

Personal Data Notice

This notice serves to provide you with information about how we, jointly Finance in Motion GmbH ("FiM"), the European Fund for Southeast Europe (EFSE) and the EFSE Development Facility also referred to by "Us" or "Our", process ("Personal Data") about you (our "counterpart") in relation to dealings in preparation for or performance of a contract.

Categories of Personal Information Processed

We collect any of the below categories of Personal Data retained in Our database ("Database") in electronic or paper form.

Please note that we might have any or all the below categories of information, and you are entitled to enquire about this by contacting ta@finance-in-motion.com

- name, age, date of birth, gender, citizenship, address
- company's name, position held, professional experiences, and qualifications

Purpose of Processing

We may process the information for the following purposes:

- Conducting integrity checks and screening against sanctions
- Analysis of technical and financial offers in the context of procurement
- Processing of payments
- Project monitoring, evaluation, and reporting

Lawful Basis

We process your Personal Data based on the legitimate interest of ourselves and you, as its counterpart, based on the contractual agreement. This is in accordance with Article 6 paragraph 1 section b of the General Data Protection Regulation (GDPR).

Categories of Recipients

This Personal Data processed by Us may be shared with business organizations ("recipients") that support Us in the fulfilment of the abovementioned purposes. These recipients are only permitted to use the Personal Data for the lawful purposes described.

The categories of recipients include the following service providers:

- Partner Institutions of the Fund and its Technical Assistance Facility
- Banks, tax accountants, and auditors
- Accounting and Payment processing System
- Telecommunication
- Postal services
- Event management
- Government authorities including finance and tax offices

Period

We aim to provide Our counterpart with the highest standard of transparency when retaining Personal Data. Therefore, with the applicable laws, we will retain your Personal Data across categories throughout the duration of a contract followed by 10 years. For a counterpart not engaged through a contract in a TA project, your Personal Data across categories will be retained for a duration of 3 years following the termination of the TA project.

Your Rights

You have, under the conditions defined by the GDPR, to request that we:

- (1) provide you with access to your Personal Data
- (2) rectify or correct your Personal Data
- (3) erase your Personal Data
- (4) restrict processing of your Personal Data, including refraining from sharing with other providers or third parties.
- (5) provide you a copy of Personal Data for the purpose of portability to the benefit of another data controller.

You also have the right to object to processing, and to lodge a complaint with the appropriate supervisory authority in your country, if any.

The above-mentioned rights may be subject to certain limitations pursuant to applicable law.

Sources of Personal Data

We gather Personal Data from You directly. We may also gather some personal data elements from government offices.

Who We Are

Finance in Motion is a licensed asset manager according to German banking law (Kreditwesengesetz) and is supervised by the German federal financial supervisory agency (Bundesanstalt für Finanzdienstleistungsaufsicht, BaFin).

The European Fund for Southeast Europe (EFSE) aims to foster economic development and prosperity in Southeast Europe and the Eastern Neighbourhood Region by investing in the success of micro and small enterprises as well as improved living conditions for private households.

Contact

You may exercise the rights described above by writing Our data protection officer at data-protection-officer@finance-in-motion.com.