

## **Metrion Biosciences Limited Privacy Policy**

1. Metrion Biosciences Limited (hereinafter “Metrion” / “we” / “our” “us”) is a limited liability company incorporated in England and Wales with Company Number 09669815 whose registered office is at Riverside 3, Suite 1, Granta Park, Cambridge, CB21 6AD, United Kingdom.
2. This privacy policy applies to Metrion Biosciences Limited website at [www.metrionbiosciences.com](http://www.metrionbiosciences.com) (the “Website”) and any other online service created or hosted by us on which the privacy policy appears.
3. This policy, together with our cookie policy and any other documents referred to in it, sets out the basis on which any personal information that Metrion collects about you will be processed.
4. We at Metrion are committed to protecting and respecting your privacy. This policy covers the collection, processing and other use of personal data under your personal information is treated by those third parties in a way that is consistent with and which respects EU and UK laws on data protection.
5. Unless we inform you otherwise, Metrion is the data controller in respect of your personal data and any enquiry regarding the collection or processing of your data should be addressed to our Data Protection Officer at Riverside 3, Suite 1, Granta Park, Cambridge, CB21 6AD, United Kingdom, telephone 01223 919 100 or by emailing [data@metrionbiosciences.com](mailto:data@metrionbiosciences.com).

### **Information we collect**

6. Metrion collects personal information in order to operate effectively and provide you with the best possible service. The information we collect depends on how you interact with our website and how you use our services. It also depends on the choices you make, for example the website functions you use and your privacy settings. You may choose not to provide certain information, but if you do, and that information is necessary to provide a particular feature, then you may not be able to use that feature. We will only use your personal information where we have a lawful basis to do so.
7. We will collect personal data on this Website only if it is directly provided to us by you the user, e.g. your e-mail address, name, company name and address and telephone number, and therefore has been provided by you with your consent. Normally you will only provide such details if you wish to sign up for our email updates or other resources.
8. We also use analytical and statistical tools that monitor details of your visits to our website and the resources that you access, including, but not limited to, traffic data, location data, weblogs and other communication data (but this data will not identify you personally).

## **Use of your information**

9. We may hold and process personal data that you provide to us in accordance with and in a manner that respects the EU and UK laws on data protection.
10. The information that we collect and store relating to you is primarily used to enable us to meet our contractual commitments to you, provide our services to you, to update you with respect to new Metrion service capabilities and Metrion sponsored conferences and events. In addition, we may use the information for the following purposes:
  - 10.1 To notify you about any changes to our website, such as improvements or service/product changes, that may affect our service;
  - 10.2 If you are an existing customer, we may contact you with information about goods and services similar to those that were the subject of a previous sale to you or a similar quotation provided to you;
  - 10.3 Where you have consented to receive our email communications, from time to time to provide that to you.

## **Disclosure of your information**

11. We may disclose your information to regulatory bodies to enable us to comply with the law and to assist fraud protection and minimise credit risk.
12. We may also share your personal information with third parties where:
  - You have consented to us sharing your personal information in this way;
  - we are under a legal, professional or regulatory obligation to do so (such as to comply with money laundering requirements);
  - it is necessary in order to apply or enforce our Terms of Business or where we have another legitimate interest in doing so that is not overridden by your interests and fundamental rights. For example, to protect our clients or to operate and maintain the security of our computer systems.

## **Controlling the use of your data**

13. If you have given us consent to use your data for a particular purpose you can revoke or vary that consent at any time. If you do not want us to use your data or want to vary the consent that you have provided you can write to us at the address detailed in Clause 1 or email us at [data@metrionbiosciences.com](mailto:data@metrionbiosciences.com) at any time.

