

Privacy Notice (UK and EU and Switzerland)

Updated: July 1, 2025

KKR respects your privacy and is committed to protecting your personal information. This privacy notice informs you about how we look after your personal information and tell you about your privacy rights and how the law protects you. This notice applies to you only if you are based in the United Kingdom, a member state of the European Union, the European Economic Area, or Switzerland. If you are a resident of California, please see our [privacy notice for California residents](#). If you are a resident elsewhere in the United States of America or located elsewhere, please see our other [privacy notices](#) and any other privacy notices on our website from time to time.

This privacy notice is provided in a format so that you can click the arrows throughout to find further information. Please also use the following table contents to navigate to the specific areas set out below. Alternatively, you can download a pdf version of the full privacy notice [here](#).

Employees, contractors and other personnel of KKR should note that a separate privacy notice will be made available to them.

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1. IMPORTANT INFORMATION

KKR respects your privacy and is committed to protecting your personal information.

This privacy notice describes how we collect and use personal information about you during and after your relationship with us, in accordance with applicable data protection laws, including the General Data Protection Regulation (“GDPR”) and the Swiss Federal Act on Data Protection (“FADP”), as applicable. References to the GDPR in this privacy notice include the GDPR as it forms part of the laws of the United Kingdom of England and Wales, Scotland and Northern Ireland (sometimes referred to as the “UK GDPR”) – together, the “Data Protection Laws”.

This privacy notice applies to:

- individuals with whom KKR may have had contact for business purposes, either on our own account or on behalf of third parties or organisations;
- individuals who are employed by or otherwise associated with KKR’s suppliers, vendors or professional advisors;
- individuals who are involved in transactions or potential transactions which are evaluated or conducted by KKR or any of KKR’s sub-advisors; and
- individuals who have opted to receive communications from KKR.

KKR makes available separate privacy notices on the Investor Center [here](#) which apply to individuals associated with investors in the funds operated by KKR. This privacy notice does not form part of any contract of services.

This website is not intended for children and we do not knowingly collect data relating to children.

About KKR

The KKR Group is made up of different legal entities; more information can be found [here](#).

This privacy notice is issued on behalf of the KKR Group so when we mention “KKR”, “we”, “us” or “our” in this privacy notice, we are referring to the relevant entity in the KKR Group responsible for processing your personal information.

For the purposes of the Data Protection Laws, the KKR company that you have dealings with is the controller of your personal information, for further details of which, please click

below as appropriate. This means that we are responsible for deciding how we hold and use personal information about you. We are required under the Data Protection Laws to provide you with the information contained in this privacy notice.

If you have any questions about this privacy notice, including any requests to exercise your legal rights, please contact the Data Privacy Team at dataprivacyoffice@kk.com or using the details set out below for the country relevant to you.

You have the right to make a complaint at any time to the relevant data protection authority (please click below for details). We would, however, appreciate the chance to deal with your concerns before you approach the data protection authority, so please contact us in the first instance.

If you have dealings with KKR in the United Kingdom, please click here for further details.

Kohlberg Kravis Roberts & Co. Partners LLP is the main controller of personal information in relation to KKR business in the United Kingdom and so responsible for this privacy notice. KKR Capital Markets Limited, KKR Credit Advisors (EMEA) LLP and KKR Capstone EMEA LLP are also controllers of personal information for their respective businesses.

You can contact KKR's Data Privacy Team from the United Kingdom as follows:

- By post at 18 Hanover Square, London, W1S 1JY and communications should be marked for the attention of the Data Privacy Team
- By telephone on +44 20 7839 9800
- By email dataprivacyoffice@kk.com

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

If you have dealings with KKR in the Republic of Ireland, please click here for further details.

KKR Alternative Investment Management Unlimited Company (registered in Ireland with company number 539765), the main controller of personal information for KKR business in the Republic of Ireland and so responsible for this privacy notice. KKR Credit Advisors (Ireland) Unlimited Company, KKR Capital Markets (Ireland) Limited, and KKR Ireland Designated Activity Company, and K-Star EMEA Asset Management Designated Activity

Company are controllers of personal information for their respective businesses in the Republic of Ireland.

