METCO GLOBAL – EMEA HQ
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EU GDPR Compliance Document v1.0

The following is a broad description of the way this organisation/data controller processes personal information.

Reasons/purposes for processing information

We process personal information to enable us to:

a) provide marketing, advertising and public relation services to our clients
b) maintain our accounts and records
c) promote our services
d) undertake research
e) support and manage our employees

Type/classes of information processed

We process information relating to the above reasons/purposes. This information may include:

a) personal details
b) membership details
c) goods and services
d) family details
e) lifestyle and social circumstances
f) financial details
g) education and employment details

We also process sensitive classes of information that may include:

a) physical or mental health details
b) racial or ethnic origin
c) religious or other beliefs of a similar nature
d) offences and alleged offences
e) trade union membership

Who the information is processed about

We process personal information about our:

a) customers and clients
b) employees
c) suppliers
d) enquirers and complainants
e) survey respondents
f) professional advisers and consultants

VAT REG NO: 194 6900 75 **REGISTRATION NO:** 8816036

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Who the information may be shared with

We sometimes need to share the personal information we process with the individual themself and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

a) current, past or prospective employers
b) suppliers and service providers
c) financial organisations
d) family, associates and representatives of the person whose personal data we are processing
e) trade associations and bodies
f) professional advisers and consultants
g) central government
h) employment and recruitment agencies
i) business associates
j) survey and research organisations
k) credit reference agencies
l) debt collection agencies

Data research

Personal information is also processed in order to undertake research. For this reason the information processed may include name, contact details, family details, lifestyle and social circumstances, financial details, good and services. The sensitive types of information may include physical or mental health details, racial or ethnic origin and religious or other beliefs. This information is about survey respondents. Where necessary or required this information may be shared with customers and clients, agents, service providers, survey and research organisations.

Consulting and advisory services

Information is processed for consultancy and advisory services that are offered. For this reason the information processed may include name, contact details, family details, financial details, and the goods and services provided. This information may be about customers and clients. Where necessary this information is shared with the data subject themselves, business associates and other professional advisers, current, past or prospective employers and service providers.

CCTV for Crime prevention

CCTV is used for maintaining the security of property and premises and for preventing and investigating crime, it may also be used to monitor staff when carrying out work duties. For these reasons the information processed may include visual images, personal appearance and behaviours. This information may be about staff, customers and clients, offenders and suspected offenders, members of the public and those inside, entering or in the immediate vicinity of the area under surveillance. Where necessary or required this information is shared with the data subjects themselves, employees and agents, services providers, police forces, security organisations and persons making an enquiry.

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