



Privacy Policy
of Luther LLP and
Luther Corporate Services Pte. Ltd.
(the “Policy”)

Introduction

In the course of the provision of our services and in order to operate effectively, Luther LLP and Luther Corporate Services Pte. Ltd. (collectively referred to as “Luther”, “We”, “Us”, “Our”) collect, use and disclose personal information about individuals, including but not limited to personal information of individuals related to or provided by our individual or corporate clients.

This Privacy Policy (the “Policy”) shall also govern the collection, use and disclosure of any Personal Data entered through Luther’s corporate secretarial online platform (the “Platform”).

The purpose of this Policy is to detail our approach to the protection of Personal Data (as defined below) and to ensure the consistent handling of Personal Data and compliance with the regulations of the Singapore Personal Data Protection Act 2012 (“PDPA”).

Personal Data

“Personal Data” is defined by the PDPA as data, whether true or not, about an individual who can be identified from that data or from that data and other information to which an organisation has or is likely to have access.

Please note that “business contact information” is not covered by the PDPA or this Policy. “Business contact information” refers to an individual’s name, position name or title, company name, business telephone number, business address, business electronic mail address or business fax number and any other similar information about the individual, not provided by the individual solely for their personal purposes.

Where we refer to a “**Client**” in this Policy, we refer to the persons and entities for whose benefit we provide our services, whether through the Platform or through any other means.

What Personal Data we collect

Personal Data collected, used and disclosed by Luther includes a variety of information which depend on the services that we have been engaged for; and may include data such as full name, personal contact details, NRIC/Passport number, FIN, information about income, bank account information, education, work experience, date and place of birth, marital status, religion and such other information as may be required for the purposes stated below.

How we collect Personal Data

We may obtain Personal Data from our clients or data subjects in several ways, including but not limited to receiving it by email, handover of hard copies, obtaining it from government authorities like ACRA or IRAS, or through data entry or document upload via our Platform.

Luther Website Cookies

For information on cookies used when accessing the Luther website, please refer to the following privacy policy on said website: [Privacy Policy | LUTHER Rechtsanwaltsgesellschaft mbH \(luther-lawfirm.com\)](#).

Platform Cookies

On our Platform, we only use ‘strictly necessary’ session cookies. This means that we use cookies exclusively for the purpose of displaying the technical functions of our Platform, and making it available to our corporate Clients and to persons having a role in such corporate Client entity (e.g. shareholder, director).

Cookies are file texts created on a computer when its web browser loads or a web application is opened. Technical data may be collected by way of cookies when our services are accessed and provided through our Platform. We do not use the information that is collected through the afore-said cookies for the purposes of creating user profiles or evaluating your activities on the Internet.

Our cookies cannot be used to gather data from a hard drive, or other data that may be traced to an individual personally. By using our Platform, you consent to the storage and use of our cookies on your device.

You may adjust your browser's settings to disable these cookies; however, doing so may limit your access to the full features and functions of our Platform. Those cookies already stored can be deleted at any point of time.

Purposes of collection, use and disclosure of Personal Data

Luther collects, uses and discloses Personal Data for the purposes of ("**Purposes**"):

- a) Providing services to Clients, including but not limited to compliance checks, legal services, corporate secretarial services, tax and accounting services, payroll processing, immigration matters;
- b) Auditing the Client;
- c) Client relationship management (including sending legal updates, information relating to our services);
- d) Regulatory compliance (e.g. filings with ACRA or IRAS) and internal record keeping for the Client;
- e) Where we have obtained consent: Sending updates, information relating to our business, services offered by our associated companies or third parties, events invitation, newsletters or publications and marketing materials. You may object, at any time, to the use of your data for the purposes set out in this sub-paragraph (e) by clicking on the 'unsubscribe' option in our emails or by emailing us sg-marketing@luther-lawfirm.com; or
- f) All other purposes necessary and/or incidental to the provision of services to our Clients.

The above Purposes may continue to apply even in situations where your relationship with us (e.g. pursuant to a contract) has been terminated or altered in any way, for a reasonable period thereafter (including, where applicable, a period to enable us to enforce our rights under any contract with you).

Other use of Personal Data

Should we seek to use Personal Data for a purpose different from the Purposes listed above, we will obtain the data subject's approval prior to using their Personal Data for this new purpose or we will notify them respectively, provided that no exemption to the consent or notification obligation applies according to the PDPA and as stated here below in the next paragraphs.

Deemed Consent by Notification

We may collect or use your Personal Data, or disclose existing Personal Data for purposes that differ from the above listed Purposes for which we had originally collected the Personal Data. If we intend to rely on deemed consent by notification for such other purposes, we will notify you of the proposed collection, use or disclosure of your Personal Data through appropriate mode(s) of communication. Before relying on deemed consent by notification, we will assess and determine if the collection, use and disclosure of the Personal Data is not likely to have an adverse effect on you.