You can contact KKR's Data Privacy Team from the Republic of Ireland as follows:

- By post at KKR, Cadenza, 19/20 Earlsfort Terrace, Dublin 2, D02 EN84 Ireland and communications should be marked for the attention of the Data Privacy Team
- By telephone on +353 1 4757499
- By email dataprivacyoffice@kk.com

You have the right to make a complaint at any time to the Data Protection Commission (DPC), the Irish supervisory authority for data protection issues (<https://www.dataprotection.ie>). We would, however, appreciate the chance to deal with your concerns before you approach the DPC, so please contact us in the first instance.

If you have dealings with KKR in Luxembourg, please click here for further details.

KKR Luxembourg S.À R.L is the controller of personal information for KKR business in Luxembourg and so responsible for this privacy notice.

You can contact KKR's Data Privacy Team from Luxembourg as follows:

- By post at 2, rue Edward Steichen, L-2540 Luxembourg and communications should be marked for the attention of the Data Privacy Team
- By telephone on +352 270 243 100
- By email dataprivacyoffice@kk.com

You have the right to make a complaint at any time to the National Commission for Data Protection (Commission Nationale Pour La Protection Des Données (CNPD)), the supervisory authority for data protection issues in the Grand-Duchy of Luxembourg (<https://cnpd.public.lu>). We would, however, appreciate the chance to deal with your concerns before you approach the CNPD, so please contact us in the first instance.

If you have dealings with KKR in Spain, please click here for further details.

Kohlberg Kravis Roberts (España) Asesores SL is the controller of personal information in relation to KKR business in Spain and so responsible for this privacy notice.

You can contact KKR's Data Privacy Team from Spain as follows:

- By post at Edificio Beatriz, Calle de José Ortega y Gasset 29. 28006, Madrid, Spain and communications should be marked for the attention of the Data Privacy Team
- By telephone on + 34 (91) 198 00 04
- By email dataprivacyoffice@kk.com

You have the right to make a complaint at any time to the Spanish Data Protection Agency (Agencia Española de Protección de Datos (AEPD)), the Spanish supervisory authority for data protection issues (<http://www.agpd.es>). We would, however, appreciate the chance to deal with your concerns before you approach the AEPD, so please contact us in the first instance.

If you have dealings with KKR in France, please click here for further details.

Kohlberg Kravis Roberts & Co. SAS is the controller of personal information in relation to KKR business in France and so responsible for this privacy notice.

You can contact KKR's Data Privacy Team from France as follows:

- By post at 9 avenue Matignon, 75008 Paris, France and communications should be marked for the attention of the Data Privacy Team
- By telephone on +33 1 53 53 96 00
- By email dataprivacyoffice@kk.com

You have the right to make a complaint at any time to the Commission Nationale de l'Informatique et des Libertés (CNIL), the French supervisory authority for data protection issues (<https://www.cnil.fr>). We would, however, appreciate the chance to deal with your concerns before you approach the CNIL so please contact us in the first instance.

If you have dealings with KKR in Germany, please click here for further details.

Kohlberg Kravis Roberts GmbH is the controller of personal information in relation to KKR business in Germany and so responsible for this privacy notice.

You can contact KKR's Data Privacy Team from Germany as follows:

- By post at OpenTurm, 18th Floor, Bockenheimer, Landstraße 2-4, 60306, Frankfurt, Germany and communications should be marked for the attention of the Data Privacy Team
- By telephone on +49 (0) 69 2222 93900
- By email dataprivacyoffice@kk.com

You have the right to make a complaint at any time to the Der Hessischebeauftragte für Datenschutz und Informationsfreiheit (HBDI), the supervisory authority for data protection issues in Hessen (<https://www.datenschutz.hessen.de>). We would, however, appreciate the chance to deal with your concerns before you approach the HBDI so please contact us in the first instance.

If you have dealings with KKR in Sweden, please click here for further details.

KKR Nordics AB is the main controller of personal information in relation to KKR business in Sweden and so responsible for this privacy notice.

You can contact KKR's Data Privacy Team from Sweden as follows:

- By post at 2nd Floor, Birger Jarlsgatan 15, Stockholm, Sweden and communications should be marked for the attention of the Data Privacy Team
- By telephone on +46 850336040
- By email dataprivacyoffice@kk.com

You have the right to make a complaint at any time to the Swedish Data Protection Authority (Integritetsskyddsmyndigheten (IMY)), the Swedish supervisory authority for data protection issues (<https://www.datainspektionen.se/>). We would, however, appreciate the chance to deal with your concerns before you approach the IMY so please contact us in the first instance.

