

Yeo-Leong & Peh LLC Privacy Policy

Introduction

At Yeo-Leong & Peh LLC (hereinafter referred to as “YLP”, “we”, “us” and “our”), we are committed to maintaining information relating to our clients and potential clients private and confidential, consistent with our professional obligations. This commitment extends to personal information of our clients, potential clients and other individuals (hereinafter referred to as “you”, “your” and “yours”). This Policy is intended to assist you to understand the type of information we collect, how we use that information and the safeguards we have in place to protect that information and your privacy.

Collection, Use and Disclosure of Personal Information

“Personal Data” means any data, whether true or not, about an individual who can be identified from that data, or from that data and other information to which the organisation have or are likely to have access. Personal Data does not include your name, your position name or title, business address and business contact information (including business telephone number, business address, business e-mail address or business fax number and any other similar information about you) which you provide to us for business purposes. To facilitate the provision of our professional services or for purposes of compliance with our legal obligations, we may collect and process your Personal Data. Personal Data may be collected from you directly. We may also collect information:-

- a) from third parties and as agents on behalf of our clients where we or they have obtained the requisite consent, or as otherwise permitted or required by law or through information publicly available;
- b) in the case of application for employment with us, from your employment application and the information and documents submitted.
- c) through our website, although such information is normally limited.

By providing your Personal Data to us, you consent to our collection, use or disclosure of such Personal Data in accordance with this Policy and as permitted or required by law. Consent to our collection, processing or disclosure of your Personal Data may be provided orally or in writing or may be implied or deemed. This includes providing Personal Data to us in the course of our representation in legal proceedings or other matters we have been appointed to act on your behalf, which may subsequently require disclosure of your Personal Data as part of such representation.

Insofar as Personal Data of another individual provided by you to us is concerned, it is your representation to us that you have the necessary consent, permission and authority to allow us to collect, use and disclose such Personal Data for the purposes set out in this Policy.

Incidental and/or further to the primary purpose of providing our professional advice and service to our clients and prospective clients primarily, we may collect, use or disclose Personal Data for conflict checking, due diligence checking, administrative and relationship management purposes (including to develop and manage our knowledge management systems, and to market and deliver our services) and as otherwise permitted or required by law.

For purposes of discharging our professional or ethical obligations, we may from time to time allow or be required to allow third parties to access your Personal Data to process data on our behalf in connection with the conduct of our business or where such disclosure is in your interest or is otherwise permitted, required or authorised under the applicable law. In such situation, subject to the exceptions prescribed under the applicable law, we will take reasonable steps to ensure that such third parties provide at least a level of privacy protection equivalent to that offered by us in this Policy prior to any access, process or disclosure.

Your Personal Data will be maintained and stored to the extent that it is required for the purposes it was collected, as may be determined by business necessity or to comply with the law or professional standards. Procedures for destruction or deletion are in place for Personal Data no longer required for the purposes for which it was collected.

Security

Your Personal Data is treated as private, confidential information which we strive to ensure that it remains protected and kept secure at all times and take all commercially reasonable steps in line with industry practice to protect your Personal Data.

However, as you are or will be aware, most methods of communication are not fully secure and extensive security measures may hinder efficient/prompt communication. To facilitate and ease communication, e-mail is a frequently used mode of communication and unless you object we may use unencrypted plain text e-mails for our communication with you.

Our Website

There is no electronic means to automatically collect Personal Data from any visitor or user of our website. Information collected through our website will be the information voluntarily supplied by you if you contact us through our website. This information is normally limited to your name and e-mail address and other information which you may voluntarily input. Our website may however contain links to other websites which may collect your Personal Data and we do not assume the responsibility of any third party website operators for the contents of such websites and any Personal Data collected through such websites. We advise that you read the privacy policies of these websites before making an informed decision whether or not to provide your Personal Data to the websites' operators.

When you visit our website our server will record your IP address together with the date, time and duration of your visit. The IP address enables us to identify which organisations have visited our website. We use this information to compile statistical data on the use of our website to track how users navigate through our site. We do this so we can evaluate and improve our site.

Our website may also allow third parties to download cookies to your device. These third party cookies are not under our control.

Accessing Your Personal Information

In providing any Personal Data to us, whether through our website or otherwise, you consent to our collection, use or disclosure of that information in accordance with this Policy. If you wish to verify our use of your Personal Data or if you wish to exercise your right to access, verify, amend, erase or block your Personal Data or put in your written request for us to cease to process your Personal Data or make a complaint under this Policy, please contact our Data Protection Officer, at the address below.

10 Shenton Way
#09-00 MAS Building
Singapore 079117
Email: dpo@ytp.com.sg

As permitted by applicable law, a fee reflective of the costs may be charged by us for each Personal Data access request made which right of access is subject to the exceptions prescribed under the applicable law.

We reserve the right to change, modify, delete or amend any part of this Policy from time to time and you are encouraged to make regular reference to this Policy.