

FOREMOST CAPITAL PRIVACY POLICY

FOREMOST CAPITAL LIMITED

Privacy Policy

Head Office: PLOT 72, AHMADU BELLO WAY, CENTRAL BUSINESS DISTRICT, ABUJA, FCT

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PREAMBLE

FOREMOST CAPITAL LIMITED (“we,” “our,” or “the Company”) is a licensed financial institution providing professional asset management and investment advisory services.

As a **Data Controller** under the **Nigeria Data Protection Act (NDP Act) 2023**, we are committed to safeguarding the confidentiality, integrity, and security of all personal data entrusted to us.

By using our services, you entrust us with your information. We understand the responsibility this carries and are dedicated to processing your data in compliance with the **NDP Act 2023**, **GAID 2025**, and other applicable regulations.

We may update this Privacy Policy periodically, and the latest version will always be available on our official platforms.

ARTICLE 1: OUR COMMITMENT TO DATA PROCESSING PRINCIPLES

We process your personal data in line with **Section 24 of the NDP Act 2023 and Article 15 of the GAID 2025**:

- i. Fairly, lawfully, and transparently.
- ii. For specified, explicit, and legitimate purposes.
- iii. Limited to what is adequate, relevant, and necessary.
- iv. Accurately and kept up to date.
- v. In a manner that ensures confidentiality, integrity, and availability.

We also uphold **accountability** by documenting our processing activities, conducting **Data Privacy Impact Assessments (DPIAs)**, and reviewing our practices regularly.

ARTICLE 2: LAWFUL BASES OF PROCESSING

As required under **Section 25 of the NDP Act 2023** and **Article 16 of the GAID 2025**, the Company shall assess and determine the lawful basis for each category of data processing prior to processing personal data.

The lawful bases include:

- i. Consent
- ii. Contractual obligation
- iii. Legal obligation
- iv. Vital interest
- v. Public interest
- vi. Legitimate interest

ARTICLE 3: CONSENT OF DATA SUBJECT

In accordance with **Articles 17 and 18 of the GAID 2025**, the Company shall ensure:

- i. Consent is **freely given, informed, specific and unambiguous**.
- ii. Consent withdrawal shall be **as easy as giving consent**.
- iii. Consent is required especially for:
 - a. Direct marketing
 - b. Processing of sensitive personal data
 - c. Processing a child's data
 - d. Further processing incompatible with the original purpose
 - e. Cross-border transfer without adequacy decision
 - f. Decisions based solely on automated processing

ARTICLE 4: OUR SCOPE OF DATA PROCESSING

We collect and process personal data for the following purposes:

S/N	Purpose	Type of Data	Lawful Basis
1	Client identification (KYC)	Name, contact details, NIN, BVN, passport, utility bills	Legal Obligation
2	Account opening & stockbroking services	Personal, financial, and transaction data	Contract / Legal Obligation
3	Regulatory reporting (SEC, NGX, CBN)	Financial & transaction records	Legal Obligation
4	Communication & updates	Email & phone number	Consent / Legitimate Interest
5	Security & fraud prevention	CCTV images, access logs, device/IP information	Legal Obligation / Legitimate Interest
6	Employment & HR	Employee records, guarantor details, medical data	Contract / Legal Obligation

ARTICLE 5: HOW WE COLLECT DATA

- i. **Directly from you** (forms, account opening, customer service).
- ii. **Automated technologies** (cookies, IP addresses, login activity).
- iii. **Third parties** (credit bureaus, regulators, anti-fraud databases).
- iv. **Security systems** (CCTV surveillance, call recordings).

ARTICLE 6: Transparency and Notice to Data Subjects

In line with **Article 27 of the GAID 2025**, the Company shall provide clear, accessible, and understandable privacy information to all classes of data subjects, including vulnerable persons, covering:

- i. The identity of the Company
- ii. Lawful basis for processing
- iii. Categories of personal data collected
- iv. Purpose of processing
- v. Means of processing
- vi. Third-party access and purpose
- vii. Data subject rights
- viii. Complaint mechanisms including the NDPC

ARTICLE 7: DATA SUBJECT RIGHTS

Under **Sections 34–38 of the NDP Act 2023**, you have the right to:

i. Right to Access – You have the right to request and obtain confirmation as to whether your personal data is being processed, as well as access to the personal data and information about how it is processed. Organizations must provide copies of your data upon request.

ii. Right to Rectification – You have the right to request correction of inaccurate, incomplete, or outdated personal data. The organization must take reasonable steps to rectify such data without undue delay.

iii. Right to Erasure ("Right to be Forgotten") – You may request the deletion or removal of your personal data where there is no lawful basis for retaining it, where consent has been withdrawn, or where processing is unlawful—subject to legal and regulatory retention requirements.

iv. Right to Restrict Processing – You may request a temporary or permanent restriction on the processing of your personal data, particularly where accuracy is contested, processing is unlawful, or you object to the processing.

v. Right to Data Portability – You have the right to request a copy of your personal data in a structured, commonly used, and machine-readable format, and

to request that the data be transmitted to another data controller where technically feasible.

vi. Right to Withdraw Consent – Where processing is based on your consent, you may withdraw that consent at any time without affecting the lawfulness of processing carried out prior to withdrawal.

vii. Right to Object to Processing – You may object at any time to the processing of your personal data, particularly where the basis is legitimate interest, performance of a task in the public interest, or for direct marketing purposes.

viii. Right to Complain to the NDPC – You have the right to lodge a complaint with the Nigeria Data Protection Commission (NDPC) if you believe that your data protection rights have been violated.

ix. Right to Judicial Remedy – You have the right to seek judicial redress where you suffer harm as a result of a breach of data protection laws or where you are dissatisfied with the outcome of a complaint.

x. Right to Non-Discrimination – You have the right not to be discriminated against for exercising any of your data protection rights.

xi. Right to be Informed – You have the right to receive clear, concise, and transparent information about the collection and use of your personal data, including the purposes, legal basis, retention period, and recipients.

