



## Privacy Notice and Policy for Investors

CVC Credit Partners  
As of March 2021

## Introduction

CVC Credit Partners<sup>1</sup> (the “**Firm**”) considers your privacy and the protection of personal data to be an utmost concern and has implemented the Privacy Notice and Policy for Investors (the “**Policy**”). We do not disclose personal data about our clients or former clients to third parties other than as described below.

We collect personal data about you from various sources (including our discussions with you, from documents that you may deliver to us and while providing advisory services for you). We may use this personal data to provide advisory services to you, to open an account for you, to process a transaction for your account or otherwise in furtherance of our business. Please read the remainder of this Policy for more information.

Where disclosed to our employees and staff, we restrict access to your personal data to where such disclosure is strictly necessary to provide products or services to you. We maintain physical, electronic and procedural safeguards that comply with federal and local standards, and regulation to guard your personal data and which we believe are adequate to prevent unauthorized disclosure of such information.

The remainder of this Policy provides further detail about the Firm’s privacy practices, how and why we process or share your personal data, and how we comply with data protection and privacy laws<sup>2</sup> that may apply to how we use your personal data.

**This Policy is being provided for your information only and no response is required. However, should you have questions please contact us using the details in the “contact us” section.**

## Why are you seeing this Policy?

- As an investor in one or more funds or accounts managed or advised by one or more CVC Credit Partners (as defined below) (the “**Funds**”) you provide us with certain personal data. This may relate to you, if you are an individual, or to your individual representative, contact person(s), employee(s), trustee(s), nominee(s), agent(s) and/or ultimate beneficial owner(s) (“**UBO**”) if you are a corporate entity. For the purposes of this Policy, personal data only means information relating to an identified or identifiable natural person.
- We want you to understand how and why we use, store and otherwise process your personal data when you deal with us or our relevant affiliates.

Certain sections of this Policy related to the EU’s General Data Protection Regulation EU2016/679 (GDPR) only apply to you to the extent that the GDPR or the equivalent legislations adopted in Jersey, Channel Islands or Luxembourg (together, the “**GDPR Framework**”) apply to the processing of your personal data and contains information about your rights in relation to your personal data under the GDPR Framework. Additionally, certain sections of this Policy related to the California Consumer Privacy Act (CCPA) only apply to you to the extent that the CCPA applies to your personal data.

## Who is providing this notice?

---

<sup>1</sup> CVC Credit Partners is comprised of the following entities: CVC Credit Partners, LLC, CVC Credit Partners Investment Management Limited, CVC Credit Partners European Investment Fund Manager Limited, CVC Credit Partners European Mid-Market Solutions General Partner Limited, CVC Credit Partners European CLO Management LLP, and CVC Credit Partners U.S. CLO Management LLC.

<sup>2</sup> CVC Credit Partners is subject to the following privacy regulations: Regulation S-P, California Consumer Privacy Act, the General Data Protection Regulation EU2016/679, and any applicable Luxembourg data protection (including but not limited to the Luxembourg law of 1<sup>st</sup> August 2018 organizing the National Commission for data protection and the general system on data protection, as amended from time to time)

This Policy is being made and provided to you on behalf of: the general partners of each Fund to which CVC Credit Partners acts as investment manager, CVC Credit Partners, and any affiliates of those entities who process and/or control personal data now or in the future (together, “**CVC Credit Partners**”).

Where we use the terms “**we**”, “**us**” and “**our**” in this Policy, we are referring to the CVC Credit Partners.

When you provide us with your personal data, the Funds (in most cases acting through their general partner or investment manager) will, in relation to some or all of your personal data, be acting as a “**data controller**”. In simple terms, this means that:

- we “control” the personal data that you provide – including making sure that it is kept secure
- we make certain decisions on how to use and protect your personal data – but only to the extent that we have informed you about the use or are otherwise permitted by law to use the data

We are committed to protecting and respecting your privacy.

Certain entities within CVC Credit Partners may act as a “**data processor**.”

### **What personal data do we collect about you?**

The types of personal data we collect, and share depends on the type of investor and investment being made. Examples of the type of personal data collection includes:

- Information to allow Know Your Customer (**KYC**) and Anti Money Laundering (**AML**) requirements to be fulfilled
- Bank account details
- Social security number and income
- Assets and investment experience
- Risk tolerance and transaction history
- Investment activity and history
- Accounts at other institutions
- Source of funds
- Contact details (including home address, telephone numbers and email)
- Tax information

As part of our compliance with legal obligations such as AML/KYC, we may be required to process special categories of personal data as defined by GDPR, as well as criminal convictions and offences.

The personal data collected about you will help us provide you with a better service and facilitate our business relationship.

