

Privacy- GDPR Policy

Metadata Training

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1. Policy statement

The Metadata prides itself on customer service and this policy has been produced to advise how we handle your personal information providing clarity on what information we hold, how we use it, and how we protect it.

We respect your privacy and protecting your information is paramount. We would ask that you read this Privacy Policy carefully as it contains important information about what to expect when we collect personal information about you and how we will use your data.

2. Privacy Policy

- I. Metadata Ltd uses your personal data to provide our training services to you. We have described how we collect, store and use your data in this Privacy Policy. We take seriously our responsibilities to look after your data and we are committed to protecting your privacy. There are steps you can take to control what we do with your data and we have explained those steps in this Privacy Policy.
- II. When we talk about data and personal data in this Privacy Policy, we mean personal data which identify you or which could be used to identify you such as your name and contact details, your course bookings and exam results.

3. Who is responsible for your Data

- o Metadata Ltd. is responsible for your data. Our registered address is 2 Harestone Valley Road, Caterham, Surrey CR3 6HB, registered as a company in England and Wales under company number 2285125. We are the data controller of the data which we collect from you, and as such we control the ways your personal data are collected and the purposes for which your personal data are used.

