

Service Providers

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