

GENERAL DATA PROCESSING AND DATA PROTECTION GUIDE¹

1 CONTROLLER AND ITS CONTACT INFORMATION

- 1.1** Data controller's name: **OTP Fund Management Pte. Ltd.** (in its own name and as the legal representative of the Investment Funds managed by it; hereinafter: "**Controller**")

Seat: 1-3. Riadó Street, Budapest, HU-1026

Mailing address: 1-3. Riadó Street, Budapest, HU-1026

Email address: office@otpalap.hu

Telephone number: +36 1 412 8300

Fax: +36 1 412 8399

Website: <https://www.otpbank.hu/otpalapkezekelo/hu/fooldal>

Data of the controller's Data Protection Officer:

Name: Nóra dr. Fügedi

Mailing address: 1-3. Riadó Street, Budapest, HU-1026

Email address: adatvedelem@otpalap.hu

Telephone number: +36 1 412 8300

Fax: +36 1 412-8399

2 MANAGEMENT OF THE DATA SUBJECTS' DATA

2.1 Scope of data subjects

In performing its activity of collective portfolio management and investment services and preparing the provision of the above mentioned services, the Controller shall manage the personal data of the following natural persons (hereinafter: Data Subjects):

- a) clients and other contractual partners;
- b) representatives and contact persons of legal entity clients and other legal entity contractual partners.

¹ The Hungarian version is considered to be the official version of the Guide.

In performing its activity of collective portfolio management and investment services the Controller shall manage the personal data of natural persons filing complaints (hereinafter: Data Subjects).

The Controller processes the personal data of the natural persons (hereinafter referred to as the "Data Subject") who have subscribed to the Newsletter.

The Controller processes the personal data of natural persons (hereinafter referred to as "Data Subject") who use the "Questions?" menu item of the Data Controller's website.

The Controller shall act as an employer in managing the personal data of its employees and individuals hired in other legal relationships aimed at work. However, such data processing shall not be subject to this Guide, but to the Data Processing and Data Protection Guide of the Human Resources Area.

Personal data of employees appearing in marketing campaigns are processed by the Controller. The details of the above mentioned data process are elaborated in a unique document.

Personal data of natural persons registered to marketing promotion are processed by the Controller. The details of the data process are elaborated in a unique document available on the websites of the communication channels.

2.2 Scope of data processing

2.2.1. Data processing for collective portfolio management and investment service activities

In performing its activity of collective portfolio management and investment services and during the preparation of the above mentioned services, the Controller shall process the data of Data Subjects within the following data groups:

- a) personal identification data,
- b) contact data,
- c) data relating to contract performance and to the enforcement any contractual claim.

The full scope of data processed during the performance of collective portfolio management and investment services and in the course of the preparation of the above mentioned services shall be set out in the contracts concluded with the clients and other contractual partners.

The Controller manages the data of the above mentioned data groups during the performance of collective portfolio management and investment services and during the preparation of the above mentioned services for five years following the termination of the contract or by the deadline prescribed by law.

2.2.2. Data processing for subscribing to newsletters

The Controller processes the following data of the Data Subjects subscribed to the Newsletter:

- a) Email address.

The Controller processes the personal data of the Data Subjects who have subscribed to the Newsletter until they unsubscribe.

2.2.3. Data processing related to the "Questions?" menu item

The Controller processes the following data of Data Subject who use the "Questions?" menu item of the Controller's website.

- a) name;
- b) e-mail address;
- c) telephone number.

The Controller processes the personal data specified in this section until the Data Subject objects to such processing, but at the latest, until the purpose of the data processing is achieved. The Data Subject may submit his/her protest at the following e-mail address adatvedelem@otpalap.hu.

2.2.4 Data processing related to complaint handling

The Controller processes the following data of the Data Subjects during the complaint handling.

- a) name;
- b) address, mailing address;
- c) e-mail address;
- d) telephone number;
- e) complaint relevant data necessary to investigate and respond. .

2.3 Objectives of data processing

The Controller shall process the data laid down in Article 0.1. for the following purposes:

- a) identification of clients;
- b) communication with the clients and other contractual partners;
- c) preparation and execution of contracts concluded;
- d) enforcement of the Controller's contractual claims.

The Controller shall process the data laid down in Article 2.2.2. for the following purposes:

- a) communication with Data Subjects.

The Controller shall process the data laid down in Article 2.2.3. for the following purposes:

- a) providing response to questions from Data Subjects using the "Questions?" menu item.

