

**CAPSTONE INVESTMENT ADVISORS, LLC  
CAPSTONE INVESTMENT ADVISORS (UK), LLP  
CAPSTONE INVESTMENT ADVISORS (NETHERLANDS), BV  
CAPSTONE INVESTMENT ADVISORS (HK) LIMITED**

## **GLOBAL PRIVACY NOTICE**

### **SCOPE AND APPLICATION OF THIS PRIVACY NOTICE**

Capstone Investment Advisors, LLC, Capstone Investment Advisors (UK) LLP, Capstone Investment Advisors (Netherlands), B.V., and Capstone Investment Advisors (HK) Limited (collectively, “**we**”, “**us**” or “**our**”) is committed to protecting the privacy and security of your personal information. This Privacy Notice applies to our prospective, current and former partners, employees, secondees, contractors, and interns (“**staff members**”).

This Privacy Notice describes how we collect, use, store, and share personal information about you during and after your working relationship with us, in accordance with the requirements of applicable privacy and data protection laws, including but not limited to the EU General Data Protection Regulation 2016/679 (including the UK’s retained version of Regulation EU 2016/679) (“**GDPR**”).

We are a “data controller” for the purposes of GDPR. This means that we are responsible for deciding how we hold and use personal information about you. We are required under the data protection legislation to notify you of the information contained in this Privacy Notice.

This Privacy Notice does not form part of any contract of employment or other contract to provide services.

It is important that you read and retain this Privacy 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 and what your rights are under the data protection legislation.

We may update this Privacy Notice from time to time and at any time, and if so, we will provide you with a new Privacy Notice as soon as reasonably practicable. We may also notify you in other ways from time to time about the processing of your personal information.

**Residents of the United States:** Please refer to our US Privacy Notice for important information relating to the collection or other use of your personal information.

**Residents of California:** Please refer to our California Consumer Privacy Act Notice for important information relating to the collection or other use of your personal information.

## THE KIND OF PERSONAL INFORMATION WE MAY HOLD ABOUT YOU

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

There are also "special categories" of more sensitive personal data, which require a higher level of protection, such as information about a person's health, sexual orientation, political opinions, or religious beliefs.

Depending on the circumstances, we may collect, store, and use some or all of the following categories of personal information about you:

- name and personal contact details such title, addresses, telephone numbers, and personal email addresses;
- date of birth;
- gender;
- photographs;
- marital status and dependants;
- next of kin and emergency contact information;
- National Insurance number (or equivalent);
- bank account details, payroll records and tax status information;
- compensation, annual leave, pension and benefits information;
- start and leaving date and your reason for leaving;
- location of employment or workplace;
- copies of identification documents;
- immigration status;
- recruitment information (including copies of right to work documentation, references, prior employment records, and other information included in a CV or cover letter or as part of the application process);
- performance and training records, details of qualifications or professional memberships;
- disciplinary and grievance information;
- CCTV footage and other information obtained through electronic means such as swipe card records;

- recordings of telephone communications and information about your use of our information and communications systems; and/or
- credit history (including information on county court judgments or records of personal insolvency).

We may also collect, store and use the following more sensitive personal information:

- information about your race or ethnicity, religious beliefs and political opinions;
- information about your health, such as any medical condition, health and sickness records, COVID testing results, COVID screening and questionnaires, and vaccination records;
- biometric data (e.g. fingerprints); and/or
- information about criminal convictions and offences.

### **HOW IS YOUR PERSONAL INFORMATION COLLECTED?**

We collect personal information about staff members through the application, recruitment, and hiring process, either directly from candidates or from a recruitment agency or background check provider. We may sometimes collect additional information from our group companies or third parties, including former employers, credit reference agencies, government or regulatory authorities, or through publicly available sources of information.

We will collect additional personal information in the course of job-related activities and our compliance procedures throughout the period of you working for us.

### **HOW WE MAY USE INFORMATION ABOUT YOU**

We will only use your personal information when permitted by applicable law. Most commonly, we will use your personal information in the following circumstances:

- where we need to perform the contract we have entered into with you;
- where we need to comply with a legal obligation; or
- where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

Some of the above grounds for processing your personal information will overlap and there may be several grounds that justify our use of your personal information.

