

Privacy Policy

Last updated: 29/09/2025

Churchill Spires Ltd.

25A Lingfield Road, London, SW19 4QD

info@churchillspires.com

1. Introduction

Churchill Spires (“we”, “us”, “our”) operates the website www.churchillspires.com. This Privacy Policy explains how we collect, use, store, and protect any personal data you provide through the **Requirements Form** located at <https://www.churchillspires.com/requirements> and https://www.churchillspires.com/sign_up

2. Data We Collect

| CATEGORY | EXAMPLE | PURPOSE |
|----------------------------|--|---|
| Contact information | Name, email address, phone number | Respond to your inquiry, provide requested services, send updates related to your request |
| Project details | Project description, specifications, budget range | Assess feasibility, prepare proposals, tailor services to your needs |
| Technical data | IP address (only for security logs, not linked to personal data) | Prevent fraud, monitor site performance |

3. Legal Basis for Processing

We process your data **based on your explicit consent** when you submit forms. You may withdraw this consent at any time (see Section 6).

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4. How We Use Your Data

- Respond to inquiries and provide quotations or project information.
- Store the data securely for up to **12 months** (or until the request is fulfilled, whichever is sooner).
- Communicate with you about the specific request you made; we do not use the data for marketing unless you explicitly opt-in (see Section 6).

5. Data Sharing & Transfers

- Your data is **never sold or shared** with third-party marketers.
- It may be shared with trusted service providers (e.g., email delivery services) **solely to fulfil your request**. All providers are bound by contractual confidentiality and GDPR-compatible safeguards.
- No data is transferred outside the European Economic Area without appropriate safeguards.

6. Your Rights & Opt-In Options

| RIGHT | WHAT IT MEANS FOR YOU |
|----------------------|---|
| Access | Request a copy of the data we hold about you. |
| Rectification | Ask us to correct inaccurate information. |
| Erasure | Request deletion of your data (subject to legal obligations). |
| Restriction | Limit how we process your data. |
| Portability | Receive your data in a machine-readable format. |
| Object | Object to processing for direct marketing or profiling. |

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Opt-in for marketing communications

When you submit the form you can choose to receive future newsletters or promotional offers. This is a separate, **voluntary** tick box (unchecked by default). You can withdraw consent at any time via the unsubscribe link in each email or by contacting us at info@churchillspires.com.

7. Data Retention

- **Active requests** – data retained until the request is fully resolved.
- **Closed requests** – data deleted or anonymized after **12 months**.
- If you request erasure earlier, we will comply unless a legal obligation requires us to keep the data longer.

8. Security Measures

- Encryption of data in transit (TLS 1.3).
- Encrypted storage on secure servers with restricted access.
- Regular security audits and vulnerability testing.

9. Cookies & Tracking

Our site uses only **essential cookies** for session management. No tracking cookies are set for advertising or analytics purposes.

10. Contact Information**

If you have questions, wish to exercise any of your rights, or need further clarification, please contact:

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Privacy Officer

Name: Rod Bowers

Email: info@churchillspires.com

Address: Churchill Spires Ltd., 25A Lingfield Road, London, SW194QD

This policy is provided for informational purposes and does not constitute legal advice. Consider consulting a qualified data-protection attorney to ensure full compliance with all applicable regulations.