

# Skalens Services Ltd

## Privacy Notice

---

(in accordance with Article 13)



This Privacy Notice aims to inform and assure you that Skalens Services Ltd (hereby refer to as Skalens or Company or we) handles your personal information with respect to your personality and your rights and in accordance with Regulation 2016/679 (EU) on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (the Regulation).

This Notice addresses all natural persons which wish to contract with us or to establish a business relationship, clients of the Company, directors, shareholders, secretaries of legal entities, authorised signatories, management committee and/or members of another legal entity and/or natural persons who have a business relationship with the Company.

*Personal Data* means any information about you, that could identify you directly or indirectly, such as your name, ID number, phone number.

*Processing means* any operation or set of operations which is performed on personal data, by automated means or otherwise, including collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

We ask you to read this Privacy Notice carefully as it contains important information on who we are, how and why we collect, store, use and share your personal information, your rights in relation to your personal information and on how to contact us and the supervisory authorities in the event that you have a complaint.

## 1. Who we are

Skalens Services Ltd will be acting as the data controller responsible for your personal information processed. You can contact through the following methods:

**Skalens Services Ltd (HE 319701)**

Address: 1 Georgiou Gennadiou, floor 1, 6031 Larnaca, Cyprus

Tel.: 24 201600

Fax: 24 201601

Email: [information@skalens.com](mailto:information@skalens.com)

If you have any questions, or want more details about how we use your personal information, you can contact our Data Protection Officer at:

Address: 115 Faneromenis Avenue, Antouanettas Building, 6031 Larnaca

Tel.: 24 201600

Fax: 24201601

Email: [dataprotection@skalens.com](mailto:dataprotection@skalens.com)

## 2. Our sources of collecting personal data and the personal data we process

We process Personal Data that you provide to us in the course of our services as administrative service provider. For this purpose, we process and collect personal data that we receive from you and/or the Authorised Officials and/or your lawyers and/or representatives and/or our affiliated companies, i.e. Harris Kyriakides LLC. We may also collect and process Personal Data from databases and/or sources that are publicly accessible, such as the Land Registry, the Registrar of Companies and the Official Receiver, World Compliance, Google search engines, the press and the Media and companies that introduce you to us. We process Personal Data that we collect lawfully and that we are permitted to process.

### *Information we collect*

The Personal Data we collect from our clients or prospective clients mainly include the following: Name, Surname, Date of Birth, nationality, passport or ID number, marital status, full name of partner/spouse, names of children, address of correspondence and residential address (including proof of address), tax residence, telephone of office, residence, mobile, fax number, email, country of Residence, criminal record, bankruptcy information, power of attorney name, information regarding your bank account (if needed for the Services provided) and written signature.

Regarding your financial profile, we might collect the following: present occupation, employer, description of activities, names of partners and associates, payslip, annual income, tax declaration, value of assets, source of wealth, information whether you are politically exposed persons.

Furthermore, we may ask you to provide us the following documentation: copy of passport, original bank reference, curriculum vitae, copy of an utility bill (e.g. telephone bill, electricity bill, water bill) or copy of driver's license, alien "Green Card" number, tax return or tax declarations.

Please note that the Personal Data we collect vary among the different services we provide, such Corporate Services, Banking Services etc.

### **3. The purpose for processing your personal data and the legal ground of this processing**

We collect and process Personal Data in full compliance with the provisions of the Regulation as well as the national legislation.

We will only use your Personal Data 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.

In the paragraph below (3.1 to 3.4) there is a more detailed analysis of the purposes and the legal ground of the processing.

#### **3.1 For the performance of a contract (Article 6 (1) (b))**

The processing of Personal Data is necessary in order for us to be able to provide our services to you in accordance with our engagement letter and/or to fulfill your orders and/or to provide you with related services. Moreover, we might need to process your Personal Data during the negotiations before signing a contract.

The purposes of the processing are adjusted according to the nature of the service provided, such registering a new company in Cyprus, execution of documents, banking services, accounting services, translations etc.

### **3.2 For the purposes of the legitimate interests pursued by us or by a third party (Article 6 (1) (f))**

Except from the case above, either we or third parties, process your personal data when necessary, unless your fundamental rights and freedoms override the above interests. Please find below some examples:

- 3.2.1 in the public and/or market research in general, if you have not exercised the right to object;
- 3.2.2 in court proceedings and/or to claim our legal claims;
- 3.2.3 in the context of the operation and security of the IT sector of the company;
- 3.2.4 in the context of preventing and clarifying criminal offenses;
- 3.2.5 for the purpose of improving our services and products;

It is noted that the CCTV system established in our premises aims at providing a safe and secure environment for our employees and clients and the smooth operation of our company.