If you have dealings with KKR in Switzerland, please click here for further details.

KKR Switzerland LLC is the controller of personal information in relation to KKR business in Switzerland and so responsible for this privacy notice.

You can contact KKR's Data Privacy Team from Switzerland as follows:

- By email dataprivacyoffice@kk.com

You have the right to make a complaint at any time to the Federal Data Protection and Information Commissioner (FDPIC), the Swiss authority for data protection issues (<https://www.edoeb.admin.ch>). We would, however, appreciate the chance to deal with your concerns before you approach the FDPIC so please contact us in the first instance.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

We reserve the right to update this privacy notice at any time. We may also notify you in other ways from time to time about the processing of your personal information.

2. DATA PROTECTION PRINCIPLES

We adhere to applicable data protection laws, which require that the personal information we hold about you must be:

1. used lawfully, fairly and in a transparent way;
2. collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes;
3. relevant to the purposes we have told you about and limited only to those purposes;
4. accurate and to the extent appropriate, kept up to date;
5. kept only as long as necessary for the purposes we have told you about; and
6. kept securely.

3. PERSONAL INFORMATION WE HOLD ABOUT YOU, PURPOSES AND LAWFUL BASIS FOR PROCESSING

Personal data, or personal information, means any information about an individual from which that person is, or can be, identified. It does not include data where the identity, or ability to identify a person, has been removed (anonymous data).

There are more sensitive types of personal data which require a higher level of protection, known as 'special categories' of personal data under the Data Protection Laws. We do not collect any 'special categories' of personal data about you except in the context of dietary requirements for events and meetings and limited health data to assist in the control of infectious diseases (such as the virus Covid-19) that you voluntarily provide to us. We do not collect any information about criminal convictions and offences, unless revealed by due diligence conducted to comply with a legal or regulatory obligation, transactional due diligence or as part of our recruitment processes.

Please click on the relevant section to see the categories of personal information about you that we collect, store, and use, the purposes of processing and our lawful basis for doing so.

Visitors to KKR's website

We collect information about you through technology. For example, we collect your IP address each time you request a page during a visit to the website. (An IP address is often associated with the portal through which you enter the Internet.) At times, we may also use IP addresses to collect information regarding the frequency with which users browse various parts of the website.

The website will also use other technical methods to track and analyse the traffic patterns on the website, such as the frequency with which our users visit various parts of the website. These technical methods involve the transmission of information either directly to us or to another party authorised by us to collect information on our behalf. We use these technical methods in HTML e-mails that we send to our website users and individuals who subscribe to our newsletters to determine whether such recipients have opened those e-mails and/or clicked on links in those e-mails. We may collect the information from use of these technical methods in a form that is personally identifiable, though you may prevent this by use of your browser settings or by opting out of the use of non-essential cookies as set out in the Cookies section below.

During some visits we may use software tools such as JavaScript to measure and collect session information, including page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse overs), and methods used to browse away from the page. We may use this information to measure website activity, to develop ideas for improving our websites and for any other purpose to the extent permitted by applicable law.

You are not required to provide any personal information to access public areas of our website, other than parts of the Investor Center.

Please also see the section on [Cookies](#) below.

If you sign up to receive our newsletter, we collect your name, email, and job title/role in addition to the information described above regarding opening the e-mail and/or clicking on links in the e-mail. Our legitimate interest for using such personal information is to provide, maintain, and improve our newsletter service, which includes distributing our newsletter and sharing other information that may be of interest to you and individuals that subscribe.

Visitors to KKR's offices

When you visit our offices, we collect the following personal information about you for the following purposes:

1. contact information by completion of the security list of visitors in line with our legitimate interests (security of the building);
2. video images of you in the entry and exit areas from CCTV footage in line with our legitimate interests (security of the building);
3. your name and time of entry to KKR's offices through a security access system in line with our legitimate interests (maintaining security of our offices);
4. names and dietary preferences for catering purposes in meetings in line with our legitimate interests (respecting visitors' needs);
5. health data to assist in the control of infectious diseases (such as the virus Covid-19) in line with our health and safety legal obligations;
6. if applicable, health information by completion of the first aid accident book in order to comply with our health and safety legal obligations; and
7. guests' name and organisation for the purpose of organising events (for example conferences, charity events or student/alumni events) and providing name badges, attendee lists, team lists and table plans.

