

Subscribers to the Hamlins Newsletter and promotional material

Types of personal data	Collection	Purpose	Disclosure	Retention Period
<p>Information such as:</p> <ul style="list-style-type: none"> • your name; • email address/other contact details; • information regarding your job and business; and • your phone number. 	<p>Your personal data is collected when you:</p> <ul style="list-style-type: none"> • correspond with us by phone, e-mail or otherwise; • subscribe to our newsletter; • when you register and 'opt in' to receive: marketing/promotional material and details of events; • provide us with personal information to enable us to contact you and let us know of your marketing preferences; • upload information to our digital systems such as via our website or a data room; • contact us via email, phone or any other method; • contact us via text message or similar messaging services; and • contact us using our online forms. 	<p>Your personal information is used to:</p> <ul style="list-style-type: none"> • contact you about, and provide you with, the communications we think are relevant to your interests and preference; • provide you with our newsletter; • provide you with information about any events; and • contact you and provide you with information about our services. 	<p>Your personal data may be transferred to our third party service providers who support the operation of our business.</p> <p>Where you have given us your clear, unambiguous consent to do so, we may pass your personal data to selected third parties to provide you with information about services we feel may interest you.</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>