The Controller shall process the data laid down in Article 2.2.4. for the following purposes:

- a) investigating the complaint and providing answer to it.

2.4 Legal grounds for data processing

The Controller shall process the personal data laid down in Article 0.1 primarily on the grounds of contract preparation and performance. In any other case, this Guide shall indicate the data groups processed on the given legal grounds.

The Controller shall process the personal data laid down in Article 2.2.2. on the basis of the consent of the Data Subject.

The Controller shall process the personal data laid down in Article 2.2.3. on the basis of the legitimate interest of the Data Controller to provide maximum service to those who contact the Controller.

The Controller shall process the personal data laid down in Article 2.2.4. on the basis of the legal obligation of the Data Controller and the legitimate interest of the Data Controller.

2.4.1. Preparation and performance of contracts regarding collective portfolio management and investment service activities

The Controller shall process the personal data stated in the draft contract or other document for the purpose of preparing and performing the contract, including the enforcement of contractual rights and claims and the submission of legal claims.

To achieve the foregoing objective, the Controller shall especially:

- manage the Data Subject's contact data for contact purposes during contract preparation and performance;
- use the personal data to identify the Data Subject.

As the Controller cannot prepare contract conclusion nor conclude or perform contracts without supplying the above personal data, the Data Subject shall submit the personal data to the Controller as necessary for the above purposes. Otherwise, the Controller may refuse to conclude a contract with the Data Subject or to perform such contract.

2.4.2. Mandatory data management

The Controller shall process the personal data of Data Subjects for the purpose of complying with legal obligations, within the following period:

In complying with Act LIII of 2017 on the Prevention of Money Laundering and Terrorist Financing, the Controller processes personal data for the purpose of fulfilling the customer due diligence obligation. In course of conducting customer due diligence the Controller processes the data needed for identification of the client, its agent, the person entitled, and the representative as well as the beneficial owner for a period of eight years after the end of the business relationship. In the case of persons whose mandate, disposition or representation right expires in the meantime, the data processing takes eight years from the date of notification to the Controller.

In accordance with the provisions of the Accounting Act, an accounting document (including the ledger accounts, analytical and detailed records) supporting the Controller's accounting records directly and indirectly, including the personal data contained therein must be kept for at least eight years in a way that can be retrieved by reference to the accounting records. Other transaction-specific data processing periods are set out in the Business Terms and Conditions and Contracts.

According to Act CXXXVIII of 2007 on Investment Firms and Commodity Dealers and on the Regulations Governing their Activities moreover to Act XVI of 2014 on Collective Investment Trusts and Their Managers, and on the Amendment of Financial Regulations, the Controller acting as UCITS fund management company conducting investment services shall keep the complaints and the answers provided to it for 5 years.

2.4.3. Consent of the Data Subject

For the purpose of the communication required to send the Newsletter, the processing of personal data shall be based on the consent (voluntary, concrete and clear indication of will) of the Data Subject. The consent may be provided by the Data Subject via the link provided in the email confirming the subscription to the Newsletter.

The consent is voluntary, and the Data Subject is entitled to withdraw its consent at any time, without limitation, by a notice addressed to the Controller. This notification may be given by the "Unsubscribe" link in the Newsletter.

Withdrawal of consent does not entail any consequences for the Data Subject. However, the withdrawal of the consent does not affect the legality of the pre-revocation data processing performed on the basis of consent.

2.4.4. Legitimate interest of the Controller

The Controller processes the personal data of Data Subject who use the "Questions?" menu item of the Controller's website on the basis of its legitimate interest. The legitimate interest of the Controller is to provide appropriate answer to those individuals who contacts the Controllers on its website. The Controller processes the above mentioned data for the period of 5 years.

The Controller acting as alternative investment fund management company within the meaning of Commission Delegated Regulation (EU) No 231/2013 maintains mechanism designed to handle investor complaints. Investigating the complaints moreover providing appropriate answer for the demanders are considered to be the legitimate interests of the Controller. The Controller manages the personal data of the Data Subjects detailed in Section 2.2.4. The Controller processes the above mentioned data for the period of 5 years.

2.5 Automated decision-making, including profiling for such purpose

The Controller shall not engage in automated decision-making.