To exercise these rights, contact our **Data Protection Officer (DPO)** (see **Article 16**).

ARTICLE 8: DATA RETENTION AND SECURITY

- i. Customer and transaction data: Retained for **10 years** (in line with SEC/CBN/AML regulations).
- ii. **Employee records:** Retained for **6 years post-employment**.
- iii. **CCTV/security logs:** Retained for **90 days–1 year** unless needed longer.
- iv. Data no longer needed is **securely deleted, anonymized, or archived**.

We use encryption, access controls, intrusion detection systems, and continuous monitoring to protect your data.

As mandated under **Article 29 of the GAID 2025**, the Company will maintain schedules for continuous monitoring, evaluation, and maintenance of its data security systems, including:

- i. Vulnerability assessments
- ii. Software updates
- iii. Authentication and encryption checks
- iv. Hardware assessments
- v. Quality assurance reviews

ARTICLE 9: DATA PRIVACY IMPACT ASSESSMENT (DPIA)

The Company shall conduct a DPIA whenever processing is likely to result in high risk to the rights and freedoms of data subjects, particularly in circumstances listed under **Article 28(3) of the GAID 2025**, including:

- i. Profiling, scoring, or automated decision-making
- ii. Systematic monitoring
- iii. Processing of sensitive data
- iv. Processing involving vulnerable data subjects
- v. Deployment of new technologies
- vi. Surveillance using CCTV
- vii. Financial services using digital platforms
- viii. Cross-border data transfer

All DPIAs shall comply with the requirements of **Article 28(11)** and be vetted by a certified DPO accredited by the Commission.

ARTICLE 10: Internal Sensitisation & Employee Training

Consistent with Article 30 of the GAID 2025, the Company shall maintain an internal sensitisation and training schedule to ensure that staff understand:

- i. Duties and responsibilities regarding data protection
- ii. Practices to stop, start, and continue
- iii. Organisational privacy guidelines
- iv. Routine checks for compliance

ARTICLE 11: MANDATORY DATA COLLECTION

Certain personal data is **mandatory** for us to comply with regulatory obligations (e.g., KYC, AML/CFT).

Refusal to provide such data may prevent us from offering services or opening your account.

ARTICLE 12: DATA SHARING AND CROSS-BORDER TRANSFER

- i. We may share your data with **regulators (SEC, NGX, CBN, NDPC)**, payment providers, auditors, and IT service providers.
- ii. Any third party must comply with **NDP Act 2023** through **Data Processing Agreements (DPAs)**.
- iii. Cross-border transfers are only made to jurisdictions with **adequate protection measures** or under **NDPC-approved safeguards** (e.g., Standard Contractual Clauses).

In compliance with **Article 34 of the GAID 2025**, all third-party processors engaged by the Company must enter into a binding Data Processing Agreement (DPA) that clearly defines:

- i. Obligations regarding confidentiality, integrity, and availability
- ii. Boundaries of processing
- iii. Security measures
- iv. Audit and oversight mechanisms

In accordance with **Article 45 of the GAID 2025**, the Company shall ensure that cross-border data transfers occur only under:

- i. NDPC adequacy decisions
- ii. Standard Contractual Clauses (SCCs)
- iii. Explicit consent where applicable
- iv. Appropriate safeguards ensuring continuity of fundamental rights

ARTICLE 13: TECHNICAL INFORMATION AND COOKIES

When you use our website or online services, we collect technical data (IP address, device type, browser details). Cookies may be used to enhance user experience. You can manage cookie settings via your browser.

ARTICLE 14: DATA BREACH NOTIFICATION

Per **Section 40 of the NDP Act 2023** and **Article 33 of the GAID 2025**, the Company shall:

- i. Notify the Nigeria Data Protection Commission (NDPC) within **72 hours** of becoming aware of a breach.
- ii. Notify affected data subjects **immediately** if the breach poses high risk.
- iii. Document breach details, risks, and remedial actions as part of the CAR filing.

ARTICLE 15: CHILDREN'S PRIVACY

Our services are **not targeted at children under 13 years**. Where processing involves minors, we require **verifiable parental or guardian consent** in line with Section 31 **NDP Act 2023**.

ARTICLE 16: CONTACT INFORMATION

Data Controller: FOREMOST CAPITAL LIMITED

Head Office: PLOT 72, AHMADU BELLO WAY, CENTRAL BUSINESS DISTRICT, ABUJA, FCT

Email: compliance@foremostcapitaltd.com

Phone: +2349027048560

Data Protection Officer (DPO):

For privacy-related inquiries, complaints, or to exercise your rights, contact our DPO via:

Email: compliance@foremostcapitaltd.com

In line with **Articles 11–14 of the GAID 2025**, the Company shall ensure that:

- i. The DPO participates in all matters relating to personal data.
- ii. The DPO is supported with resources, independence, and training.
- iii. The DPO prepares and submits **semi-annual internal data protection reports** to management.
- iv. The DPO undergoes Annual Credential Assessment by the NDPC.

ARTICLE 17: ALTERATION OF PRIVACY POLICY

FOREMOST CAPITAL LIMITED reserves the right to review and update this Privacy Policy in line with regulatory changes or operational requirements.

Notice of significant updates will be communicated via our website or direct communication.