

1. Retention of your information

We take appropriate measures to ensure that any information collected from you is kept only for so long as is necessary for the purpose for which such information is used.

We normally update your personal data within seven (7) working days of any new or updated personal data being provided to us, to ensure that the personal data we hold about you is as accurate as possible.

We protect your data by:

Offering you a secure transmission method to send us personal or company information.

Implementing security policies and technical measures to protect data from:

- unauthorised access;
 - improper use or disclosure;
 - unauthorised modification; and
 - unlawful destruction or accidental loss.
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