



## Meta Limited

# Data Protection and Privacy Policy

Meta Limited is committed to protecting and maintaining your privacy. We comply with data protection laws that are applicable in respect of data processing within the UK.

This privacy notice sets out how we collect, use and protect your personal information and your rights in relation to your information.

### Information we may collect from you

The information we collect will depend on your relationship with us. You may be a customer, a supplier, a visitor to our website or a potential employee.

We start with the assumption that all your information is confidential.

We may collect and process the following data about you when you actively enquire about Meta Limited:

- Your name and position
- Company name and company details
- Contact information including telephone number(s), postal and email address
- If you are a supplier, your bank details in order to pay you

### How we will use your information

We will only use the information held about you for the purposes for which it was provided to us as stated at the point of collection.

Your personal data may be used by us in the following ways:

- To respond to your enquiries
- To send you information you have requested
- To facilitate any interest in employment at Meta Limited

We do not collect or compile personal data for release or sale to outside parties for consumer marketing purposes or host mailings on behalf of third parties.

We must have a legal reason to process your personal information. Your information will usually be processed to meet our legitimate interest to facilitate your interest in our business. In those few cases where your consent is required, this will be communicated to you at the point of collection.

### Information Storage and Retention

We have security measures in place to protect the security of your personal information and keep it confidential. We review these measures regularly to make sure they remain appropriate. We cannot guarantee the security of any third-party application you may use to transmit your data (for example, internet browsers).

We will keep your personal information for at least as long as we have a relationship with you. When deciding how long to keep your personal information after our relationship with you has ended, we will take into account our legal, regulatory and professional obligations.

### Sharing your Information

We will not disclose your personal data to third parties unless we are under a duty to disclose or share your personal data to regulatory or law enforcement agencies.

## **Your Rights**

You have rights regarding your personal information, including the right to access, correct, delete, restrict or object to our use of it. We would encourage you to inform us if the information we hold about you is no longer accurate. If you would like to discuss or exercise these rights, please contact us using the contact details at the end of this policy notice.

In the event that you have cause for complaint please contact us. If you are unhappy with our response to any requests you have made to us regarding the use of your personal data, you also have the right to direct your complaint to the Information Commissioner's Office (ICO).

## **Website Visitors**

Visitors are able to use the entirety of our website without Meta Limited collecting any of their personal information. We will only ever collect personally identifiable information about you when you have voluntarily submitted it to us, for example, when you have completed the contact form on our website.

By using our website, you are agreeing to be bound by this Policy.

## **Changes to Our Data Protection and Privacy Policy**

Our Data Protection and Privacy Policy is reviewed regularly. This policy was last amended in May 2018 in line with the new GDPR requirements that came into force and updated in November 2020.

## **How to Contact Us**

Questions, comments and requests regarding this data protection and privacy policy should be addressed to:

service@meta.ltd.uk

Data Protection Officer  
Meta Ltd  
8 Fellside Road  
Whickham  
Newcastle upon Tyne  
NE16 4PL



Lee Ramsey  
Managing Director