Individuals with whom KKR has contact for business purposes

If you have had contact with KKR, for example through emailing or meeting a representative of KKR, we collect, use and store limited amounts of personal information relating to you, such as your name, job title, employer organisation and contact details. We use publicly available information about you or information you have provided us with to add to KKR's contact directory. We may also use your contact details and metadata relating to your communications with KKR representatives for business development purposes. If your contacts with KKR also fall within other categories defined below, we will also collect, store and share your personal information as described in those categories.

We will collect and store this personal information for the purposes of:

1. maintaining a directory of contacts and business development activities;
2. organising meetings between you and KKR's representatives;
3. general business marketing, including reporting on macro trends and other business and economic insights; and
4. sending you periodic updates about KKR's business, events, presentations and opportunities, including by email and post; you can opt out of receiving updates at any time by contacting us (including by email at dataprivacyoffice@kkr.com), by asking your KKR business contact, or by clicking the "Unsubscribe" link in any email that you receive.

We will share the personal information we hold about business contacts with:

1. third-party service providers which process personal information on KKR's behalf,
2. professional advisors, such as accountants, lawyers or other consultants;
3. other companies in the KKR Group;
4. KKR's auditors; and
5. applicable regulators and other governmental agencies anywhere in the world.

The legal basis for collecting, using and storing personal information about business contacts is that such processing is necessary for our legitimate interests in undertaking business development and promotion.

Individuals who are associated with KKR's suppliers, vendors or professional advisers
If you are a supplier or vendor to KKR, or one of our professional advisers, we will collect, use and store limited amounts of personal information relating to you, including your name, job title, qualifications, employer or parent organisation and contact details.

We will collect, use and store this personal information for the purposes of conducting anti-money laundering checks, administering and maintaining records of goods, services or advice we have received, and commissioning further services or procuring further goods.

The personal information we hold about suppliers and professional advisers will be shared with:

1. a wide range of third-party service providers which process personal information on KKR's behalf, such as providers of telecoms, IT, courier, HR, security, legal accountancy, data and catering services.
2. professional advisors, such as accountants, lawyers or other consultants;
3. other companies in the KKR Group;
4. KKR's auditors; and
5. applicable regulators and other governmental agencies anywhere in the world.

Our legal basis for collecting, using and storing personal information that you provide to us is that such processing is necessary for our legitimate interests in operating our business.

Individuals who are involved in transactions or potential transactions by or on behalf of KKR

If you are involved in a transaction or potential transaction relating to KKR business, including as an investor or potential investor in any of our investment products, we collect, use and store personal information relating to you. To the extent appropriate, this includes your business and personal contact details, interest/marketing preferences, professional opinions and judgements, visual images and photographs required for business purposes,

log-in details for user accounts, information relating to your financial status and dealings, nationality information (including copies of identity documents, such as a passport), references provided by third parties, and results of other due diligence carried out. Telephone calls made by/to certain capital markets or transactional staff are recorded, pursuant to our compliance with applicable UK and EU financial regulations that require the recording of calls relating to certain types of transaction activity. Recordings of such telephone calls are archived as they may be required pursuant to legal and regulatory requirements and for legal hold purposes. .

We collect, process and store this personal information for the purposes of:

1. performing conflicts checks;
2. verifying the identity of individuals;
3. undertaking due diligence and performing background checks;
4. conducting anti-money laundering checks;
5. evaluating potential transactions;
6. maintaining records of investments;
7. trade and transaction reporting;
8. administering transactions which are entered into;
9. statistical analysis and market research;
10. maintaining records of investments;
11. billing and invoicing purposes;
12. complying with our regulatory and legal obligations, including assessing and managing risk;
13. identifying and preventing fraud and other unlawful activity;
14. safeguarding our legal rights and interests;
15. seeking and receiving advice from our professional advisors, including accountants, lawyers and other consultants;
16. organising and holding meetings and events;
17. marketing of investment products;
18. general business marketing, including reporting on macro trends and other business and economic insights; and
19. sending you periodic updates about KKR's business, events, presentations and opportunities.

Please note that you can opt out of receiving marketing updates or change your preferred method(s) for receiving them (e.g. email, post) at any time by contacting us (including via email at dataprivacyoffice@kk.com), asking your KKR contact or by clicking the "Unsubscribe" link in any email that you receive.

