What does this Website Privacy Notice do and does it apply to me?

Many countries have data protection laws that protect the privacy of individuals by regulating the way in which businesses handle personal information. Among other things, data protection laws require businesses that handle personal information to be open and transparent about why and how they handle personal information.

The purpose of this Website Privacy Notice is to inform you why and how the Maples Group ("we" or "us") handles personal information about visitors to the website at https://www.maples.com/ ("our website"). This Website Privacy Notice will apply to you if you visit any part of our website but otherwise it will not apply to you.

Please note that this Website Privacy Notice does not apply to other websites which are operated by us or on our behalf in connection with our client-facing businesses (such as the eServices portal or the Brainloop BoardRoom portal), and it does not apply to personal information which we handle outside our website in connection with our client-facing businesses (such personal information will, where applicable, be subject to a separate privacy notice for our clients; see here).

Please also note that if you submit job applications through our website, this Website Privacy Notice will not apply to you as a jobseeker to the extent you applied to work for any Maples Group entity which has adopted a separate privacy notice for its job applicants (in such cases, we will handle your personal information in connection with your job application in accordance with the relevant privacy notice; see here).

Who is responsible for the proper handling of personal information collected through maples.com?

Our website is owned and operated by the Cayman Islands partnership of Maples and Calder, for its own benefit and for the benefit of all members of the Maples Group. The registered office of the Cayman Islands partnership of Maples and Calder is at PO Box 309, Ugland House, South Church Street, George Town, Grand Cayman KY1-1104, Cayman Islands.

Please note that the Cayman Islands partnership of Maples and Calder is not subject to Regulation (EU) 2016/679, Directive 2002/58/EC, or other similar data protection laws save for the data protection law of the Cayman Islands. This Website Privacy Notice is adopted as a matter good practice and for the benefit of those members of the Maples Group which have to satisfy the disclosure requirements in respect of their usage of our website under the applicable data protection laws.

maples.com
What type of personal information does maples.com collect?

The types of personal information which we collect through our website will vary depending on how the visitors interact with our website, but they can be grouped into the following categories:

- **Name and contact details.** If you express interest in services and opportunities we provide, for example by registering on our website to receive newsletters or sign up to an event hosted by us, we may ask you to submit your name and contact details.
- **User authentication details.** Some parts of our website are only accessible by registered users. If you become a registered user, we will also hold the log-in details you use to access restricted parts of our website.
- **Connection details.** Technical information relating to the connection between our website and the computer or other device you use to access our website, such as the type and version of Internet browser you are using, the IP address from which you connect to our website, date / time you connected to (or disconnected from) our website, etc.
- **Website usage.** Information relating to how you make use of our website, such as the particular sections or pages of our website you visit, newsletters / whitepapers which you download from our website, content on our website which you 'like' or 'share' using social media plug-ins used on our website, etc.
- **Marketing preference.** Any preference as to marketing communication you indicate to us, for example whether or not you wish to receive marketing communication from us, what parts of our businesses or which particular issues and topics are of interest to you, etc.
- **Content preference.** Based on your marketing preference and website usage, we may deduce which of the services and opportunities we offer might be of interest to you.
- **Career interests and job applications.** We advertise vacancies on our website and accept job applications through our website. If you browse jobs on our website, we will collect information about your career interests based on your website usage and if you apply for any job through our website, we will collect any additional information you submit with your application.

We do not normally collect personal information which constitutes so-called ‘sensitive personal data’ through our website, but we may do so occasionally, for example where we receive a job application containing a declaration of criminal record or response to diversity questionnaire, or where delegates attending an event we are hosting ask us to make adjustment to address food allergies or disabilities.

It is our position that much of the information concerning visitors to our website does not constitute information which is legally protected under data protection laws. While we can ascertain the approximate geographical region from which visitors to our website access our website and distinguish how different visitors access / use our website, we will not be in a position to precisely identify who they are, unless they provide us with identifying information such as name and contact details (e.g. when registering on our website).

Therefore, if you remain a passive, unregistered visitor to our website who does not make use of any of the interactive features of our website (e.g. online forms or social media plug-ins), it is unlikely that we will be able to specifically identify you from any other information concerning your use of our website we might be holding.

maples.com
Why does maples.com collect personal information?

We collect personal information about visitors to our website for the following reasons:

- **Promoting our business.** To promote the services we offer and career opportunities within our businesses, including by identifying ways to improve how we promote different parts of our businesses to different target audiences.
- **Maintaining and improving our website.** To improve and optimize the content of our website as well as the way in which our website works, for example by detecting / resolving connection issues or security issues, remembering the visitors’ settings and preferences, gauging the popularity of our website’s content, etc.
- **User authentication.** To identify visitors who are registered users and grant them access to restricted parts of our website.
- **Responding to requests and enquiries.** To respond to requests and enquiries submitted through our website, for example requests to register for events we are organising, requests to download reports published on our website, enquiries regarding services we offer, etc.
- **Processing job applicants.** To process job applications submitted through our website.
- **Protecting our reputation and interests.** Our website is accessible by the general public. Unfortunately this means that actors with malicious intentions can also access our website (e.g. those who make enquiries as part of a phishing attempt or those who attempt to hack into our IT systems). Where it is appropriate and necessary to do so, we will use personal information collected through our website to protect our reputation and interests, for example by blocking malicious actors or reporting them to the authorities.

How does maples.com collect personal information?

We collect personal information about visitors to our website in the following ways:

- By asking visitors to complete and submit online forms (including, where applicable, by uploading file attachments).
- By analyzing the traffic to our website, which we monitor as part of broader, routine monitoring of our IT applications and systems.
- By using 'cookies' and similar technologies. For further explanation regarding how we use cookies, please see below.

