DST CUSTOMER PRIVACY POLICY

DST Systems, Inc. ("DST") handles personal information that it receives from clients and/or their intermediaries in connection with the services that DST provides. "Personal information" means information about an identifiable individual, but does not include the name, title, or business address or telephone number of an employee of an organization (i.e. the type of information that would be found on a business card or through publicly available information such as a phone book). If the information cannot be directly associated with an individual, it does not fall within the statutory definition of "personal information."

DST is committed to personal privacy and to the protection of personal information. For this reason, we have prepared this Privacy Policy.

DST provides sophisticated information processing and servicing solutions to the global marketplace. This Privacy Policy summarizes, for the benefit of our employees, clients, our client’s distributors, as well as for individuals, the principles that DST applies to the handling of personal information in our operations. All DST employees must adhere to these principles and our policy.

This Privacy Policy is reviewed periodically and may be modified from time to time, as required, if there is a change to laws, regulations, and standards applicable to DST. The most up-to-date version can be obtained at our website at www.dstsystems.com or by contacting us at the address set out below in the section called "Contacting the Chief Privacy Officer."

All DST associates are mandated to complete an annual Privacy training program.

(a) Collection, Use and Disclosure of Personal Information

As a provider of information processing and servicing solutions, DST does not directly collect, nor does it use, personal information from or about individuals for its own independent purposes. Rather, we receive personal information from our clients for processing purposes. We operate under the direction of our clients and on the understanding that appropriate consents have been obtained, either expressly or impliedly, for the collection, use, and disclosure of personal information as directed by our clients. DST uses the personal information we receive solely to provide services to our clients in accordance with our contractual obligations and for no other purposes. Our staff is required, as a condition of employment, to limit access to and use of personal information to the extent necessary for the performance of their specific employment duties.

We may collect, use or disclose personal information without an individual's knowledge or consent in the following limited circumstances:

• When the collection, use or disclosure of personal information is permitted or required by law
• In an emergency that threatens an individual's life, health or personal security
• When we require legal advice from a lawyer
• To protect ourselves from fraud
• To investigate the breach of an agreement or contravention of law

DST Systems, Inc. (DST) has provided the information in this for general informational purposes only, has a right to alter it at any time, and does not guarantee its timeliness, accuracy or completeness. All obligations of DST with respect to its systems and services are described solely in written agreements between DST and its customers. This document does not constitute any express or implied representation or warranty by DST, or any amendment, interpretation or other modification of any agreement between DST and any party. DST hereby disclaims all warranties, either express or implied, including the warranties of merchantability and fitness for a particular purpose. In no event shall DST or its suppliers be liable for any damages whatsoever including direct, indirect, incidental, consequential, loss of business profits or special damages, even if DST or its suppliers have been advised of the possibility of such damages.

©2017 DST Systems, Inc. All rights reserved. The trademarks and service marks of DST and its affiliates, and those of third parties, used herein are the property of their respective owners.
• As directed by our clients.

We do not use or disclose personal information for any marketing purposes.

(b) Service Providers

We may retain an affiliated company or an independent third party (“authorized service provider”) to perform, on our behalf, certain functions in support of the services we provide. Such functions could include, for example, application development, support, testing, or transaction processing. Accordingly, in certain instances these affiliates or third parties may be provided with access to personal information to the extent that is necessary in performance of those functions.

DST obligates its authorized service providers to use and take steps to protect personal information in accordance with the requirements of this Privacy Policy.

Some authorized service providers may be located in a foreign country other than the United States of America, and in those cases personal information may be subject to the laws of that jurisdiction in which the third party is situated. Written information about our policies and practices with respect to authorized service providers outside the United States of America, and answers to questions about such providers, may be obtained by contacting us at the address set out below in the section called “Contacting the Chief Privacy Officer”.

(c) Security of Personal Information

As a processor of information on behalf of our clients, one of our most important privacy obligations is to take appropriate precautions intended to hold secure the information we receive. To that end, we apply security safeguards to our computing infrastructure and data in all forms. We maintain security policies, procedures and controls designed to protect the personal information we receive against loss or theft. We have safeguards in place designed to prevent unauthorized access, disclosure, copying, use, and modification. Such safeguards and controls include, but are not limited to, the following:

• Data security access control
• Physical site access control
• Network security
• Virus protection
• Intrusion detection
• Remote use access control
• Logical access control

We test and update, as appropriate, our safeguards and controls on a routine basis.

(d) Retention and Access to Personal Information

DST retains personal information for the purposes described in this Privacy Policy and in accordance with our legal and contractual obligations to our clients. Personal information is stored at our offices or at the offices of an authorized service provider as required and defined under “Service Providers” above. Personal information is stored or disposed of in accordance with this policy and the instructions we receive from our clients.

Individuals have the right to access their personal information held by an organization and to challenge an organization about its personal information practices. However, as a provider of information processing and servicing solutions, DST does not respond directly to requests from individuals to access personal information or to complaints from individuals about the personal information practices of our clients. Any such requests and inquiries are referred back to our clients. This procedure is necessary to ensure that the authenticity of the request and the identity of the requester can be established by an individual’s firm and/or the distributor, as applicable, and that DST can receive specific instructions before personal information is released by DST on the individual’s behalf.
(e) Contacting the Chief Privacy Officer

DST has appointed a Chief Privacy Officer to be responsible for its personal information practices and standards. Organizations, clients, and individuals with questions or concerns about our personal information practices, or individuals who require assistance in making a request to access their personal information though one of our clients, can contact our Chief Privacy Officer. The Chief Privacy Officer’s address is 210 West 10th Street, 6th Floor, Kansas City, Missouri, 64105, United States of America.

We periodically review and update this Policy as needed or at least before each anniversary of the effective date of this Policy.

Information Classification: Public
Customer Privacy Policy Version: 5.1
Approved: May 11, 2016
Policy Owner: Chief Privacy Officer