We may combine the personal data that you provide to us with personal data that we collect from, or about you, in some circumstances. This will include personal data collected in an online or offline context.

This personal data may be shared with third parties as discussed below.

If you are a corporate entity you undertake and guarantee to process personal data and to supply such personal data to the data controller in compliance with the GDPR Framework, including, where appropriate, informing the relevant individuals of the contents of the present section, in accordance with Articles 12, 13 and/or 14 of the GDPR.

## Where do we obtain your personal data?

We collect personal data about you from a number of sources, including from you directly:

	WHAT	HOW
1	<b>Personal data that you give us</b>	<ul style="list-style-type: none"> <li>from subscription documents, tax forms and other associated documentation that you complete when subscribing for an investment in a Fund. This will include personal data such as your or your representative's or UBO's name, address, date of birth, passport details or other national identifier, driving licence, your national insurance or social security number and income, employment information and other details about your investments</li> <li>when you provide it to us in correspondence and conversations</li> <li>when you provide us with bank account details to which distributions or other payments from the Funds should be paid</li> </ul>
2	<b>Personal data we obtain from others</b>	<ul style="list-style-type: none"> <li>publicly available and accessible directories and sources</li> <li>background check providers</li> <li>bankruptcy registers</li> <li>tax authorities, including those that are based outside the UK and the European Economic Area (EEA) if you are subject to tax in another jurisdiction</li> <li>governmental and competent regulatory authorities to whom we have regulatory obligations</li> <li>credit agencies</li> <li>fraud prevention and detection agencies and organisations</li> </ul>

## Why do we process your personal data?

We process your personal data for the following reasons:

	WHY	HOW
1	<b>Contract</b>	<p>It is <b><u>necessary to perform our contract</u></b> with you to:</p> <ul style="list-style-type: none"> <li>establish, administer and manage Fund investments</li> <li>provide advisory services to you</li> <li>process a transaction on your behalf</li> <li>meet the resulting contractual obligations we have to Fund investors</li> <li>facilitate the continuation, transfer, or termination of the contractual relationship between investors and the Fund</li> </ul>
2	<b>Compliance with law</b>	<p>It is <b><u>necessary for compliance with an applicable legal or regulatory obligation</u></b> to which we are subject to:</p> <ul style="list-style-type: none"> <li>undertake investor due diligence and on-boarding checks</li> <li>carry out verification, KYC terrorist financing and AML checks and comply with any other legal obligations, such as CRS/FATCA obligations</li> <li>verify the identity and addresses of our investors (and, if applicable, their beneficial owners)</li> </ul>

WHY		HOW
		<ul style="list-style-type: none"> <li>• comply with requests from regulatory, governmental, tax and law enforcement authorities</li> <li>• surveillance and investigation</li> <li>• carry out audit checks</li> <li>• maintain statutory registers, including among others the Luxembourg register of beneficial owners</li> <li>• prevent and detect fraud</li> <li>• check compliance with sanctions laws</li> </ul>
3	<b><i>Our legitimate interests</i></b>	<p>For our <b>legitimate interests</b>, or those of a third party, to:</p> <ul style="list-style-type: none"> <li>• manage and administer your holding in any Funds in which you are invested, and any related accounts on an ongoing basis</li> <li>• assess and process any applications or requests made by you</li> <li>• send updates, information and notices or otherwise correspond with you in connection with your investment in a Fund</li> <li>• address or investigate any complaints, claims, proceedings or disputes</li> <li>• provide you with, and inform you about, our investment products and services</li> <li>• monitor and improve our relationships with investors</li> <li>• send direct marketing communications to you</li> <li>• comply with applicable regulatory obligations</li> <li>• comply with foreign laws and regulations and/or any order of a foreign court, government, supervisory, regulatory or tax authority</li> <li>• manage our risk and operations</li> <li>• comply with our accounting and tax reporting requirements</li> <li>• comply with our audit requirements</li> <li>• assist with internal compliance with our policies and process</li> <li>• ensure appropriate group management and governance of the CVC Credit Partners</li> <li>• keep our internal records</li> <li>• prepare reports on incidents / accidents</li> <li>• protect our business against fraud, breach of confidence, theft of proprietary materials, and other financial or business crimes (to the extent that this is not required of us by law)</li> <li>• analyse and manage commercial risks</li> <li>• seek professional advice, including legal advice</li> <li>• enable any actual or proposed transfer of interest in a Fund</li> <li>• facilitate business asset transactions involving a Fund</li> <li>• monitor communications to/from us using our systems</li> <li>• protect the security and integrity of our IT systems</li> </ul> <p>We only rely on these interests where we have considered that, on balance, we have a legitimate business interest to process your personal data.</p>

### ***Direct marketing as described at (3) above***

We process your personal data for direct marketing purposes:

- to provide you with information, products and services that may be of interest to you
- when raising investments into our Funds
- in connection with future fundraising activities
- when inviting you to events which may be of interest to you

You have a right at any time to stop us from contacting you for marketing purposes.

