

YORK METROLOGY LTD

6 Highmeres Road, Leicester LE4 9LZ Tel: 0116 2460250 email: service@yorkmetrology.com

York Metrology Ltd (the "Company") collects, uses and discloses personal information relating to you for a variety of purposes both during and after your engagement with the Company. The Company is committed to ensuring that your personal information is handled in accordance with all applicable data privacy laws and York Metrology's Privacy Policy, which sets forth appropriate standards for the processing of your information.

PRIVACY POLICY

Types of information processes

Some of the information that the Company uses (in both paper or electronic format), where appropriate and permitted by law, includes personal details relating to you, such as your name, professional contacts, bank account details and related information, financial information.

Purpose of processing

1. To fulfil our contract with you
We collect and use your information primarily for the purpose of managing our working relationship with you, for example in order to arrange provision of services, including purchase orders, to manage our business relationship with you and otherwise to fulfil any contractual obligations to you.
2. Where required by applicable law
The Company may be required under local laws to maintain records that can include personal information, such as mandatory reporting, tax and accounting requirements.
3. Where you have consented
For certain types of information, the Company may rely on your consent to the use of such information. In that event, you will be entitled to withdraw your consent at any time.
4. To fulfil our legitimate business interests
The Company also may process your information in furtherance of its own legitimate business interests, which shall include planning for, conducting and monitoring the business and our supplier contracts; internal analysis.

The Company will only use your information for the purposes for which it was collected, unless we reasonably consider that we need it for another purpose that is compatible with the original purpose. If we need to use your information for an unrelated but compatible purpose, we will notify you in advance of our use of your information and explain the legal basis for this. Note that we may process your information without your knowledge or consent where this is required or permitted by applicable law.

Security and data retention

The Company maintains reasonable security measures to safeguard your information from loss, interference, misuse, unauthorized access, disclosure, alteration or destruction. The Company also maintains reasonable procedures to help ensure that such data is reliable for its intended use and is accurate, complete and current.

Your information will be retained only for so long as reasonably necessary for the purposes set out above, in accordance with applicable laws.

Disclosure and transfer of information

You should be aware that in certain circumstances, the Company may need to transfer or disclose your personal information to independent organizations, including service providers rendering services on the Company's behalf. Where it is consistent with the purposes outlined above, the Company may disclose or transfer your information to third parties who provide administrative and logistical support services to the Company, to investment houses for the purposes of benefits management, and to training providers who provide personnel development support.

Recipients of your information may include regulatory authorities (including tax authorities) and government agencies.

In accordance with applicable law, you may be entitled to object to or request restriction of processing of your information, and to request access to, correction, erasure, and portability of personal information relating to you. If you are aware of changes or inaccuracies in your information, you should inform us of such changes so that your information may be updated or corrected.

Changes to this notice

The provisions of this notice may be altered by the Company from time to time. Any alteration or addition will be posted www.yorkmetrology.com

Your feedback is always welcome

We welcome your comments and questions about our privacy policy – or anything else you might want to talk about. To contact us please email service@yorkmetrology.com

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