

At Pre-Met Ltd we are committed to protecting and respecting your privacy. This Privacy & Cookie Policy explains when & why we collect personal data, how we use it, the conditions under which we may disclose this data to others and how we keep it secure. We may change this policy occasionally without notice. By using our website, you are agreeing to this policy. If you have any questions regarding this Privacy & Cookie Policy or our privacy practices, please contact us at [sales@pre-met.com](mailto:sales@pre-met.com)

### **What information is collected from you?**

The personal information we collect might include your name, job title, contact information (phone, email & postal address), IP address and information regarding what Pre-met Ltd website pages you may have accessed and when & how you may have accessed them.

### **How do we collect & process this information?**

#### **For Sales & Quoting Activities**

To complete certain sales activities (raising quotes, invoices and organising deliveries), we will require some personal information to be collected & processed. As part of the 'Contractual Lawful Basis' ([GDPR](#)), the information we request will only be information we require to complete sales and enquiry activities and will not be used in any other capacity.

#### **For Website Monitoring (cookies)**

To complete certain activities (such as analysing how the Pre-Met Ltd website is used & accessed), we may collect certain information using 'cookies'. Usage of a cookie is in no way linked to any personally identifiable information on our site.

If you would like to turn off cookies you can adjust the setting in your internet browser.

### **Who has access to this information?**

Pre-Met Ltd will not sell or rent your information to third parties.

We may pass your information to our third-party service providers for the purposes of completing tasks and providing services to you on our behalf.

However, when we use third party service providers we disclose only the information that is necessary to deliver the service. Please be reassured that we will not release your information to third parties beyond the Pre-Met Ltd network unless we are required to do so by law (e.g. by a court order or for the purposes of prevention of fraud or other crime).

### **How do we protect this information?**

We are committed to ensuring that your information is secure. To prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

### **What are your individual rights?**

As part of the [GDPR](#) Pre-Met Ltd works hard to provide you with the ability to act upon your individual rights including:

The right to be informed

The right of access

The right to rectification

The right to erasure

The right to restrict processing

The right to data portability

The right to object

The right not to be subject to automated decision-making including profiling

The accuracy of information is important to us and we work to make it easier for you to review & update the information we hold about you. If you would like to act upon any of the above rights in regards to the information we hold on you please contact us at [sales@pre-met.com](mailto:sales@pre-met.com).

### **Links to other websites**

Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website. Any party wishing to link to this website is entitled to do so provided that the conditions below are observed:

- You do not seek to imply that we are endorsing the services or products of another party unless this has been agreed with us in writing.
- You do not misrepresent your relationship with this website.
- The website from which you link to this website does not contain offensive or otherwise controversial content or, content that infringes any intellectual property rights or other rights of a third party.

### **Disclaimer**

While we do take reasonable steps to make sure that the information on this website is up to date and accurate, we do not guarantee that all content is accurate and/or up to date. All content contained on this website is provided without warranty of any kind, express or implied. You use the content on this website at your own risk and discretion.

### **Intellectual Property & Copyright Infringement**

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