

## **DATA PROTECTION POLICY**

This section outlines our policy in relation to our compliance with the Personal Data Protection Act 2012 (the “**PDPA**”) and the General Data Protection Regulation (“**GDPR**”) 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.

### **PDPA**

#### **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.

#### **IP address**

Upon visiting our website, your IP address together with information such as the date, time and duration of your visit, will be automatically logged in our server. We do not link your IP address to any tools that will enable us to identify you unless it is required by applicable laws and regulations.

#### **Cookies**

We use cookies in our website to store pages that you have visited and your preferences.

Third-party service providers such as Google Analytics, LinkedIn, Facebook and Twitter, to name a few, use this information on our behalf to evaluate your use of our website and compiling website activity reports. This information is generally transmitted to and stored on servers in Singapore.

Most browsers accept cookies automatically but can be configured not to do so or to notify you when a cookie is being sent. However, please note that if you disable the cookies, you may not be able to fully utilise all the functions of our website.

By accessing our website, you agree that we can place cookies on your device.

#### **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](mailto: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](mailto:dpo@tkqp.com.sg).

### **GDPR**

EU residents have the right to access and to request that your information be rectified or deleted. If you are such a party and wish to exercise your rights of access, rectification, deletion, objection or withdrawal of consent that you have given us, please contact our Data Protection Officer at [dpo@tkqp.com.sg](mailto:dpo@tkqp.com.sg).