### **3.3 Due to your consent (Article 6 (1) (a))**

If you give your consent on the processing of your personal data for specific purposes, such as for receiving our newsletter, the legal ground for the processing of your personal data is your express consent.

Please note that you may at any time withdraw your consent. The validity of this revocation will concern the future. Furthermore, it should be noted that the above also applies if you gave us your consent before 25 May 2018.

### **3.4 For compliance with a legal obligation (Article 6 (1) (e))**

The Company is subject to various legal obligations, such as the obligations arising from the Prevention and suppression of money Laundering and terrorist financing Law of 2007 (Law 188(I)/2007), the Law regulating companies providing administrative services and related matters (Law 196(I)/2012), the Income Tax Law 2002 (Law 118(I)/2002) and the tax legislation in general.

The legal obligations vary according to the services we provide to you or your status.

## 4. Who we share your data with

### *Within the Company*

In the course of the Company's operation, the relevant employees responsible for the performance of our contractual and legal obligations receive the necessary data.

Moreover, we might share your Personal Data with our affiliated companies in order to fulfill your orders such as for translations.

### *Outside the Company*

Under Article 28 of the Regulation, we have the right to designate a processor. In such a case, it is likely that the processor will receive your Personal Data for the above purposes. For example, we might designate as processors IT services by other companies, such as IT Companies and Cloud providers, consultancy companies such as accountants, as well as licensed service providers.

Furthermore, the Company is legally obliged to transfer your Personal Data to various government authorities and/or services, as for example: auditors, Banks, District Office, Tax Office and VAT Services, Registrar of Companies, Notary and apostille office (if apostille authentication is necessary) and the Cyprus Bar Association.

It is possible for us to share your Personal Data to other people/companies/organisations, other than the above, in the course of the provisions of our services to you or if you have given us your express consent for such transfer.

## 5. How long will your personal data be kept for

### *For existing clients*

We will hold your Personal Data during our contractual relationship, including the pre-contractual negotiations stage. All information which relates to one of your matters will be stored in a file dedicated to that matter. We take reasonable steps to ensure that any papers are scanned and stored on the electronic file, then where appropriate they are shredded and disposed of securely or otherwise they kept locked. After the termination of our contractual relationship, we will hold your personal data for up to 6 years, or the period required by the applicable Taxation law, or according to the relevant directive of the Commissioner of Personal Data.

Personal data we have obtained solely for the purpose of complying with money-laundering and terrorism-financing laws will be kept in accordance with those laws.

After the expiry of the retention period, we may dispose of your matter files (including your Personal Information) without further notice to you, except for any documents or

deeds that we have agreed in writing to hold for safe keeping. Please note that the above period might be extended if for legal or technical reasons we cannot delete the above information.

We will keep any relevant documents prepared by us during the service for our records but these documents shall be anonymized.

### *For potential clients*

We will hold your Personal Data during our negotiations prior to the conclusion of the contract, to the extent that it is necessary. In case of rejection of your application or withdrawal of your application, we will hold your Personal Data for 6 months, or according to the relevant directive of the Commissioner of Personal Data and/or other applicable law.

## **6. Transfer of your personal data outside the EEA or to an international organisation**

We may transfer your Personal Data to the following which are located outside the European Economic Area (EEA), only if the transfer is necessary to perform our contractual obligations and/or to fulfill your orders or when you have given your express consent:

- To licensed service providers such as in Bahamas, BVI, Belize, UK, Switzerland.
- To law firms and/or accountants such as in Bahamas, BVI, UK, Belize, Switzerland.
- To banking institutions.

Furthermore, under certain circumstances, we are obliged by law to transfer your data to third countries, for example by the tax legislation, the Cyprus-United States Transnational Agreement, (FATCA) etc.

## **7. Keeping your personal data secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to have access to it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

- Please inform us if your personal data changes during our relationship.
- Our matter files are backed-up to a secure central server.
- We take reasonable precautions to reduce the risk of hackers gaining access to our computers.
- Our offices are kept locked whenever it is unattended.

- Our staff receive regular data protection training.

We also have procedures in place to deal with any suspected data security breach. You and any applicable regulator will be promptly notified of a suspected data security breach where we are legally required to do so.

## 8. Your rights

You have a number of important rights, under the Regulation. Specifically:

- 8.1 **right to access your personal data** (Article 15): meaning you might receive information and /or copy of the personal information we hold free of charge.
- 8.2 **right to rectification** (Article 16): you might ask us to correct any mistakes in your information which we hold.
- 8.3 **right to erasure** (“right to be forgotten”) (Article 17): you might ask us to erase the personal information concerning you.

However, we reserve the right to deny the erasure, if the processing is necessary for compliance with a legal obligation, for reasons of public interests or for the establishment, exercise or defense of legal claims.

