



# PRIVACY POLICY

## SCHEDULE 2

### Data about suppliers and supplier personnel

What we collect	Where we collect the information from	How we may use your information	Who we share your information with
<ul style="list-style-type: none"> <li>• <b>Contact details</b> such as your name, home/work addresses, email address, landline/mobile phone or fax numbers.</li> <li>• <b>Employment information</b> such as your position/title</li> </ul>	<ul style="list-style-type: none"> <li>• Real Estate Brokerages</li> <li>• Real Estate Agencies</li> <li>• Individual / Corporation</li> <li>• Individual's employer or contracting organisation (our Supplier)</li> <li>• Referrals</li> </ul>	<ul style="list-style-type: none"> <li>• <b>If it is necessary for the performance of our contract or for the purposes of entering into a contract:</b> for the purpose of negotiating and entering into contractual agreements with you, in the course of receiving services from you e.g. contacting individuals where we need to do so to provide instructions and discuss work involved.</li> <li>• <b>If it is in our legitimate business interests to do so:</b> for internal record keeping for administration purposes, for the purpose of communications in relation to establishing a supplier relationship, obtaining evidence of identity of our suppliers, communications regarding our service and fees, for insight purposes (e.g. to analyse market trends and demographics, and develop the service which we offer to you or other individuals in the future) and sending information to you about products and services which we think may be of interest to you for marketing purposes.</li> <li>• <b>Compliance with a legal obligation:</b> in order to prevent fraud or money laundering or to comply with any other legal or regulatory requirements</li> </ul>	<p><b>How we share information within the Group</b></p> <ol style="list-style-type: none"> <li>1. We may share information about you with any company within the Group for the purposes set out in this Privacy Policy (e.g. for internal record keeping/administration purposes).</li> </ol> <p><b>How we share information outside the Group</b></p> <ol style="list-style-type: none"> <li>2. Please note that personal information we are holding about you may be shared with and processed by: <ol style="list-style-type: none"> <li>2.1 our clients, if your services are supplied to us so that we can provide services for and/or performing our contractual obligations to such clients;</li> <li>2.2 regulators or other third parties for the purposes of monitoring and/or enforcing our compliance with any legal and regulatory obligations, including statutory or regulatory reporting or the detection or prevention of unlawful acts;</li> <li>2.3 credit reference and fraud prevention agencies;</li> <li>2.4 any third party in the context of actual or threatened legal proceedings, provided we can do so lawfully (for example in response to a court order);</li> <li>2.5 our own professional advisors and auditors for the purpose of seeking professional advice or to meet our audit responsibilities;</li> <li>2.6 our service providers and agents (including their subcontractors) or third parties which process information on our behalf (e.g. internet service and platform providers, our bank, payment processing providers);</li> <li>2.7 another organisation to whom we may transfer our agreement with you or if we sell or buy (or negotiate to sell or buy) our business or any of our assets (provided that adequate protections and safeguards are in place).</li> </ol> </li> </ol>
<ul style="list-style-type: none"> <li>• <b>Payment information</b> such as bank details and transaction history</li> </ul>	<ul style="list-style-type: none"> <li>• Individual / Corporation</li> <li>• Individual's employer or contracting organisation (our Supplier)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>If it is necessary for the performance of our contract:</b> for the purpose of making or receiving payments in the course of the supplier's services.</li> <li>• <b>If it is in our legitimate business interests to do so:</b> for the purpose of enquiring, requesting or purchasing goods or services, for internal record keeping for administration purposes, for the purpose of retaining evidence of payment transactions and for insight purposes (e.g. to analyse market trends and demographics in relation to our suppliers' fees).</li> <li>• <b>Compliance with a legal obligation:</b> in order to prevent fraud or money laundering or to comply with any other legal or regulatory requirements.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Identification information</b> contained in or provided to us as part of our supplier ID checks.</li> </ul>	<ul style="list-style-type: none"> <li>• Individual / Corporation</li> <li>• Individual's employer or contracting organisation (our Supplier)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Compliance with a legal obligation:</b> in order to prevent fraud or money laundering or to comply with any other legal or regulatory requirements.</li> </ul>	

Updated: 12 November 2021