## DATA COLLECTION, USED, DISCLOSURE AND RETENTION RECORD OF PROSPECTS

No		PROSPECT NAME	CONTACT NO.	NRIC/ Passport No.	COLLECTION		HOW DATA WAS USED?		WHO THE DATA WAS DISCLOSED TO?				RETENTION OF DATA		
	). 				Date of Collection	Information Collected	Date of Use	Purpose	Date of Disclosure	Party Disclosed to	Purpose	Information Disclosed	Mode of Storage	Estimated Date of Destruction	Actual Date of Destruction
Sample		ox 2000 2000	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	xxxxxxx		- State generic type of personal data collected (Example: Name, Contact Number, Email Address) or - State "As per - State doument name> completed on Date of Collection"		-State how the personal data is used (Example:Prospect calling, Sending of Marketing Email)		was the personal data discolsed to (Example: PIAS Referral Companies)		collected (Example: Name, ,Contact Number,	Soft Copy in X	- State the estimate time the personal data will be destary. (Example: To destroy the clients' personal data after 5 years.)	xx/xx/xxxx
	M	ee Ra Do	999XXX999	SXXXXXXXXX		Client complete all personal data required in PIAS Financial Planner ("FP")		Conducted Needs Analysis and completed ABC shield plan forms with personal information.	3-7月-13		Submission of shield plan application to product provider, ABC	plan application form submitted. However, plan was eventually not taken up by prospect	application forms stored in;	3 years upon first contact between rep and prospect as there was never a business relationship	30-6月-16
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