- 8.4 **right to restriction of processing** (Article 18): you might require us to restrict our processing of your personal data if you contest the accuracy of your personal data, the lawfulness of the processing, or you have objected to processing (according to article 21, see below) and you wait for our reply whether we have legitimate grounds which override yours.
- 8.5 **right to data portability** (Article 20): you have the right to request and receive the personal information concerning you which you have provided to us, in a structured, commonly used and machine-readable format and you have the right to transmit this data to a third party under certain circumstances.
- 8.6 **right to object** (Article 21): you have the right to object at any time to processing of personal data concerning you which is based on performance of a task carried out in the public interest or for the purposes of the legitimate interest pursued by us or third parties (article 6 (1) (e) and (f) of the Regulation).

You also have the right to object, at any time, to the processing of personal information for direct marketing or decisions being taken by automated means, which cause legal effects concerning you or similarly significantly affect you.

In case you exercise this right, we shall no longer process your personal data unless we demonstrate compelling legitimate grounds for the processing which override your interests,



rights and freedoms or for the establishment, exercise or defence of legal claim.

**8.7 right to withdraw your consent:** you reserve the right to withdraw your consent at any time. However, the withdrawal of the consent does not affect the lawfulness of the processing based on consent before its withdrawal.

If you wish to exercise any of the above rights or to ask any questions or clarifications, please do not hesitate to contact our Data Protection Officer at:

**Address:** 1 Georgiou Gennadiou, floor 1, 6031 Larnaca

**Tel.:** +357 24 201600

**Fax:** +357 24 201601

**Email:** [dataprotection@skalens.com](mailto:dataprotection@skalens.com)

If you like to exercise any of those rights, please:

- email or write to us or our Data Protection Officer
- let us have enough information to identify you
- let us have proof of your identity and address
- let us know the information to which your request relates.

Please note that if you would like to unsubscribe from any email newsletter you can also click on the 'unsubscribe' button at the end of the email newsletter. It may take up to five days for this to take place.

## 9. How to complain

We hope that our Company and specifically the Data Protection Officer can resolve any query or concern you raise about our use of your information.

However, the Regulation also gives you right to lodge a complaint with the supervisory authority, the Commissioner of Personal Data Protection. For more information concerning the process of filing a complain please visit the website [www.dataprotection.gov.cy/](http://www.dataprotection.gov.cy/) or via e-mail at [commissioner@dataprotection.gov.cy](mailto:commissioner@dataprotection.gov.cy).

## 10. Are you obliged to provide us with your personal data?

You are required to provide your personal data to the extent that it is necessary to conclude, perform or terminate the contract between us and to fulfill your mandates.

Furthermore, under the applicable anti-money laundering law and Law 196(I)/2012 we have to obtain and hold satisfactory evidence of the identity of our clients and sometimes of related persons (including shareholders, beneficial owners, management, directors and officers), such as your/their passport/ID, proof of address and sources of wealth. Sometimes we will need to: (a) see original documents; (b) check the Information you provide; (c) use Your Personal

information to check your identity and background through electronic data sources; and (d) ask you for up-to-date evidence of identity.

If you do not provide us with this Personal Information, or if it is not satisfactory, we may not be able to act, or to continue to act, for you.

We are also required to report to the regulatory authorities suspicions of money laundering and terrorist financing. This will involve the Processing of Sensitive Information where applicable, such as details of criminal allegations and/or findings, regulatory action, and related proceedings which are reported in the press and electronic/other data sources.

In case you refuse to give us your Personal Data, we will not be able to provide our services to you.

## **11. Automated individual decision-making**

As a rule, we do not make automated decisions. If we make use of automated decision-making, you will be properly informed if this is necessary on the basis of the relevant legislation.

## **12. Is your data used for profiling?**

‘Profiling’ means any form of automated processing of personal data consisting of the use of personal data to evaluate certain personal aspects relating to a natural person, in particular to analyse or predict aspects concerning that natural person’s performance at work, economic situation, personal preferences, interests, reliability, behaviour, location or movements.

Your personal data shall not be used for profiling.

## **13. Changes in this privacy notice**

This Privacy Notice was published on 1 May 2018 and last updated on 5 April 2019.

We may modify or amend this privacy statement from time to time. We will notify you appropriately when we make changes to this privacy statement and we will amend the revision date at the top of this page. We do however encourage you to review this statement periodically so as to be always informed about how we are processing and protecting your personal information.

Please contact us or our Data Protection Officer, if you have any questions about this privacy notice or the information we hold about you at [dataprotection@skalens.com](mailto:dataprotection@skalens.com).

## Skalens Services Ltd

Address: 1 Georgiou Gennadiou, floor 1, 6031 Larnaca, Cyprus

Tel.: 24 201600

Fax: 24 201601

Email: [information@skalens.com](mailto:information@skalens.com)