

Data & Privacy Protections

Metallogic Solutions Ltd.

Our commitment

Metallogic Solutions Ltd. is committed to handling all personal data with care, transparency and respect. We collect and use personal data only where absolutely necessary, only for the limited purposes for which it was provided, and always in accordance with our obligations under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Scope

This commitment applies to all personal data handled by Metallogic Solutions Ltd., including data relating to clients, contacts, suppliers and any other individuals whose information we hold in the course of our business activities.

Data we collect

Metallogic Solutions Ltd. collects and holds only the personal data necessary to conduct our business.

This typically involves:

- Contact details – e.g. name, job title, email address, telephone number and business address.
- Correspondence and communication records relevant to an engagement.
- Financial information necessary for invoicing and payment processing.
- Any personal data incidentally included in technical documentation or materials provided to us by clients in the course of an engagement.

We do not collect sensitive personal data unless it is directly relevant to the scope of an engagement. We never collect personal data speculatively or for purposes beyond those stated at the point of collection.

Use of personal data

Personal data held by Metallogic Solutions Ltd. is used solely for the following, limited purposes:

- Conducting and managing consultancy engagements.
- Communicating with clients, collaborators and suppliers.
- Fulfilling financial and legal obligations, including invoicing and tax records.
- Maintaining professional records as required for indemnity and regulatory purposes.

We do not sell, rent or otherwise share personal data with third parties for commercial purposes.

Storage & protection of personal data

All personal data held by Metallogic Solutions Ltd. is stored on an encrypted, dedicated hard drive. Data is not stored on unencrypted or shared systems. Personal data is deleted securely upon the conclusion of an engagement and once outstanding payments have been received; subject to any legal or contractual obligations.

Where personal data is transmitted electronically, we take reasonable steps to ensure that transmission is conducted securely using reputable platforms.

Data retention

Personal data is retained only for as long as it is necessary for the purposes for which it was collected, or as required by law. Financial records are retained for a minimum of six years in accordance with HMRC requirements. All other personal data is deleted securely when no longer required.

Your rights

Individuals whose personal data we hold have the right to:

- Access the personal data we hold about them.
- Request correction of inaccurate or incomplete data.
- Request deletion of their personal data, subject to legal retention obligations.

- Object to or restrict the processing of their data.
- Lodge a complaint with the Information Commissioner's Office (ICO) if they believe their data has been handled unlawfully.

To exercise these rights, individuals need only to contact Metallogic Solutions Ltd. at enquiries@metallogicsolutions.co.uk.

Responsibility

As Director of Metallogic Solutions Ltd., I take personal responsibility for ensuring that personal data is handled in accordance with this commitment and with applicable data protection legislation.

This commitment will be reviewed annually and updated as our activities or the regulatory environment(s) evolve.

Further information

For further details about how we handle personal data, or to raise a concern, please contact Metallogic Solutions Ltd. at enquiries@metallogicsolutions.co.uk.

The UK's data protection regulator is the Information Commissioner's Office (ICO): www.ico.org.uk.

Signature

I, James Lennard CEng MIMMM, as the Director and accountable person at Metallogic Solutions Ltd., undersign this statement:



James Lennard

Director, Metallogic Solutions Ltd.

Date: 17 April 2026

Next review: 16 April 2027