

## Service Providers

Types of personal data	Collection	Purpose	Disclosure	Retention Period
<p>Information such as your:</p> <ul style="list-style-type: none"> <li>• name and business information;</li> <li>• name and email address of your representatives;</li> <li>• identification documentation;</li> <li>• information regarding your job and business; and</li> <li>• payment details.</li> </ul>	<p>Your <b>personal data</b> will be collected from you directly. Further information (e.g. to verify your identity) may be collected from <b>third parties</b>, such as publicly available sources.</p>	<p>Your <b>personal data</b> will be used for relationship management and file opening, administration, to fulfil our contractual obligations and as required by law (e.g. anti-money laundering).</p>	<p>Your <b>personal data</b> may be disclosed to:</p> <ul style="list-style-type: none"> <li>• our <b>Clients</b></li> <li>• our service providers</li> </ul> <p>for the purposes of fulfilling our contractual obligations.</p> <p>We shall only transfer personal data to <b>third parties</b> which is limited to the relevant <b>purpose</b> and is adequately protected.</p>	<p>Please refer to our <b>Retention Policy</b>.</p> <p>We will ensure we keep all personal data up to date and shall archive and then permanently delete any <b>personal data</b> which is not necessary for the <b>purpose</b>.</p>