3 PERSONAL DATA ADDRESSEES

The Controller shall forward the personal data of Data Subjects – except for government agencies named in the law or in binding legal act of the European Union which require personal data from the Controller for their examinations in individual matters – to the following third parties and organisations:

The Controller shall process the personal data laid down in Article 0.1. using the following data processors:

- Charles River Systems, Inc. (seat: 7 New England Executive Park, Burlington, MA 01803, USA), to support the software system operated by the Controller;

- Debit & Credit Pénzügyi és Gazdasági Tanácsadó Kft. (seat: Hungary 2000 Szentendre, Tavasz utca 7.), to audit and report on the annual accounts of the investment funds managed by of the Controller;
- Damocles Kft. (seat: Hungary 1158 Budapest, Neptun utca 15.), to perform expert activities related to IT systems and applications used by the Controller;
- Dencs Ügyvédi Iroda (seat: Hungary 1054 Budapest, Hold utca 8. 2. em. 1.), to provide legal advice and representation;
- DORSUM Informatikai Fejlesztő és Szolgáltató Zrt. (seat: Hungary 1012 Budapest, Logodi u. 5-7.), to support the software system operated by the Controller;
- OTP Bank Nyrt. (seat: Hungary 1051 Budapest, Nádor u. 16.), to provide administrative HR services moreover accounting and financial services;
- SMP Számítás-, Bank- és Biztosítástechnikai Kft. (seat: Hungary 1139 Budapest, Fias-tyúk u. 71/b.), to design, implement and maintain of digital recording systems, recording systems and access control systems;
- Triar Consulting Kft. (seat: Hungary 1073 Budapest, Barcsay u. 9. I/10.), to provide IT expert support.

By transferring personal data to Charles River, the Controller makes the personal data (name) of the Data Subjects (representatives of certain contractual partners, contacts) available in a third country (United States of America) outside the European Economic Area (Member States of the European Union, Iceland, Norway and Lichtensteine).

The Controller shall process the personal data laid down in Article 0.2. and 2.2.3. using the following data processors:

- OTP Bank Nyrt. (seat: Hungary 1051 Budapest, Nádor u. 16.), to register the e-mail address of Data Subjects subscribed to the Newsletter; to support subscription; and to support the "Questions?" menu item of the Controller's website.

In the data processing laid down in Article 2.2.2-2.2.4, the Controller shall not transfer the data of the Data Subjects to a data processor based in a third country outside the European Economic Area (Member States of the European Union, Iceland, Norway and Liechtenstein) or to an international organization.

4 RIGHTS OF THE CLIENTS AND OTHER STAKEHOLDERS

4.1 Data Subjects' right of access

The Controller shall inform data subjects as requested if it processes their personal data and if so it shall provide the Data Subject with a copy of the personal data processed and the following information:

- (a) the purpose of data processing;
- (b) the categories of personal data processed;
- (c) the categories of addressees to whom the controller has disclosed or will disclose the data subject's personal data;
- (d) the expected duration of personal data storage or, if this is impossible, the criteria used for determining such duration;

- (e) information about the data subject's right to request the controller to rectify, erase its personal data or to restrict their processing and to object to the processing of such personal data;
- (f) by virtue of Article 4.7 of the Guide, the right to lodge a complaint with the Data Protection Authority.

If the Data Subject requests the above information in multiple copies, the Controller may charge a reasonable fee in proportion to the administrative costs of preparing extra copies.

If the Data Subject's right of access laid down in this Article has an adverse effect on any third party rights and freedoms, especially business secrets or intellectual properties, the Controller may dismiss the Data Subject's application to the required and proportionate extent.

Before fulfilling the application, the Controller may ask the Data Subject to specify the same and to provide a detailed description of the requested information and data processing activities.

4.2 Right to rectification

The Controller shall rectify or supplement any inaccurate or deficient data of the Data Subject upon the Data Subject's application without undue delay.

After fulfilling the Data Subject's application for enforcing its right to rectification, the Controller shall immediately inform the recipients of the Data Subject's personal data unless this is impossible or requires undue efforts from the Controller.

4.3 Right to erasure ("right to be forgotten")

The Data Subject may apply for the erasure of their personal data without undue delay in the following cases:

- a) their personal data are no longer necessary for the purpose for which they were collected or otherwise processed by the Controller;
- b) the Data Subject withdraws their consent (in Article 2.4.3.) unless there are other legal grounds for the controller's proposed data processing;
- c) the Data Subject objects to data processing under Article 4.6 of the Guide and there is no legitimate reason for data processing;
- d) the Data Subject objects to data processing under Article 4.6 of the Guide;
- e) the Controller has unlawfully processed the Data Subject's personal data; or
- f) the Controller must erase the personal data to comply with an obligation required by a Hungarian or European Union law.

After fulfilling the Data Subject's application for enforcing its right to erasure, the Controller shall immediately inform the recipients of the Data Subject's personal data unless this is impossible or requires undue efforts from the Controller.

