

DATA PROTECTION POLICY

This section outlines our policy in relation to our compliance with the Personal Data Protection Act 2012 (the “**PDPA**”) which may be updated from time to time.

Personal data includes but not limited to an individual's name, NRIC or passport number, designation or title, business telephone number, business address, business electronic mail address, business fax number, bank account information and any other similar information about the individual.

COLLECTION OF PERSONAL DATA

We collect, record, use, hold, store and/or process your personal data in accordance with the PDPA. In addition to information you provide to us, we may also collect your personal data from other sources such as government authorities and agencies, industry regulators, financial institutions, insurance providers, professional advisers such as auditors, accountants, financial advisers, technical advisers, management consultants, and search tools.

USE OF PERSONAL DATA

The personal data will be used for various purposes including but not limited to:

- our provision of legal services to you, including documentation preparation and responding to your instructions, requests, queries or feedback;
- the delivery of correspondence to you;
- the compliance of applicable laws, regulations and audit;
- our provision of legal updates and marketing collateral to you;
- any events, seminars or other marketing or business development activities organised by us; and/or
- the storage, backing up or hosting of your personal data.

DISCLOSURE OF PERSONAL DATA

We may be required to disclose your personal data to third parties including but not limited to:

- any person to whom we are required by law or in relation to any judgment, order of court or investigation;
- government authorities, agencies or industry regulators;
- external professional advisers such as auditors, accountants, financial advisers, technical advisers and/or management consultants;
- financial institutions;
- insurance providers; and/or
- third party service or product providers.

SECURITY OF PERSONAL DATA

We will take reasonable measures to protect your personal data from unauthorised access, use or disclosure.

ACCESS AND UPDATE OF PERSONAL DATA

If you wish to review or update your personal data, please contact our Data Protection Officer at dpo@tkqp.com.sg.

WITHDRAWAL OF CONSENT

If you wish to withdraw your consent for our use of your personal data, please contact our Data Protection Officer at dpo@tkqp.com.sg.