We will only use your personal information for the purposes for which we collected it, 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 that allows us to do so.

Please note that we may process your personal information without your knowledge or consent, where this is required or permitted by applicable law.

We may process your personal information in the following situations:

- making a decision about your recruitment or appointment;
- conducting background checks;
- determining the terms on which you work for us;
- checking you are legally entitled to work in the applicable jurisdiction;
- paying you and, if you are an employee or deemed employee for tax purposes, deducting tax and National Insurance contributions (NICs) or applicable mandatory pension contributions, if applicable;
- providing to you health, travel, life, and disability insurance, gym membership, pension benefits, enrolling you in a retirement or pension arrangement in accordance with our statutory automatic enrolment duties and liaising with the trustees or managers of a pension arrangement, your pension provider, and any other provider of employee benefits;
- operating any staff incentive plans;
- administering the contract we have entered into with you;
- business management, business continuity and planning, including accounting and auditing;
- conducting performance reviews, managing performance, and determining performance requirements;
- making decisions about salary reviews and compensation;
- assessing qualifications for a particular job or task, including decisions about promotions;
- gathering evidence for possible grievance or disciplinary hearings;
- making decisions about your continued employment or engagement and making arrangements for the termination of our working relationship;
- education, training, and development requirements;
- dealing with legal disputes involving you, or other staff members, including accidents at work;

- managing holiday entitlement or absence;
- complying with health and safety obligations;
- infection control and prevention (e.g., COVID-19);
- arranging for travel and accommodation for business related travel;
- to comply with our regulatory obligations (including our internal compliance procedures) or to prevent fraud;
- to monitor your use of our information and communication systems to ensure compliance with our IT and internal compliance policies;
- to ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution; and/or
- equal opportunities monitoring.

You should also be aware that CCTV cameras may exist in communal areas and in certain business areas. The purpose of the CCTV cameras is to ensure the safety and security of our premises and employees and visitors; to deter and detect crime; and to use in evidence of any act that is the subject of any investigation or disciplinary or grievance hearing. We reserve the right to add additional cameras as business or security needs dictate. All CCTV recordings are retained in a secure place, subject to controlled access.

#### **WHAT HAPPENS IF YOU FAIL OR REFUSE TO PROVIDE INFORMATION?**

If you fail to provide certain information when requested, we may not be able to offer you employment or perform the contract we have entered into with you (such as paying you or providing a benefit), or we may be prevented from complying with our legal obligations (such as compliance with our regulatory obligations or to ensure the health and safety of our workers).

#### **HOW WE MAY USE “SENSITIVE” INFORMATION ABOUT YOU**

“Special categories” of particularly sensitive personal information require higher levels of protection. In certain jurisdictions and depending upon applicable privacy and data protection laws, we need to have further justification for collecting, storing, and using this type of personal information. We may process special categories of personal information:

- in limited circumstances, with your explicit written consent; or
- where we need to carry out our legal obligations or exercise rights in connection with employment.

We may use information relating to leave of absence, which may include sickness absence or family related leave, to comply with employment and other laws. We may also use information about your physical or mental health, or disability status, to ensure your health and safety in the workplace and to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence, and to administer benefits including statutory maternity pay, statutory sick pay, retirement or pensions, and health insurance.

Where you leave employment and the reason for leaving is determined to be health or disability related, the records relating to that decision and the condition may be used for the purposes of administering or facilitating any pension or insurance entitlement.

In certain jurisdictions and in compliance with applicable privacy and data protection laws, we may obtain and use information about your political opinions (such as public donations, political affiliations, or other outside interests) in the course of operating our compliance procedures designed to comply with applicable law. We may use information about your religious beliefs in the context of managing holiday entitlement. In certain jurisdictions and in compliance with applicable privacy and data protection laws, we may also use information about your race or national or ethnic origin, religious, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting. We may also process this type of information about your race or national or ethnic origin, religious, or your sexual life or sexual orientation where it is needed in relation to legal claims or to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

We do not need your consent if we use special categories of your personal information to carry out our legal obligations or exercise specific rights in the field of employment law. In certain circumstances, we may approach you for your written consent to allow us to process certain particularly sensitive data. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent. ***You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.***

## INFORMATION ABOUT CRIMINAL CONVICTIONS

We do not intend to process information about criminal convictions or offenses; however, this type of information may be obtained by us during pre-

employment background checks or may be provided by you in the context of applications to our regulators.