You will be given a reasonable period of not less than 10 days to inform us if you wish to opt-out of the collection, use and disclosure of your personal data for such other purpose.

After the lapse of the opt-out period, you may notify us that you no longer wish to consent to the purposes for which your consent was deemed by notification by withdrawing your consent for the collection, use or disclosure of your Personal Data in relation to those other purposes.

Legitimate Interest

In compliance with the PDPA, we may collect, use or disclose your Personal Data without your consent for our legitimate interests or the legitimate interests of our Clients. In relying on the legitimate interests' exception of the PDPA, we will assess the likely adverse effects on you and determine that the legitimate interests outweigh any adverse effect.

Third Party Websites

Please note that Luther's website or our Platform may contain links to third party websites, which are not managed or maintained by us. We are not responsible for the contents of these third party websites and shall not be liable for any loss, damages or injury arising from the access and use

of contents of these websites. These websites are subject to their own privacy rules, and you should carefully review their privacy statements and other conditions of use before providing any personal information. Any links to other websites are provided as a convenience to you as a user of the Platform, and do not imply our endorsement, recommendation, or association with the linked websites. We disclaim all responsibility and liability for the use of linked websites, which you access and use at your own risk.

Provision of third party data

You acknowledge and agree that where you provide us with any Personal Data of third parties, you are obliged to obtain all consents, if necessary, from such third parties to collect, use and disclose Personal Data for the Purposes set out above and subject to this Policy. In this respect, you undertake to, at all times, indemnify us and to keep us sufficiently indemnified against all claims and demands for which we may be legally liable and against all action, suits, proceedings, claims, demands, costs and expenses whatsoever which may be taken or made against us or incurred or become payable by us in the course of collecting, using and disclosing third party Personal Data supplied by you.

Disclosure and Transfer of Personal Data

We may disclose your Personal Data to any of our Luther, existing or future related, associated or affiliated companies or to any other third party (such as auditors, professional consultants or advisors (including law firms), accountants, agents, insurers, governmental bodies and authorities or any other third party), where such disclosure is required for performing our obligations in the course of or in connection with our provision of the services requested by you and/or to satisfy the above Purposes.

In respect of the Platform, you acknowledge and agree that your Personal Data, for the above Purposes, may be disclosed to other users of the Platform who may have a role in the corporate Client you have a role in.

We will only transfer Personal Data outside of Singapore in accordance with the requirements of the PDPA.

Protection

Appropriate technical, organisational and administrative security measures are in place to protect Personal Data against unauthorised access, collection, use, disclosure, copying, alteration, accidental loss or theft, destruction, damage or similar risks such as loss of any storage medium or device on which Personal Data is stored. In the unlikely event that any of the aforementioned risks materialise ("**Data Breach**"), we will notify the Singapore Personal Data Protection Commission as well as the affected individuals in accordance with the provisions of the PDPA. Where we process Personal Data on behalf of a Client as its data intermediary, we will notify our Client without undue delay from the time we have grounds to believe that a Data Breach has occurred.

All employees from Luther are made aware of the importance of maintaining confidentiality of the Personal Data collected from our Clients or staff. Our employees' access to Personal Data is on a need to know basis only.

We engage the cloud service provider Amazon Web Services, [Amazon Web Services \(AWS\) - Cloud Computing Services](#), ("**AWS**") to store any Personal Data collected through our Platform on their Frankfurt, Germany location.

Retention

Luther will keep Personal Data no longer than is necessary for the purpose it was collected for or any business or legal purposes. Luther will take all reasonable steps to ensure that all Personal Data is destroyed, permanently deleted or anonymised if it is no longer required for those purposes.

Accuracy

Personal Data held by Luther is usually provided either by the Client or the data subjects themselves; Luther is therefore not responsible for the accuracy of this data in the first instance. However, if there is a complaint about the inaccuracy of Personal Data kept by Luther this may be referred to the Data Protection Officer.

Rights of Data Subjects

Under the PDPA, the data subject has the right to withdraw his/her consent to the collection, use and disclosure of his/her Personal Data. In the event that a data subject has withdrawn his/her consent, Luther will advise them on the consequences of the withdrawal and will cease to use or disclose the Personal Data in case the data subject's consent is legally required.

The withdrawal of consent may be exercised by contacting Luther's Data Protection Officer at the address below.

Data subjects have the right to access information held about them by Luther and, if the details are inaccurate, the data subject may request that such data be amended.

The right of access and correction can be exercised in accordance with the PDPA. Any access request may be subject to a fee to meet the cost in providing the data subject with details of the information Luther holds about them. Such request shall be made in writing to the Data Protection Officer at the address below.

Data Protection Officer

Luther has appointed a Data Protection Officer to whom any requests and complaints shall be addressed and forwarded to. The Data Protection Officer can be contacted via the email address dpo@luther-services.com.

Amendment of Policy

Luther reserves the right to change or amend this Privacy Policy from time to time at its sole discretion. The revised Policy will be available from the Data Protection Officer.

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