, brokers, and other individuals and entities that partner with us
- Intra-group to related affiliates also working on providing you with related services;

- Law enforcement agencies; financial regulators and other relevant regulatory authorities; government bodies; tax authorities; courts tribunals and complaints/dispute resolution bodies where CFM is required or allowed to do disclose Personal Data;
- Other bodies as required by law or regulation;
- Financial institutions such as trustees, custodians and sub-custodians; insurers; fraud protection agencies; and/or similar suppliers or service providers; and
- Any person to whom disclosure is allowed or required by local or foreign law, regulation, or any other applicable instrument.

We will ensure that, where relevant, contractual safeguards are implemented to ensure the protection of your Personal Data when disclosing your Personal Data to a third party. For example, we have entered or will enter into data processing agreements with relevant parties (providing for restrictions on the use of your Personal Data and obligations with respect to the protection and security of your Personal Data).

When we share your Personal Data as set out above with other parties located in countries outside the EEA, these countries may offer a lower level of data protection than in the Netherlands. In such case, it shall be ensured that adequate measures are taken to ensure adequate protection of your Personal Data in accordance with applicable data protection legislation on the basis of Standard Contractual Clauses, as drafted by the European Commission. You have the right to request more information on this by contacting us using the details set out at the bottom of this Privacy Notice.

How We Protect Your Data

CFM uses a range of measures to ensure the appropriate level of security to Process Personal Data.

Our staff are aware of CFM's privacy obligations when Processing Personal Data and receives training around phishing and password risks. Staff are obliged to handle this information with care and prevent business-critical, privacy-sensitive, or other confidential information from being accessible to unauthorised persons. Specifically, our staff must abide by the following general guidelines in respect of handling sensitive information or any information that CFM has not disclosed or made generally available to the public:

- not make unauthorised disclosures of confidential information or use it for purposes other than those for which it was disclosed except as required by law
- comply with the requirements imposed by a confidentiality agreement or undertaking, imposed by law, or as specified in internal policies, procedures, or rules
- where confidential information is to be provided to another party, ensure that measures are in place to maintain the confidentiality of that information, such as a legally binding confidentiality agreement

- take the appropriate care in handling such information and where a staff member gains access to potentially sensitive information that their manager is not aware of, they must notify them.

CFM employs various security measures to protect Personal Data, including:

- administrative and technical controls to restrict access to Personal Data
- technological security measures, such as firewalls, encryption, and antivirus software
- physical security measures, like building access controls
- external assessments, including security audits and vendor due diligence
- comprehensive cybersecurity defenses, real-time monitoring, and incident management

The security of data transmitted over the internet (including by e-mail) cannot be guaranteed and carries the risk of access and interception. You should not send us any Personal Data by open/unsecure channels over the internet. We endeavour to protect Personal Data but cannot guarantee the security of data transmitted to us or by us.

How long do we store your Personal data

We will Process your Personal Data for as long as is necessary to fulfil the purpose for which it was collected or to comply with legal, regulatory, accounting, reporting or internal policy requirements but your Personal Data will not be kept on record for longer than required. Usually, and depending on the type of Personal Data and applicable employment laws, this may be five or seven years, and in some circumstances, this retention period may be extended.

For job applicants, we will retain your Personal Data no longer than four weeks, unless you consent to a longer period or when you sign an employment contract with us.

What are your rights and how you can exercise them

In accordance with the conditions and limitations laid down by the Data Protection Laws, you have the right to:

Access your Personal Data

To obtain confirmation as to whether or not Personal Data concerning you are being Processed, how it is being Processed and, where that is the case, access to such Personal Data.

Rectify your Personal Data

To obtain, without undue delay, the rectification of your inaccurate or incomplete Personal Data.

Object to the Processing of your Personal Data

To object, on grounds relating to your particular situation, at any time to Processing of Personal Data concerning you which is based on the performance of a task carried out in the public interest or the legitimate interests pursued by us or by a third party. We will no longer Process the Personal Data unless we demonstrate compelling legitimate grounds for the Processing which override your interests, rights and freedoms or for the establishment, exercise or defence of legal claims.

Restrict the use of your Personal Data

To request that CFM restricts the way it Processes your Personal Data in some circumstances.

Where Processing has been restricted under the above paragraph, such Personal Data shall, with the exception of storage, only be Processed with your consent or for the establishment, exercise or defense of legal claims or for the protection of the rights of another natural or legal person or for reasons of important public interest.

Have your Personal Data erased

To request deletion of your Personal Data without undue delay where CFM does not have a legal obligation or other valid reason to continue Processing it.

Withdraw your consent

To withdraw your consent easily and at any time. The withdrawal of consent shall not affect the lawfulness of Processing based on consent before its withdrawal.

Ask for Personal Data portability

To receive the Personal Data concerning you in a structured, commonly used and machine-readable format and to have your Personal Data transmitted to another organization in some circumstances.

You may exercise your rights at any time by contacting us using the details set out at the bottom of this Privacy Notice. We will respond to your request without undue delay and at least within the time period stipulated in applicable law.

Automated decision-making, including profiling

We do not engage in automated decision-making or profiling.

Changes to this Privacy Statement

From time to time, we may need to change this Privacy Notice. The most recent version of this Privacy Notice is available on our website. We will inform you in case of material changes to our Privacy Notice.

Contact

For privacy-related inquiries or to exercise your rights, please contact:

- Email: governance@climatefundmanagers.com
- Phone: +31 (0)70 204 5205
- Address: Korte Vijverberg 4, 2513 AB, The Hague, The Netherlands

Complaints

You have the right to lodge a complaint with the Dutch Data Protection Authority. For more information, visit the Dutch DPA website.