**Privacy Policy**

RCP Law LLC (“**RCP**”) values and respects your privacy. This Policy sets out the manner in which we will deal with your personal information, whether you are browsing on our website, or are a client or prospective client of RCP.

This Policy may be updated by us from time to time and any revisions made to this Policy will be duly published on our website.

***Collection, Retention and Usage of Personal Information***

We may from time to time collect your personal information by various means, as well as use or further share such personal information, in each case, for the purposes and in accordance with the terms set out below.

*Visitors Browsing our Website*

If you are a visitor to our website and browse information presented on our website, personal information may be collected by us. Apart from personal information that you explicitly provide to us, we may also collect other personal information, such as the Internet Protocol address of the device which you use to browse our website. All personal information collected by us through our website will generally be used by us for the following purposes:

* monitoring traffic and tracking usage on our website;
* maintaining and improving our website;
* evaluating the kind of information that is of interest to persons who visit our website;
* marketing our professional services; and
* other purposes incidental to any of the aforesaid.

*Prospective Clients*

If you are considering the possibility of engaging us for professional services, you may be requested, in the course of interacting with us, to provide us with personal information relating to yourself or to other individuals. Such personal information will be collected, retained and used by us for the following purposes:

* checking for conflicts of interest and making other internal evaluations to ascertain whether we are able to assist you and offer you our professional services;
* responding to any queries that you address or pose to us;
* marketing our professional services that we think may be of interest to you; and
* other purposes incidental to any of the aforesaid.

*Existing Clients*

If you are an existing client of RCP, you may be requested to provide us, or may already have duly provided us, with personal information relating to yourself or to other individuals. Such personal information will be collected, retained and used by us for the following purposes:

* providing to you the professional services for which we were engaged;
* discharging other duties and responsibilities that we have under the law (including initial due diligence checks and evaluations at the initial client onboarding stage, as well as subsequent internal evaluations on a periodic and ongoing basis;
* marketing our professional services that we think may be of interest to you; and
* other purposes incidental to any of the aforesaid.

Whenever we collect personal information in any of the above circumstances, you would be deemed to have consented for us to collect, retain or use your personal information for the purposes and in the manner stated above.

If you provide us with personal information that relate to other individuals, we would assume that you have the requisite permission from those other individuals to provide their personal information to us on their behalf, and that you further represent and warrant to us that those other individuals have similarly consented to our collection, retention, and usage of their personal information.

***Security and Protection of Personal Information***

Only authorised personnel at RCP will have access to your personal information, and such access will always be on a need-to-know basis. We will safeguard all personal information in our possession and control, and take all reasonable measures consistent with industry standards, to preserve the confidentiality of all personal information and to prevent unauthorised access, usage, disclosure or disposal. However, to the fullest extent permitted by law, we disclaim responsibility for any unauthorised use of your personal information arising from circumstances that are beyond our reasonable control.

***Disclosure of Personal Information***

Generally, we will not disclose any personal information in our possession or control to third parties, unless consent has been given by the individual to whom the personal information relates, or where the law authorises disclosure or requires us to make disclosure.

Please note that the law authorises us to disclose personal information to third parties, where such disclosure is consistent with the purposes for which we had lawfully collected the personal information. For instance, if we collected your personal information for the purposes of acting as your legal counsel in court proceedings, we would be authorised to disclose your personal information if our role as your legal counsel in the court proceedings calls for such disclosure. We would not need to separately obtain your consent to do so.

We owe the same duty to protect the privacy of all our clients. Accordingly, we are not obliged to disclose to you, any personal information that relates to another client, unless we have the consent of that other client to do so.

***Your Right of Access to Your Own Personal Information***

Except in certain situations specified by law, you are generally entitled to access your personal information in our possession or control, and to request information on the ways such personal information has been used or disclosed by us over the past one year, from the date of your request.

If we are unable to respond to your request for access within 30 days, we will inform you within the 30 day period of when we will respond.

Please note that in order for us to recover the incremental costs associated with administering a request from you to access your personal information, the law entitles us to charge a fee. Generally, the fee will correspond to the time and effort required to administer your access request, and we will inform you in advance of the amount payable. We are entitled to refuse you access, if you do not agree to pay the fee.

***Your Right to Correct Personal Information***

Generally, you are also entitled to request us to correct any error or omission in your personal information in our possession or control. If we are satisfied that a correction ought to be made to your personal information, we will make the correction as soon as practicable. If necessary and subject to your request, we will also send the corrected personal information to any organisation to which we had disclosed the personal information within the past one year.

***Storage and Retention of Personal Information***

We will take all reasonable measures to ensure that documents containing personal information are properly destroyed or rendered anonymous, once it is reasonable for us to assume that the original purpose for which the personal information collected, is no longer served by its retention and that retention is no longer necessary for any legal or business purpose.

Generally, we do not transfer any personal information that is in our possession or control to a location outside of Singapore. If we do so, we will comply with the necessary legal requirements, to ensure that such transferred personal information receives a comparable level of protection as they would under Singapore law.