

Anyone who makes an enquiry or provides us with feedback, including complaints

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"> • 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"> • respond to your enquiry or feedback; and • update registers and other records to reflect our professional requirements of conduct. 	<p>Your personal data may be transferred to our third party service providers who support the operation of our business.</p> <p>Your personal data may be transferred to professional bodies and regulatory authorities.</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>