



## Website and Cookies Notice

### 1. Websites and Cookies

#### 1.1. When you visit our website/s

When you come to any our websites, we may collect certain information such as browser type, operating system, IP address, website visited immediately before coming to our site, etc. This information is used in an aggregated manner to analyse how people use our site, such that we can improve our service.

#### 1.2. Cookies

We may from time to time use cookies on our website. Cookies are very small files which a website uses to identify you when you come back to the site and to store details about your use of the site.

Cookies are not malicious programs that access or damage your computer. Most web browsers automatically accept cookies, but you can choose to reject cookies by changing your browser settings. However, this may prevent you from taking full advantage of our websites.

Our websites may from time to time use cookies to analyse website traffic and help us provide a better website visitor experience. In addition, cookies may be used to serve relevant ads to website visitors through third party services such as Google AdWords. These ads may appear on this website or other websites you visit.

#### 1.3. Third party sites

Our site may from time to time have links to other websites not owned or controlled by us. These links are meant for your convenience only.

Links to third party websites do not constitute sponsorship or endorsement or approval of these websites.

Please be aware that Metex is not responsible for the privacy practices of other such websites.

We encourage our users to be aware, when they leave our website, to read the privacy statements and cookie acceptance policy of each website that collects personal identifiable information.

## Administration

NOTE: Printed copies of this policy are uncontrolled, and currency can only be assured at the time of printing.

### Approval Details

Policy Sponsor	Compliance Officer
Approval Authority	CEO
Date for next Major Review (in accordance with the Policy Handbook)	15 November 2021

### Revision History

Version	Approval date	Implementation date	Details	Author
DRAFT	09/11/2018	19/11/2018	Policy established	Brett Wilkins-Byrd Compliance Officer
1.0	12/11/2018	15/11/2018	Policy Approved	Brett Wilkins-Byrd Compliance Officer
1.1	14/01/2019	14/01/2019	Logo Updated	Brett Wilkins-Byrd Compliance Officer

Keywords	Policy, Cookies, Services, Website, Third party, Websites, Links, Browser
----------	---