The personal information we collect, use and store about our counterparties with whom we conduct business may be shared with:

1. third-party service providers which process personal information for us;
2. credit reference agencies;
3. financial intermediaries;
4. professional advisors, such as accountants, lawyers or other consultants;
5. other persons who have an interest or involvement in, or who are considering an interest or involvement in, a transaction upon which KKR is advising, including co-investors, other providers of finance and investors in KKR;
6. other companies in the KKR Group;
7. KKR's auditors; and
8. applicable regulators and other governmental agencies anywhere in the world.

Our legal basis for collecting, using and storing personal information about you is that such processing is necessary for compliance with our legal and regulatory obligations, and for our legitimate interests in running our business, including by advising on potential transactions. If we enter into a transaction that you are involved in, it will also be necessary for us to process your personal information for the purpose of performing that contract and to comply with our regulatory and legal obligations.

Public shareholders in KKR & Co. Inc. and investors

We collect, use and store personal information about our public shareholders and other investors for the purposes of:

1. communicating with investors in relation to their holdings;
2. complying with our regulatory and legal obligations;
3. facilitating the payment of dividends and/or other distributions; and
4. sending you periodic updates about KKR's business, activities and opportunities, including by email and post; you can opt out of receiving updates at any time by contacting us (including via email at dataprivacyoffice@kk.com), asking your KKR contact or by clicking the "Unsubscribe" link in any email that you receive.

We share the personal information we hold about our public shareholders and other investors with:

1. companies which process personal information for us;
2. professional advisors, such as accountants, lawyers, proxy advisers or other consultants;
3. other companies in the KKR Group;

4. our auditors; and
5. applicable regulators and other governmental agencies anywhere in the world.

Our legal basis for collecting and storing personal information about our shareholders and other investors is that such processing is necessary for our legitimate interests in running and operating our business and ensuring effective communications with shareholders.

Lawful basis for using your personal information

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances (each a lawful basis):

1. where we need to perform the contract we are about to enter into or have entered into with you;
2. where it is necessary for our legitimate interests (as further explained in the relevant section applicable to you above) and your interests and fundamental rights do not override those interests; or
3. where we need to comply with a legal or regulatory obligation.

Generally, we do not rely on consent as a legal basis for processing your personal data.

If you fail to provide personal information

If you fail to provide certain information when requested, we may not be able to perform any contract we may have entered into with you, or we may be unable to deal with you.

Change of purpose

We will only use your personal information for the purposes for which we collected it or as otherwise described in this privacy notice, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

4. COOKIES

KKR and its third party partners collect certain information, including Personal Data, by automated means, such as cookies, web beacons (including pixels and tags), web server logs, analytics and other technologies (collectively "Cookies"). We use these Cookies for

several purposes, including to ensure our services are functioning correctly and to provide and measure advertisements. For further information about the Cookies used and your choices regarding such cookies, please see our [Privacy and Cookies Notice](#).

5. DATA SHARING

We seek to share your personal information with third parties only where we believe it is necessary or consistent with our legitimate interests, including to third-party service providers and other companies in the KKR Group.

We require third parties to respect the security of your personal information and to treat it in accordance with the law. We use a range of third parties from time to time to provide a wide range of services, including telecoms, IT, courier, HR, security, legal, accountancy, data, and catering services.

We may transfer your personal information outside the European Union, European Economic Area, Switzerland or the United Kingdom and when we do, you can expect a similar degree of protection in respect of your personal information.

Why do we share your personal information with third parties?

We will share your personal information with third parties where required by law, where it is necessary to administer our relationship with you or where we have another legitimate interest in doing so. "Third parties" includes third-party service providers (including contractors) and other companies within the KKR Group worldwide.

How secure is your personal information with third-party service providers and other companies in our group?

All our third-party service providers and other companies in KKR Group are required to take appropriate security measures to protect your personal information in line with the GDPR and FADP, as applicable. Except where needed for their own direct relationship with you or where they otherwise act as a controller of your personal information, we do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

When do we share your personal information with other companies in the KKR Group?

We will share your personal information with other companies in the KKR Group for internal administrative purposes on the lawful basis of our legitimate interests.

When do we share your personal information with any other third parties?

We may share your personal information with other third parties, for example in the context of the possible sale or restructuring of the business or an audit. If needed to comply with law and regulations, we will also need to share your personal information with a regulator, governmental agency or otherwise.