How long does maples.com retain the personal information collected?

With respect to personal information which is in effect anonymous, we will not apply any specific retention period and we may retain such personal information for as long as we consider it to be relevant to our business.

Where we have obtained identifying information which allows the identification of visitors to our website, we will retain the personal information in a form which permits identification only for as long as we continue to have a need to use the personal information for the any of the purposes we have described above.

Will personal information collected on maples.com be shared with others?

maples.com
The personal information we collect through our website may be shared with the following categories of third parties:

- Our affiliates and subsidiaries. We will forward requests, enquiries and job applications received through our website to the members of the Maples Group that are best placed to respond to them.
- Our service providers. We enlist the support of a broad range of service providers (including those that are part of the Maples Group as well as those that are not in any way affiliated to us) in maintaining and improving our website, promoting our businesses, and processing job applications. Such service providers often need to handle personal information on our behalf in order to provide their services to us.
- Other third parties with whom we collaborate in promoting our businesses. From time to time we organise, host, or participate in events and initiatives that involve our peers and other actors in our industry sector (e.g. conferences, round tables, charitable events, etc.). If you express interest in such events or initiatives, we may share your details with such third parties.
- Where it is appropriate and necessary to do so (e.g. to protect our reputation and interests or where we are under a legal or regulatory obligation to do so), we will share personal information of visitors to our website with the police, regulators, courts / tribunals, and other like authorities.

**Where is maples.com hosted and is maples.com safe?**

Our website is hosted on our behalf by Microsoft Corporation through the infrastructure service they provide (known as Microsoft Azure), in Microsoft’s data centers which are physically located in the USA. As such, if you access and use our website, your personal information collected through our website may be transferred to and stored outside your country / region, including the USA.

Microsoft Azure is certified to ISO/IEC 27001 as well as ISO/IEC 27018, and is trusted by numerous leading businesses around the world, including businesses hailing from privacy-conscious European countries. We have additionally implemented our own technical and organisational security measures to protect our website and the underlying IT systems.

We believe that our website is as safe as any public-facing website can be, but if you have any concern regarding the security of our website or if you prefer not to have your personal information stored outside your country / region, we kindly ask that you refrain from accessing or using our website.

**Does maples.com use cookies and other similar technologies?**

Cookies are small text files placed on your computer or device when you visit websites. Cookies store information which allows websites that you have visited to remember various information, such pages you have already viewed, links you have already clicked, your connection setting and preferences, etc.

Cookies also allow registered users who log into websites to remain logged in. You can find more information about cookies by visiting [https://www.aboutcookies.org/](https://www.aboutcookies.org/) or [http://www.allaboutcookies.org/](http://www.allaboutcookies.org/).

We use cookies and similar technologies on our website for the purposes of promoting our business, maintaining and improving our website, and for user authentication. We have set out in the below the details of the cookies and similar technologies we use on our website.
Cookies used on this website include the following:

- **Google Analytics**: these cookies are used to collect information about how visitors use our website. This includes the number of visitors to the website, where the visitors have come to the website from and the pages that were visited. We use this information to compile reports and to help us improve the website. The cookies are collected by Google in an anonymous form. Google’s privacy policy is available by clicking here.

- **Session (non-persistent) cookies**: these cookies allow the user to move through the pages of our website easily without having to re-enter login details. They are also used to store the capabilities of your internet browser and identify whether you have certain software so we can tailor the site accordingly. This information is stored in your internet browser and is permanently disposed of once you close your internet browser.

- **Persistent cookies**: we use these cookies to record an individual user’s preferences so that each time the user returns the preferences remain. This information is stored in your local cookie cache when your internet browser is closed and is used the next time you visit the site to remember your preferences. In eServices this data is anonymous and cannot be used to identify individual users, it simply remembers a language preference so we can show the site in the preferred language.

If you prefer that our website not place any cookies on your computer or device, you can also change the setting of your Internet browser to disable cookies (or where available, open your Internet browser in 'private' or 'incognito' mode). For explanation on how to change the cookie-related settings or how to enable the private-viewing mode of your Internet browser, please consult the information provided by the relevant publisher.

Please note that if you completely disable all cookies, our website may not display or behave correctly or as intended. Please also note that our website will not recognise and will not responds to any ‘Do Not Track’ signal your Internet browser might be configured to send to websites you visit. Enabling such features on your Internet browser will not have any impact on the way in which our website works. If you wish to disable cookies on our website, we kindly ask that you do not rely on the ‘Do Not Track’ feature of your Internet browser.

**What are my rights in respect of what maples.com does with my details?**

Depending on a number factors (e.g. whether or not we actually hold any identifying information about you that enables us to specifically identify you as a visitor to our website and which particular member of the Maples Group in which country is making use of your personal information that we have collected through our website), you may have certain rights in relation to your personal information.

For example, if a Maples Group member based in Europe uses your personal information collected through our website to promote its services to you, you could benefit from a range of rights you enjoy under the European data protection laws, such as the right to ask us to:

- grant you access to your personal information;
- correct inaccuracies in your personal information; and
- stop using your personal information for direct marketing purposes,
and you also have the right to complain to the relevant regulator if you believe we have mishandled your personal information.
Who can I contact about how maples.com handles personal information?

If you have any questions or concerns regarding how our website handles personal information, please reach out to your usual point of contact within the Maples Group. Alternatively, you can email your query to privacy@maples.com.

If you wish to stop receiving marketing emails from us or change the type of marketing email you receive from us, you can click on the ‘unsubscribe’ link which we include in every marketing email we send. You can also register on our website and update your marketing preferences. If these features are absent or not working properly for any reason, please let us know and we will address them.