

# Metropolitan Safe Deposits

## Privacy and Security policies



### Privacy Policy

This policy explains how we comply with our various obligations in the United Kingdom on the processing of personal data which we may hold from time to time. As our website and our business is established in England we are governed by the provisions of the Data Protection Act 1998 ('the Act').

When you visit our website or email us we may obtain further information from you or your computer, network or server to enable us to maintain a connection with you and identify you each time you visit. You may be asked to enter or supply us with further details in connection with any of our services, promotions or offers.

We may use 'cookies' to track or customise your visit but we will only read cookie files accessible to us via your web browser's interaction with our website. A cookie is a text file that is placed on your hard disk by a web page server and they are normally accessible to us. They cannot be used to run programs or deliver viruses to your computer. They are uniquely assigned to you and can only be read by a web server in the domain that issued that cookie to you. They help us to personalise your visit and may save you time and enhance your visit. They also help us to retrieve personal information relating to you and your previous visits to our website. If you do not wish us to use cookies you can de-activate them by using the tools in your web browser.

We will not process any personal data which we obtain from you save in connection with your access to and use of our website or the promotion or provision to you of our various products and services available from time to time. We will not disclose any such data to third parties (any persons who are not connected with us) without your prior permission other than strictly to meet our liabilities and to perform our obligations to you. We may however disclose such data to any of our 'group' companies from time to time, which expression shall include all our associated companies including any subsidiary or holding company.

We will not without obtaining your prior consent transmit any personal data which we may from time to time hold relating to you outside of the EEA (European Economic Area – which comprises at the date of this notice the states of the European Union plus Norway, Iceland and Liechtenstein) without first ensuring that there are appropriate measures in place for its proper protection. We will not disclose any personal data which we may from time to time hold relating to you to any other person, firm or company which is considered 'sensitive' (as defined in the Act) without obtaining your prior permission.

We are not responsible for the privacy policies of any other website or for how other websites or the persons operating or responsible for them treat your personal data. Changes to our privacy policy

may be made from time to time and will be notified to you by the posting of updated versions of our privacy policy on our website. If you wish to make a request for access to or removal of any of your personal data, require details of the personal data relating to you which we hold or have any queries about this policy please contact us at [datacontroller@metrosafe.co.uk](mailto:datacontroller@metrosafe.co.uk). Further information concerning data protection and your rights can be found at the website of the Information Commissioner at [www.dataprotection.gov.uk](http://www.dataprotection.gov.uk).

**CM Last Updated 02.01.2003**

### Security

This policy explains how we protect the information you supply to us or which we may obtain from you from time to time. Our website is located in a secure environment. Access to our server is restricted and requires authentication. The information which you send to us or which we obtain from you from time to time is held in a protected environment secured by firewalls.

Where access to any part of our website requires the use of a password it is your responsibility to ensure that the password remains confidential to you. You should not allow any other person to use any password or code supplied to you at any time. We take appropriate measures to ensure that such passwords are not provided to any other person where they are intended for your confidential use only.

We may use 'cookies' to track or customise your visit. Cookies can only be read by a web server in the domain that issued that cookie to you. They cannot be used to run programs or deliver viruses to your computer. For further information on cookies and how we may use them please refer to our privacy policy. We may provide links from our website to other websites. We are not responsible for the maintenance of such links or the policies, function or content of any other website. We are not responsible for any interruption or delay in access to our website or any other website whether due to Internet related problems, unavailability of bandwidth or other circumstances beyond our reasonable control. We are not responsible for the security of other websites.

We carry out or authorise qualified personnel to conduct regular security audits. This is necessary for your protection and to ensure the proper and efficient functioning of our security measures. Changes to our security policy may be made from time to time and will be notified to you by the posting of updated versions of our policy on our website. If you have any queries about this policy or become aware of a breach of security please contact us at [datacontroller@metrosafe.co.uk](mailto:datacontroller@metrosafe.co.uk).

**CM Last Updated 10.04.2003**