

# DATA PROTECTION

## YOUR INDIVIDUAL RIGHTS

Organisations processing personal data must comply with the appropriate Data Protection laws and regulations.

We have always taken great care with the guardianship of the information entrusted to us by our customers. Individuals have a number of rights under data protection law and regulation.

### THE RIGHT TO BE INFORMED

You have the right to be informed about how and why we collect your personal information, what we use it for, how long we will keep it and who it will be shared with. We provide this information in our **Privacy Notice**.

### THE RIGHT TO UPDATE OR CORRECT YOUR PERSONAL INFORMATION

Where any of your information is incorrect, you have the right to tell us to correct it promptly. If your information is incomplete you can ask us to correct this too.

### THE RIGHT TO OBJECT TO THE PROCESSING OF YOUR PERSONAL INFORMATION

If we are using your information for business purposes, you may be entitled to object. For example, if we are using your information for direct marketing we will stop doing so if you object. However, if we are using your information to meet our legal obligations we may have to continue to do so even if you object.

### THE RIGHT TO RESTRICT PROCESSING OF YOUR PERSONAL INFORMATION WHERE APPROPRIATE

In certain circumstances you have the right to request that we restrict the processing of your personal information. For example, where you might need the information for legal proceedings.

### THE RIGHT TO DELETE YOUR INFORMATION

In certain situations, you have the right to have some or all of the information we hold about you deleted. For example, where the personal data is no longer necessary in relation to the purpose for which it was originally collected.

### THE RIGHT FOR A COPY OF THE PERSONAL INFORMATION WE HOLD ABOUT YOU

You have the right to ask what information we hold about you, why we hold it, how it is processed, whether we share it with others, and how long we keep it. If you wish to request a copy of the personal information, we hold about you, please use our **Data Subject Access Request** form.

### THE RIGHT OF DATA PORTABILITY

In certain circumstances you have the right to ask us to transfer your data electronically to another provider in order to make it easy for you to switch providers.

More information about your data protection rights can be found here:

Isle of Man Information Commissioner  
<https://www.inforights.im/>

### Exercising your Individual Rights

If you would like to exercise any of the rights described above, please use the relevant contact details below.

We will respond to your request within 30 days. If we need to extend this period, or are unable to meet your request, we will always tell you the reason why.

We may ask you to verify your identity or ask for more information about your request. If you are making a request on behalf of someone else, we will need to verify your authority to act on their behalf.

### Correcting or updating your personal information

Please contact Utmost International Isle of Man Limited, King Edward Bay House, King Edward Road, Onchan, Isle of Man, British Isles, IM99 1NU.

### Data Subject Access Requests

You can request a copy of the personal information we hold about you by using our **Data Subject Access Request** form.

Alternatively, you can make a request by post or email:

Write to us: The Data Protection Officer  
Utmost International  
King Edward Bay House  
King Edward Road  
Onchan  
Isle of Man  
IM99 1NU  
British Isles

Email us: [IOM.DPO@utmostinternational.com](mailto:IOM.DPO@utmostinternational.com)

### Complaints

If you wish to make a complaint about how we have handled your personal data, you can contact the Data Protection Officer who will investigate the matter:

Utmost International Isle of Man Limited:

Write to us: The Data Protection Officer  
Utmost International  
King Edward Bay House  
King Edward Road  
Onchan  
Isle of Man  
IM99 1NU  
British Isles

Email us: [IOM.DPO@utmostinternational.com](mailto:IOM.DPO@utmostinternational.com)

### Restriction and Deletion of Personal Information

If you have concerns about the processing of your personal data, or would like to request its deletion, you can contact us with details of your request by post or email:

Write to us: The Data Protection Officer  
Utmost International  
King Edward Bay House  
King Edward Road  
Onchan  
Isle of Man  
IM99 1NU  
British Isles

Email us: [IOM.DPO@utmostinternational.com](mailto:IOM.DPO@utmostinternational.com)

## A WEALTH *of* DIFFERENCE

[www.utmostinternational.com](http://www.utmostinternational.com)

Calls may be monitored and recorded for training purposes and to avoid misunderstandings.

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