

## DATA PRIVACY STATEMENT

1 August 2017

### 1. General

Ressos Legal Pte. Ltd. ("**Ressos Legal**"/"Firm"/"we"/"us") respects your privacy. We have a data privacy policy, that we follow. This statement explains how we may collect and process information about:

- visitors to our website
- people who use our services, e.g. clients or other subscribers to our online services
- job applicants and current employees

Our "website" includes this website and our associated sites (e.g. [www.ressos.com](http://www.ressos.com), [www.ressos.hk](http://www.ressos.hk), [www.ressos.my](http://www.ressos.my), [www.ressoslegal.com](http://www.ressoslegal.com), [www.singapuranwalt.com](http://www.singapuranwalt.com), [www.hongkonganwalt.com](http://www.hongkonganwalt.com)), including our corporate services website or careers sites. We use cookies on our website. This is explained below.

### 2. Collection, Use and Disclosure of Personal Data

Generally, we collect, use or disclose your personal data to carry out the work you have entrusted to us and for related purposes as may be necessary, as well as for compliance with applicable laws, regulations, industry codes and guidelines. In addition, we may collect, use or disclose your personal data for organising seminars, events or other promotional activities or for providing updates on developments in the law and our Firm.

We may disclose your personal data to business partners, associates or third party service providers, whether located in Singapore or otherwise, for the above purposes. When the need arises for your personal data to be collected, used or disclosed for any other purposes, we will obtain your consent in that regard, where necessary, in accordance with the Singapore Personal Data Protection Act. On various occasions, including through forms on our website, we invite or request you to submit your contact details and other information about yourself or your organisation, or to send us emails which will, of course, also identify you.

### 3. How we use this information

In each case, the purpose for which you are invited to give us information is clear. We will not use your information for purposes that are not clear when you provide your details, and will not disclose it outside Ressos Legal, except to service providers acting on our behalf or in other very limited circumstances, for example, with your agreement or where we are legally obliged to do so.

### 4. Access or Correction of Personal Data or Withdrawal of Consent

If you: (a) wish to access and/or correct your personal data in our possession or control; (b) wish to withdraw your consent for us to collect, use and/or disclose your personal data; or (c) have any queries or feedback with regard to your personal data or our Privacy Policy, please contact our Data Protection Officer: (a) by email at [alexander.ressos@ressoslegal.com](mailto:alexander.ressos@ressoslegal.com); or (b) by post, addressed to us as per the details in section 12 below.

Kindly note that should you withdraw your consent with regard to any or all of your personal data, depending on the nature or scope of your request, we may no longer be in a position to continue to carry out the work you have entrusted to us.

## 5. Updates to Privacy Policy

This Privacy Policy may be amended from time to time. We will post such amendments on our website at [www.ressoslegal.com](http://www.ressoslegal.com).

## 6. Security

We have robust information security management systems in place to protect your personal information, and follow best practice in information security and information risk management.

## 7. Cookies

Cookies are small text files that are placed on your computer by websites you visit. Cookies help make this website work and provide information to us about how users interact with our site. We use this information to improve our website.

The cookies we use help to provide us with anonymised, aggregated technical information. This is principally so that we can make sure that the website is easy to navigate, identify the areas that are of particular interest to visitors and generally improve the site and our services. The information that we collect in this process will not identify you as an individual. We do not seek to identify individual visitors unless they volunteer their contact details through one of the forms on the site. In some circumstances our records will identify organisations visiting our site and we may use that information in managing our relationship with those organisations, for example, in considering how to develop the services that we offer them.

By using our website you agree that we can place these types of cookies on your device.

Full details of the cookies we use and what they do can be found at [cookie details](#).

When you accessed this website our cookies were sent to your web browser and stored on your computer. If you wish to remove them, you can manage this via the settings on your browser, but note that this may impact your ability to utilise this and other web sites. The way to clear cookies varies from one browser to another. You should look in the "help" menu of your web browser for full instructions. For your reference, please visit the following links for details on how to manage cookies in each of the major web browsers:

- Internet Explorer (<https://support.microsoft.com/en-gb/kb/278835>)
- Firefox (<http://support.mozilla.org/en-US/kb/delete-cookies-remove-info-websites-stored>)
- Chrome (<http://support.google.com/chrome/bin/answer.py?hl=en&answer=95647>)
- Opera (<http://www.opera.com/browser/tutorials/security/privacy/>)
- Safari (<http://support.apple.com/kb/PH5042>)
- Safari for iPad and iPhone (<http://support.apple.com/kb/HT1677>)

## 8. Cookie Details

By using our website, online services and affiliated sites, you agree that we may place these types of cookies on your device:

a) `__utma`

Used by Google Analytics (<http://www.google.com/analytics/>) to ascertain whether a web user is a returning visitor or a new visitor. This cookie expires after 2 years.

b) `__utmb` and `__utmc`

Both used in unison by Google Analytics to calculate the duration of your visit to a website. `__utmb` expires after 30 minutes and `__utmc` expires at the end of the session (normally when you close your web browser).

c) `__utmz`

Used by Google Analytics to log where the user came from immediately before they arrive at this website (commonly known as the referrer or referring web page). This cookie expires after 6 months.

d) `__atuvc`

Used by AddThis (<http://www.addthis.com>) allowing site users to share content on third party social media websites. This cookie expires after 2 years.

e) Some of our services use additional cookies

We also use cookies to perform essential technical functions relating to logging-in and the accessing of encrypted data.

If you have a specific cookie query, please contact us.

## 9. Analytics and anonymisation

This website uses Google Analytics, a web analytics service provided by Google, Inc. ("**Google**"). Google Analytics uses cookies (see above), to help us analyse how users use our site. The information generated by the cookie about your use of the website will be transmitted to and stored by Google on servers in the United States. We have activated IP-anonymisation, which will anonymise your IP address by cutting it short. In most cases this procedure will be carried out outside the area of the European Union and other parties to the European Economic Area Agreement. In exceptional cases the whole IP address will be first transferred to a Google server in the USA and then shortened there. Google will use the information on behalf of Ressos Legal for the purpose of evaluating your use of the website, compiling reports on website activity for us and providing us with other services relating to website activity and internet usage. The IP address that your browser conveys within the scope of Google Analytics, will not be associated with any other data held by Google. You may refuse the use of these cookies via the settings in your browser as explained above. You can also opt out of being tracked by Google Analytics in the future by downloading and installing Google Analytics Opt-out Browser Add-on for your current web browser: <http://tools.google.com/dlpage/gaoptout?hl=en>

## 10. Anti-money laundering policies and procedures

For a brief explanation of our AML policies and personal data collected in relation to them, see our General Terms and Conditions.

## 11. Contacts

If you have any questions about our privacy policies, want to exercise your right to see a copy of the information that we hold about you, or think that information we hold about you may need to be corrected, want to delete all or any part of it or to object to the processing on legitimate grounds, please contact us with enquiry topic "Data privacy", or alternatively send a signed letter addressed to:

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Singapore 079903  
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