The Controller shall not be required to erase any personal data if their processing is necessary:

- (a) for exercising the right of freedom of expression and information;

- (b) for compliance with the controller's personal data processing obligation under a Hungarian or European Union law;
- (c) for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
- (d) on the grounds of public interest in the area of public health;
- (e) for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes, provided that the data subject's exercise of their right to be forgotten is likely to render impossible or seriously impair the achievement of the objectives of that processing;
- (f) for the establishment, exercise or defence of legal claims.

4.4 Right to restriction of processing

The Data Subject shall have the right to obtain from the Controller restriction of processing where one of the following applies:

- g) the accuracy of the personal data is contested by the data subject, for a period enabling the controller to verify the accuracy of the personal data;
- h) the processing is unlawful and the Data Subject opposes the erasure of the personal data and requests the restriction of their use instead;
- i) the Controller no longer needs the personal data for the purposes of the processing, but they are required by the Data Subject for the establishment, exercise or defence of legal claims; or
- j) the Data Subject has objected to processing pursuant to Article 4.6 of this Guide pending the verification whether the legitimate grounds of the Controller override those of the Data Subject.

Where processing has been restricted under Article 1, such personal data shall, with the exception of storage, only be processed with the data subject's consent or for the establishment, exercise or defence of legal claims or for the protection of the rights of another natural or legal person or for reasons of important public interest of the Union or of a Member State.

A Data Subject who has obtained restriction of processing pursuant to Article 4.4 shall be informed by the Controller before the restriction of processing is lifted.

The Controller shall communicate any rectification or erasure of personal data or restriction of processing to each recipient to whom the personal data have been disclosed, unless this proves impossible or involves disproportionate effort.

4.5 Right to data portability

The Data Subject shall have the right to receive the personal data concerning him or her, controlled by the Controller on any contractual legal grounds laid down in Article 2.4.1 of this Guide, in a structured, commonly used and machine-readable format.

Where technically feasible, the data subject should have the right to have the personal data transmitted directly from one controller to another stated in the Data Subject's application. The right to data portability under this Article shall not create an obligation for the Controllers to adopt or maintain processing systems which are technically compatible.

If the Data Subject's right to data portability has an adverse effect on third party rights and freedoms, especially their business secrets or intellectual property, the Controller shall have the right to dismiss the Data Subject's application to the required extent.

4.6 Right to object

The data subject shall have the right to object, on grounds relating to his or her particular situation, at any time to processing of personal data concerning him or her under Article 2.4.4 of this Guide, based on the Fund Manager's legitimate interest.

The controller shall no longer process the personal data unless the controller demonstrates compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject or for the establishment, exercise or defence of legal claims.

If the data subject objects to processing for direct marketing purposes, the personal data shall no longer be processed for such purposes.

4.7 Right to seek judicial remedy

Where a Data Subject considers that his or her rights under the data protection laws in effect from time to time are infringed, he or she shall have the right to file a complaint with the National Data Protection and Freedom of Information Authority.

The National Data Protection and Freedom of Information Authority's contact information:

Website: <http://naih.hu>

Address: 9-11. Falk Miksa Street, Budapest, HU-1055

Mailing address: Pf. 9., Budapest, HU-1363

Telephone: +36-1-391-1400

Fax: +36-1-391-1410

Email: ugyfelszolgalat@naih.hu

The Data Subject may file a civil action against the Controller for unlawful data processing.

The Data Subject may file such action with the regional court with competence at his or her residence (for the contact data of regional courts visit <http://birosag.hu/torvenyszekek>).

Furthermore, the Data Subject shall have the right to mandate a not-for-profit body, organisation or association which is constituted in accordance with the law of Hungary, has statutory objectives which are in the public interest and is active in the field of the protection of personal data to lodge a complaint on his or her behalf with a supervisory authority, exercise the right to a judicial remedy on behalf of Data Subjects or, if provided for in Member State law, exercise the right to receive compensation on behalf of Data Subjects.

4.8 Miscellaneous provisions

The Controller hereby informs the Data subject that if the Controller has reasonable doubts concerning the identity of the natural person making the request referred to Articles 4.1–4.6 of this Guide, the controller may request the provision of additional information necessary to confirm the identity of the Data Subject.

If there is evidence that the Controller cannot identify the Data Subject, the Controller shall have the right to dismiss the Data Subject's application.

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Budapest, 25.07.2023

OTP Fund Management Pte. Ltd.