If you object to the processing of your personal data for direct marketing purposes, we will stop using your personal data for these purposes. If you no longer wish to be contacted for marketing purposes, please contact us – please see below for our contact information.

### ***Monitoring as described at (3) above***

We monitor communications where the law requires us to. We also monitor where we are required to do so to comply with our regulatory rules and obligations, and where we are permitted to do so, to protect our business and the security of our systems.

### **Who we share your personal data with?**

Your personal data collected by us may be shared with third parties for our ordinary business purposes and as required by applicable law or regulation with the following:

<b>WHO</b>	<b>WHY</b>
<b><i>Investment Managers, Investment Advisers and CVC Credit Partners</i></b>	We may share your personal data with certain CVC Credit Partners, in order to best manage our relationship with you and for the other purposes set out in this Policy.
<b><i>Administrators, Custodians, and Depositories</i></b>	Personal data is shared in order to: <ul style="list-style-type: none"><li>• comply with applicable investment laws and regulations</li><li>• deliver the services you require</li><li>• manage your investment</li><li>• support and administer investment-related activities</li></ul> Each such administrator, custodian or depository is required by agreement to protect the confidentiality of your non-public personal information and to use the information only for purposes for which it is disclosed to them.  The address and contact details of the administrator and depository (where applicable) for each Fund can be found in the relevant subscription documents which you have been provided with.
<b><i>Tax Authorities</i></b>	Personal data is shared: <ul style="list-style-type: none"><li>• to comply with applicable laws and regulations</li><li>• where required by EEA tax authorities (who, in turn, may share your personal data with foreign tax authorities)</li><li>• where required by a non-EEA tax authority</li></ul>

WHO	WHY
<p><b>Service Providers</b></p>	<p>Personal data is shared to:</p> <ul style="list-style-type: none"> <li>• deliver and facilitate the services needed to support our business relationship with you</li> <li>• support and administer investment-related activities</li> </ul> <p>Each such third party service provider and financial institution is required by agreement to protect the confidentiality of your non-public personal information and to use the information only for purposes for which it is disclosed to them.</p>
<p><b>Finance and hedging providers, counterparties and their professional advisers</b></p>	<p>Personal data may be shared to:</p> <ul style="list-style-type: none"> <li>• facilitate financing and hedging arrangements to the Funds and/or any actual or prospective Fund investments</li> <li>• comply with finance and hedging providers' and counterparty's credit, KYC, terrorism financing, AML and similar checks</li> </ul> <p>Each such third party service provider and financial institution is required by agreement to protect the confidentiality of your non-public personal information and to use the information only for purposes for which it is disclosed to them.</p>
<p><b>Our lawyers/attorneys, auditors, accountants and other professional advisors</b></p>	<p>Personal data is shared to:</p> <ul style="list-style-type: none"> <li>• provide you with investment-related services</li> <li>• provide us with legal advice in relation to your actual or potential investments</li> <li>• to comply with applicable legal and regulatory requirements</li> </ul>
<p><b>CVC Capital Partners</b></p>	<p>CVC Capital Partners, the private equity business of CVC. "<b>CVC Capital Partners</b>" consists of CVC Capital Partners Advisory Group Holding Foundation and CVC Capital Partners SICAV-FIS S.A. together with each of their subsidiaries and affiliates from time to time.</p> <p>Personal data will be shared with CVC Capital Partners to deliver and facilitate the services needed to support our business relationship with you.</p>

In exceptional circumstances, in accordance with applicable laws and regulations, we will share your personal data with:

- competent regulatory, prosecuting and other governmental agencies or litigation counterparties, in any country or territory; and
- organisations and agencies – where we are required to do so by law.

**Do you have to provide us with this personal data?**

Where we collect personal data from you, we will indicate if:

- provision of the personal data is necessary for our compliance with a legal obligation; or
- it is purely voluntary and there are no implications for you if you do not wish to provide us with it.



Unless otherwise indicated, you should assume that we require the personal data for business and/or compliance purposes.

Some of the personal data we request is necessary for us to perform our contract with you and if you do not wish to provide us with this personal data, it will affect our ability to provide our services to you and manage your investment.

### **Sending your personal data internationally**

We will transfer your personal data to certain entities included within CVC Credit Partners and to third party service providers, some of which may be located outside of Jersey, Luxembourg, and the EEA, and which do not have similarly strict data protection and privacy laws. In these situations, we will seek to put in place appropriate safeguards.

