

# Metal Office Privacy Policy & Cookies

Metaloffice Equipment Ltd cares deeply about the privacy of its visitors and users, and is fully committed to protect their personal information and use it properly in compliance with data privacy laws. This policy describes how we may collect and use personal information, and the rights and choices available to our visitors and users regarding such information.

We strongly urge you to read this policy and make sure you fully understand it, before you access or use any of our services.

This Metaloffice Privacy Policy ("Privacy Policy") describes how "we" or "us" collect and use information pertaining to each of our unregistered visitors and registered users in connection with their access to and use of Metaloffice website (including and any subdomains, the "Website"), web applications, mobile applications and related services.

The purpose of this Privacy Policy is to provide you with a clear explanation of when, why and how we collect and use your personal information, as well as an explanation of your statutory rights. This Privacy Policy is not intended to override the terms of any contract you have with us, nor any rights you might have under applicable data privacy laws.

Please read this policy and make sure you fully understand our practices in relation to your personal information, before you access or use any of our Services. If you read and fully understand this Privacy Policy, and remain opposed to our practices, you must immediately leave this website, application or service, and avoid or discontinue all use of any of our Services. If you have any questions or concerns regarding this policy, please contact us at [info@metaloffice.co.uk](mailto:info@metaloffice.co.uk)

## What type of information do Metaloffice ("we") collect?

We receive, collect and store any information you enter on our website or provide us in any other way. In addition, we collect the Internet protocol (IP) address used to connect your computer to the Internet; login; e-mail address; password; computer and connection information and purchase history. We may use software tools to measure and collect session information, including page response times, length of visits to certain pages, page interaction information, and methods used to browse away from the page. We also collect personally identifiable information (including name, email, password, and communications), comments, feedback, product reviews, recommendations, and personal profile.

## How do we collect information?

When you conduct a transaction on our website, as part of the process, we collect personal information you give us such as your name, address and email address. Your personal information will be used for the specific reasons stated above only.

## Why do we collect such personal information?

We collect such Non-personal and Personal Information for the following purposes to provide and operate the Services;

1. To provide our Users with ongoing customer assistance and technical support.
2. To be able to contact our Visitors and Users with general or personalized service-related notices and promotional messages.
3. To create aggregated statistical data and other aggregated and/or inferred Non-personal Information, which we or our business partners may use to provide and improve our respective services.

4. To comply with any applicable laws and regulations.

## How we store, use, share and disclose our site visitors' personal information?

Our company website is hosted on the Wix.com platform. Wix.com provides us with the online platform that allows us to sell our products and services to you. Your data may be stored through Wix.com's data storage, databases and the general Wix.com applications. They store your data on secure servers behind a firewall. Metaloffice do not share your information with any other Third party Internet sites that you can link to from Metaloffice Equipment Ltd websites are not covered by our privacy policy, so we urge you to be careful when you enter any personal information online. Metaloffice Equipment Ltd accepts no responsibility or liability for these sites.

## How do we communicate with site visitors?

We may contact you to notify you regarding your account, to provide technical support, to resolve a dispute, to collect fees or monies owed, to poll your opinions through surveys or questionnaires, to send updates about our company, products or as otherwise necessary to contact you to enforce our User Agreement, applicable national laws, and any agreement we may have with you. For these purposes we may contact you via email, telephone, text messages, and postal mail.

## How do we use cookies and other tracking tools?

Metaloffice Equipment Ltd.'s website may use cookies to allow us to collect data about visitors of the website and users of our services. A cookie is a small text file that is placed on your computer's hard disk by a web server and is used by our website to identify your profile whenever you visit our website. Metaloffice Equipment Ltd does not use cookies to gather other information from your personal computer. Cookies can be removed by following internet browser help file directions. If you choose to disable cookies, some areas of the website may not work properly.

## How site visitors' can withdraw their consent?

If you don't want us to process your data anymore, please contact us at [info@metaloffice.co.uk](mailto:info@metaloffice.co.uk) or send us mail to: Metaloffice Equipment Ltd, Chiswick Avenue, Mildenhall, Suffolk, UK, IP28 7AY.

## Privacy policy updates

We reserve the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the website. If we make material changes to this policy, we will notify you here that it has been updated, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and/or disclose it.

## Questions and our contact information

If you would like to: access, correct, amend or delete any personal information we have about you, you are invited to contact us at [info@metaloffice.co.uk](mailto:info@metaloffice.co.uk) or send us mail to: Metaloffice Equipment Ltd, Chiswick Avenue, Mildenhall, Suffolk, UK, IP28 7AY.