## Last updated: 06 June 2018

Your privacy is important to us. We respect and are committed to protecting your privacy. This privacy statement explains what personal data that this website metromed.me collects from you and how we use that data.

The following discloses the information gathering and dissemination practices of metromed.me (which is referred to as "metromed.me", "we", "our", or "us") on the website "www.metromed.me" and our member services ("Services") associated with the site. It also describes the choices available to you regarding our use of your information and how you can access and update this information.

## Personal identification information

We may collect personal identification information from users in a variety of ways, including, but not limited to, when Users visit our site, register on the site, fill out a form, and about other activities, services, features or resources we make available on our Site. Users have the option to navigate our site anonymously. We will collect personal identification information from users only if they voluntarily submit such information to us. These voluntary data include fields as name, email, phone and company information, email address to subscribe to our email alerts, e-newsletters, and promotional emails, and logins to access portions of the site.

Users can always refuse to supply personally identification information, except that it may prevent them from engaging in certain site related activities. We never obtain data from third parties.

For each visitor to our web pages, our web server automatically recognizes and collects only the visitor's IP address, aggregate information on what pages visitors access, information volunteered by the visitor.

## Non-personal identification information

We may collect non-personal identification information about Users whenever they interact with our Site. Non-personal identification information may include the browser name, operating system or any such information, which are not connected to identify or trace you as a person.

## Web browser cookies

Our Site may use "cookies" to enhance User experience. User's web browser places cookies on their hard drive for record-keeping purposes and sometimes to track information about them. User may choose to set their web browser to refuse cookies, or to alert you when cookies are being sent. If they do so, note that some parts of the Site may not function properly.

## What types of cookies we may use on our site?

Necessary: cookies required for access to the Site and core functionality.

Behavior and analytics: cookies used to gather behavioral information through the Site; provide customized content and recommendations; and analytics.

Marketing: cookies that are used to deliver relevant advertising.

#### Why are we collecting data?

- Metropolitan Medical Marketing LLC may collect and use user's personal information for the following purposes and nothing else:
- To improve customer service Information you provide helps us respond to your customer service requests and support needs more efficiently.
- To personalise user experience We may use information in the aggregate to understand how our Users as a group use the services and resources provided on our Site.
- To improve our Site We may use feedback you provide to improve our products and services.
- To send periodic emails We may use the email address to respond to their inquiries, questions, and/or other requests.
- To improve Job search enquires We use your submitted information to respond to inquiries you make regarding job postings.

#### How we protect your information

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorised access, alteration, disclosure or destruction of your personal information, username, password, transaction information and data stored on our Site.

## Sharing your personal information

We do not sell, trade, or rent data to others than used by our data controllers for legitimate purposes as mentioned in this document.

#### Information Collection model

We collect the data via a newsletter subscription form on the website to keep you updated with our promotional communications and e-newsletters.

#### **Information Sharing and Disclosure**

We will never use, sell, share, disclose, or rent any internal or customer supplied data to any clients, prospects, or other third parties other than to any venture arising from the

constituent hotels within this platform. We will share your information with third parties only in the ways that are described in this privacy policy. If metromed.me is involved in a merger, acquisition, or sale of all or a portion of its assets, you will be notified via email and/or a prominent notice on our website of any change in ownership or uses of your information, as well as any choices you may have regarding your information.

# Third party websites

Users may find advertising or other content on our Site that link to the sites and services of our partners, suppliers, advertisers, sponsors, licensors and other third parties. We do not control the content or links that appear on these sites and are not responsible for the practices employed by websites linked to or from our Site. In addition, these sites or services, including their content and links, may be constantly changing. These sites and services may have their own privacy policies and customer service policies. Browsing and interaction on any other website, including websites which have a link to our Site, is subject to that website's own terms and policies.

# **Remove and Forget & Opting Out**

You can always choose whether you wish to receive promotional email from us. If you wish to subscribe to our email alerts, e-newsletters, and promotional communications, we will use your name and email address to send them to you. Out of respect for your privacy, if you no longer wish to receive our email alerts, e-newsletters, and promotional communications, you can easily opt-out by using the Unsubscribe link included in each communication. We will not retain any of your information thereon on any of our systems, except the log of your request for removal.

# EU residents / GDPR

Though made applicable to all, acknowledging to (General Data Protection Regulation) GDPR of the European Union (EU), we emphasise that EU residents have rights to access personal data about them, and to limit use and disclosure of their personal data. We are committed to respect those rights. We acknowledge potential liability in cases of onward transfer of personal data to third parties who do not meet the criteria as set forth in this Policy.

We use an annual self-assessment to review its compliance with this Policy. Any employee who violates this policy will be subject to discipline, up to and including termination of employment.

# **User Access and Choice**

Upon request we will provide you with information about whether we hold any of your personal information. If your information changes, you may correct, update, amend, remove, or ask to have it removed by making the change on your user account settings

page, by emailing our Customer Support Team or by contacting us by telephone or postal mail at the contact information listed below. If you no longer desire our Service, please contact us directly.

We will retain your information for as long as your account is active, as needed to provide you Services and as necessary to comply with our legal obligations, resolve disputes, and enforce our agreements.

## **Confidentiality and Security**

We warrant that all customer data remains the property of our customers. We also will not rent, sell, transfer, or otherwise expose the contents of the tracking information resulting from click through, message opened, message read, or eCommerce conversions.

This website www.metromed.me provides an SSL encrypted, password-protected mechanism. We seek to use reasonable organizational, technical and administrative measures to protect Personal Information within our organization. Unfortunately, no data transmission or storage system can be guaranteed to be 100% secure.

## **Social Media Features**

Our website includes social media features, such as links to our Facebook, YouTube, Google+, Google Blogger, LinkedIn and Twitter pages. These features may collect your IP address, which page you are visiting on our site, and may set a cookie to enable the feature to function properly. Social media features and widgets are either hosted by a third party or hosted directly on our site. Your interactions with these features are governed by the privacy policy of the company providing it.

## **Unsolicited Commercial Email (SPAM)**

To that end, we carry a strict anti-spam policy for all our clients. We have explicitly prohibited our staff from sending any unsolicited material to users who have not expressed their permission to receive communications from them.

## **Updates to This Privacy Statement**

We may change this Privacy Statement. The "LAST UPDATED" legend at the top of this page indicates when this Privacy Statement was last revised. Any changes will become effective when we post the revised Privacy Statement on the Online Services. Your use of the Services following these changes means that you accept the revised Privacy Statement. Because email communications are not always secure, please do not include credit card or other sensitive information in your emails to us.

## Your acceptance of these terms

By using this Site, you signify your acceptance of this policy and terms of service. If you do not agree to this policy, please do not use our Site. Your continued use of the Site following the posting of changes to this policy will be deemed your acceptance of those changes.

## Contacting us

We have created this privacy policy so that you can understand the care with which we intend to treat your information. To report any abuse or violations, or to contact us with any questions or concerns regarding this privacy policy, please contact us at:

## Metropolitan Medical Marketing LLC

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