In each such case, we will obtain a contractual commitment from the CVC Credit Partners entity or the service provider to protect the confidentiality of your non-public personal information and to use the information only for purposes for which it is disclosed to them.

### **Consent – and your right to withdraw it**

We generally do not rely on obtaining your consent to process your personal data but rather rely on other lawful bases for processing.

In the event that consent is obtained, you have the right to withdraw such consent at any time.

Please send us an email at [CVCCreditDataPrivacy@cvc.com](mailto:CVCCreditDataPrivacy@cvc.com) at any time if you wish to do so.

### **Retention and deletion of your personal data**

We keep your personal data for as long as it is required by us for our legitimate business purposes, to perform our contractual obligations, or where longer, such period as is required by law or regulation which apply to us.

### **Your rights**

In accordance with the conditions laid down by the GDPR Framework, you have certain data protection rights, which include:

- the right to access your personal data
- the right to restrict the use of your personal data
- the right to have incomplete or inaccurate personal data corrected
- the right to ask us to stop processing your personal data
- the right to require us to delete your personal data in some limited circumstances

From 25 May 2018, under the GDPR Framework, individuals have the right in some circumstances to request for us to "port" your personal data in a portable, re-usable format to other organisations (where this is possible).

Contact us at [CVCCreditDataPrivacy@cvc.com](mailto:CVCCreditDataPrivacy@cvc.com) with "GDPR Data Subject Request" in the subject line if you want to exercise a right to your personal data under GDPR. There may be times when we can't accommodate your request and we will tell you why if that's the case.

We hope that you don't ever have an issue with the way that we handle your personal data, but if you do, contact us at [CVCCreditDataPrivacy@cvc.com](mailto:CVCCreditDataPrivacy@cvc.com) to let us know so that we can make it right. If



you're ever not happy with the way that we handle your request, you can file a complaint with your local supervisory authority.

Individuals whose personal data is protected by the CCPA may have certain rights:

- You may have the right to request any personal information which we have about you. You may send a letter to us at the below address specifying the information you wish to know or email us at [CVCCreditDataPrivacy@cvc.com](mailto:CVCCreditDataPrivacy@cvc.com) with "CCPA Right to Know" in the subject line and in the body of your message to exercise this right.

CVC Credit Partners  
Attn: Chief Compliance Officer  
712 Fifth Ave, 42<sup>nd</sup> Floor  
New York, New York 10019

- You can also contact us toll free at the following number: (888) 210-6030.
- You may have the right to request from us:
  - the specific pieces of personal information that we have about you;
  - the categories of personal information we have collected about you;
  - the categories of sources from which your personal information is collected;
  - the categories of your personal information that we sold or disclosed for a business purpose about you;
  - the categories of third parties to whom your personal information was sold or disclosed for a business purpose; and
  - the business or commercial purpose for collecting or selling your personal information.

You may send a letter to us at the above address specifying the information you wish to know or email us at [CVCCreditDataPrivacy@cvc.com](mailto:CVCCreditDataPrivacy@cvc.com) with "CCPA Right to Know" in the subject line and in the body of your message to exercise this right.

There are circumstances where we are not required to comply with consumer requests and we will let you know if one of those situations arises.

You may use an authorized agent to submit a request to know or a request to delete. To use an authorized agent, you must provide your agent with written authorization and we may require you to provide to us proof of your identity. We may deny a request from your agent if they do not submit proof that you have authorized them to act on your behalf. Such requirements will not apply where you have provided your authorized agent with power of attorney pursuant to Cal. Prob. Code Sections 4000 to 4465.

We do not sell your personal information.

We reserve the right to verify your identity before we process any request relating to your personal data. We may ask you to provide your name and email so that we can verify your identity.

California residents may not be discriminated against for exercising any of the rights described above. Please note that we are not discriminating against you if we deny a request to know or delete if we have a legitimate reason for the denial.

### **Concerns or queries**

We take your concerns very seriously. We encourage you to bring it to our attention if you have any concerns regarding the processing of your personal data.

This Policy was drafted with simplicity and clarity in mind. We are, of course, happy to provide further information or explanation as needed. Our contact details are below.

If you want to make a complaint, you can also contact the body regulating data protection in your country, where you live or work, or the location where the data protection issue arose.

### **Contact us**

Please contact us if you have any questions about this Policy or the personal data we hold about you, by emailing [CVCCreditDataPrivacy@cvc.com](mailto:CVCCreditDataPrivacy@cvc.com).

### **Changes to this Policy**

We keep this Policy under regular review. Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, investors will be notified directly.