

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>• identification documentation; and</li> <li>• payment details.</li> </ul>	<p>Your <b>personal data</b> will be collected for relationship management and file opening is collected from you directly and further information (e.g. to verify your identity) may be collected from <b>third parties</b>, such as publicly available sources.</p> <p><b>When you contact us via email or telephone, we may collect any personal data you provide you provide to us.</b></p> <p>All additional personal data is collected when supplied to us, or created by us in connection with a particular matter on which we are engaged.</p>	<p>Your <b>personal data</b> will be used for relationship management and file opening data is used for providing legal services, administration, commercial purposes (e.g. creditworthiness) and as required by law (e.g. anti money laundering).</p> <p>All other personal data will be used for the purposes of providing legal services and to comply with our statutory/regulatory obligations.</p>	<p>Your <b>personal data</b> may be disclosed to:</p> <ul style="list-style-type: none"> <li>• our <b>third party</b> service providers who support the operation of our business;</li> <li>• our <b>Talent</b>, for the purposes of fulfilling our contractual obligations; and</li> <li>• our <b>Affiliate Talent Agencies</b>.</li> </ul> <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><b>Client personal data</b> shall be kept for <b>8</b> years and we shall not keep your <b>personal data</b> for longer than is necessary.</p> <p>We will ensure we keep all personal data up to date and shall immediately and permanently delete any <b>personal data</b> which is not necessary for the <b>purpose</b>.</p>