We may also use information relating to criminal convictions where it is necessary in relation to legal claims, or where it is necessary to protect your interests (or someone else's interests).

### **AUTOMATED DECISION-MAKING**

You will not be subject to decisions based solely on automated decision-making.

### **HOW WE MAY SHARE YOUR INFORMATION**

We will share your personal information with third parties where required by law, where it is necessary to administer the working relationship with you, or where we have another legitimate interest in doing so. For these purposes, "third parties" will include third-party service providers and other entities within our group. The following activities are carried out by third-party service providers: payroll, retirement plan and pension administration, benefits provision and administration, IT services, background check services, and immigration services.

We may share information about you with our trading counterparties (e.g. brokers, banks, exchanges or clearinghouses) or service providers to our clients (e.g. the fund administrator or custodian). This type of sharing is necessary to establish or operate trading or bank accounts, facilitate communications and reporting by such service providers, or to comply with regulatory obligations (e.g. transaction reporting). We are also required to provide certain information about you to our regulators and tax authorities to comply with applicable reporting obligations and to maintain registrations and approvals necessary to conduct our business.

We will share your personal information with other entities in our group as part of our regular reporting activities on company performance, for system maintenance support and hosting of data, or operation of staff benefits and/or incentive plans.

We may share your personal information with other third parties, for example in the context of the possible sale or restructuring of the business. In this situation we will, so far as possible, share anonymised data with the other parties before the transaction completes. Once the transaction is completed, we will share

your personal data with the other parties if and to the extent required under the terms of the transaction.

## **WE MAY TRANSFER YOUR PERSONAL INFORMATION TO THIRD COUNTRIES**

It may be necessary for us to transfer your personal information to another country (sometimes referred to as a third country) outside the European Economic Area, UK or Hong Kong. We will take all steps reasonably necessary to ensure that your personal information is treated securely and in accordance with the applicable law when it is processed in, or otherwise accessed from, a location in a third country.

On a case-by-case basis, we and any of our delegates and service providers may use supplementary measures and additional reasonable security measures such as anonymisation, encryption, and entering into further binding contractual clauses. If necessary, we may need to enter into standardised contractual clauses, as approved by the EEA, before transferring any personal information to a third country.

If you have any questions about these arrangements, please contact our Chief Compliance Officer.

## **OUR DATA RETENTION POLICY AND SECURITY**

We have implemented appropriate security measures to prevent your personal information from being accidentally lost, used, or accessed in an unauthorised way, altered, or disclosed. In addition, we limit access to your personal information to those staff members and third parties who have a business need to know this information. Such persons will only process your personal information on our instructions and are subject to a duty of confidentiality to us.

We have implemented procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any accounting, reporting requirements or legal requirements and consistent with applicable privacy, data protection and data retention laws. Details of retention periods for different aspects of your personal information are available upon request from our Chief Compliance Officer. To determine the



appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances, we may anonymize your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. Once you are no longer a staff member, we will retain and securely destroy your personal information in accordance with applicable law.

## WHAT ARE YOUR RIGHTS?

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 working relationship with us. Under certain circumstances, under applicable law you may have 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 that 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 to another party.

If you want to review, verify, correct, or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party to the extent permitted by applicable law, please contact our Chief Compliance Officer in writing.

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

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.

In the circumstances where your consent to the collection, processing, and transfer of your personal information was required for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact our Chief Compliance Officer. 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.

## COMPLAINING TO THE ICO

You have the right to complain to the Information Commissioner's Office (ICO) in the United Kingdom.

## WHO TO CONTACT ABOUT THIS PRIVACY NOTICE

If you have any questions about this Privacy Notice or requests with regards to the personal data we hold about you, you may contact our Chief Compliance Officer by email ([emily.locher@capstoneco.com](mailto:emily.locher@capstoneco.com)) or by writing to 250 Greenwich St., New York, NY 10007.