Transferring your personal information outside Europe

When we share your personal data within the KKR Group, this may involve transferring your personal information within and outside the United Kingdom (UK), Switzerland or the European Union (EU)/European Economic Area (EEA).

Many of our third-party service providers are based outside, or have operations outside the EU/EEA, Switzerland, or the UK so their processing of your personal information may involve a transfer of data outside the EU/EEA, Switzerland, or the UK.

Special notice for data transfers from Switzerland: The processing of your personal information by KKR Switzerland LLC (if applicable) may involve the transfer of your data to KKR Group companies and third parties (as described in this privacy notice) located in Europe and North America.

Whenever we transfer your personal information out of the EU/EEA, Switzerland or the UK, we take steps to procure that such transfer is carried out in compliance with applicable laws and regulations. Unless we are entitled to rely on an applicable exception, we take steps to procure that such transfer is carried out in accordance with applicable laws and regulations by taking steps that have the aim of ensuring an essentially equivalent degree of protection is applied to your data through:

1. Transferring your personal information to countries that have been deemed to provide an adequate level of protection for personal information by the European Commission or the competent Swiss or UK authorities (as applicable). For further details about adequacy decisions made by the European Commission, see European Commission: Adequacy of the protection of personal data in non-EU countries. The list of countries that are considered to offer adequate protection from a Swiss law perspective is available at https://www.fedlex.admin.ch/eli/cc/2022/568/en#annex_1.
2. Using specific contractual terms approved by the European Commission or the competent Swiss or UK authorities (as applicable), including adaptations for compliance with national legislation (if necessary), that give personal data an essentially equivalent level of protection to that which it has in the EEA,

Switzerland or the UK. For further details, see European Commission: Model contracts for the transfer of personal data to third countries.

3. Where we use third-party service providers based in the US that participate in the EU-US Data Privacy Framework (which is subject to an adequacy decision by the European Commission), we may transfer data to such providers under that Framework, as well as under any applicable UK or Swiss extension to that Framework that has been approved by the competent UK or Swiss authorities. For further details, see *European Commission: EU-US Data Privacy Framework*.

Please contact us (preferably via email at dataprivacyoffice@kk.com) if you would like further information on the specific mechanism used by us when transferring your personal information outside of Switzerland, the EU/EEA or the UK.

6. DATA SECURITY

We have put in place appropriate security measures designed to protect personal information.

Third parties will only process your personal information held by us where they are obliged to treat the information confidentially and keep it secure.

We have put in place appropriate security measures to prevent your personal information from being accidentally or unlawfully lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to access it.

They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to investigate any suspected data security breach. In the event of an actual data security breach that affects your data, we will comply with any legal obligations that we have to notify you and/or the applicable regulator(s).

7. DATA RETENTION

How long will you use my information for?

We will only retain your personal information for as long as necessary to fulfil the purposes for which it was collected, including for the purposes of satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for personal information, we consider the amount, nature, and sensitivity of the personal information, the potential risk of harm from unauthorised use or disclosure of your personal information, the purposes for which we process your personal information and whether we can achieve those purposes through other means, and the applicable legal requirements.

8. YOUR RIGHTS IN RELATION TO YOUR PERSONAL INFORMATION

Your duty to inform us of changes

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your relationship with us.

Your rights in connection with your personal information

Under certain circumstances, applicable data protection law grants you the right to:

- **Request access** to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.

- **Request the transfer** of your personal information which you have provided to us in a structured, commonly used and machine-readable format to you or a third party nominated by you.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal information, or request that we transfer a copy of your personal information to you or a third party nominated by you, please contact us via dataprivacyoffice@kk.com or via the other methods set out above.

Circumstances where we may charge a reasonable fee or refuse to comply

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may, where the relevant law permits, charge a reasonable fee e.g. if your request for access is clearly unfounded or excessive (for example, for repeat copies). Alternatively, we may refuse to comply with the request in such circumstances.

What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Your right to withdraw consent

In the limited circumstances where you may have provided your consent to the collection, processing and/or transfer of your personal information for a specific purpose, you have the right to withdraw your consent to that specific processing at any time. To withdraw your consent, please contact us via email at dataprivacyoffice@kk.com or via the other methods set out above. The withdrawal of consent does not affect the lawfulness of processing conducted on the basis of consent, prior to its withdrawal. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.