## Where we store and transfer your data

14. As part of the services offered to you, for example through our Website, the information you provide to us may be transferred to and stored in countries outside of the European Economic Area (EEA) as we use remote website server hosts to provide the website and some aspects of our service, which may be based outside of the EEA, or use servers based outside of the EEA - this is generally the nature of data stored in “the Cloud”. It may also be processed by staff operating outside the EEA who work for one of our suppliers, e.g. our website server host, or work for us when temporarily outside of the EEA.
15. A transfer of your personal data may happen if any of our servers are located in a country outside of the EEA or one of our service providers is located in a country outside of the EEA. If we transfer or store your personal data outside the EEA in this way, we will take steps with the aim of ensuring that your privacy rights continue to be protected, as outlined in this privacy policy and in accordance EU and UK laws on data protection. If you use our service while *you* are outside the EEA, your personal data may be transferred outside the EEA in order to provide you with these services.
16. We do not use or disclose sensitive personal data, such as race, religion, or political affiliations, without your explicit consent.
17. We may disclose your personal data outside of our group: (a) in the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets; and (b) if Metrion’s business is bought by a third party, in which case personal data held by it about its customers will be one of the assets to transfer to the buyer. However, any such transfer will only be on terms that the confidentiality of your personal data is protected and that the terms of this privacy policy will continue to be complied with by the recipient.
18. Otherwise, we will process, disclose or share your personal data only if required to do so by law or in the good faith belief that such action is necessary to comply with legal requirements or legal process served on us or the website.
19. You have the right to opt out of our processing your personal data for marketing purposes by contacting us at [data@metrionbiosciences.com](mailto:data@metrionbiosciences.com).

## Security

20. All information that you provide to us directly via Metrion’s website is stored on secure servers. The transmission of information via the Internet or email is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of data while you are transmitting it to our site; any such transmission is at your own risk.

Once we have received your personal data, we will use strict procedures and security features to try to prevent unauthorised access.

21. Where we have given you (or where you have chosen) a password so that you can access certain parts of our site, you are responsible for keeping this password confidential. You should choose a password it is not easy for someone to guess. If your password has been compromised for any reason please let us know immediately by contacting us at: [data@metrionbiosciences.com](mailto:data@metrionbiosciences.com).

### **Third party links**

22. You might find links to third party websites on our website. These websites should have their own privacy policies, which you should check. We do not accept any responsibility or liability for their policies whatsoever as we have no control over them.

### **Use of cookies**

23. Metrion's Website uses cookies. We use cookies to gather information about your computer for our services and to provide statistical information regarding the use of our Website. Such information will not identify you personally - it is statistical data about our visitors and their use of our Website. This statistical data does not identify any personal details whatsoever. We may also gather information about your general Internet use by using a cookie file. Where used, these cookies are downloaded to your computer automatically. This cookie file is stored on the hard drive of your computer, as cookies contain information that is transferred to your computer's hard drive. They help us to improve our Website and the service that we provide to you. All computers have the ability to decline cookies. This can be done by activating the setting on your browser which enables you to decline the cookies. Please note that should you choose to decline cookies, you may be unable to access particular parts of our Website.

### **Your rights**

24. You have the right under data protection laws to access information held about you, subject to certain conditions, and to request its rectification or deletion. Please write to us or contact us by email if you wish to request confirmation of what personal information we hold relating to you. You can write to us at the address detailed in Clause 1, above, or by email to [data@metrionbiosciences.com](mailto:data@metrionbiosciences.com). You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly excessive. Alternatively, we may refuse to comply with the request in such circumstances. We will endeavor to provide this information within one month of your requesting the data.
25. You have the right to change the permissions that you have given us in relation to how we may use your data. You also have the right to request that we cease using your data or that we delete all personal data records that we hold relating to you. You can exercise these rights

at any time by writing to us at the address detailed in clause 2, above, or by email to [data@metrionbiosciences.com](mailto:data@metrionbiosciences.com).

### **Changes to this policy**

26. Metrion may update these policies to reflect changes to the website and customer feedback. Please regularly review these policies to be informed of how we are protecting your personal data.

