

# CHURCHILL PRIVACY NOTICE

As the new General Data Protection Regulations (GDPR) came into force on 25th May 2018, we are required to let you know how we handle and protect your data. We value our Clients' data and will always treat it securely and with respect. For a full explanation please see our Privacy Policy below:

## **How do we collect information from you?**

We obtain information about you when you opt in to our marketing, or through your past custom. As someone who has worked with us in the past, or a potential future Client, we hold a record of your business contact information.

## **What type of information is collected from you?**

This information is limited to your name email address, we may also have your phone number and address. The only reason we may contact you is for Business purposes.

## **How and why is this information used?**

Your information will only be used on the basis that it is for a 'Legitimate Interest' purpose, in a business context. This may be for general correspondence in relation to our services, properties or contracts and sending invoices.

## **How do we store your information?**

This information is kept securely and confidentially in line with GDPR, digital data is stored and backed up within the UK.

## **Who has access to your information?**

The only instance where we may transmit your information to another party would be if it is relevant to the requirements of providing our services on a particular property or contract.

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

## **How long is your information kept for?**

We keep your information for no longer than is necessary for the purposes it was collected for. The length of time we retain your personal information for is determined by operational and legal considerations. For example, we are legally required to hold some types of information to fulfil our statutory and regulatory obligations (e.g. tax/accounting purposes).

We review our retention periods on a regular basis.

## **Your rights**

You are legally entitled to request details of the personal information which we hold about you, under the UK's General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

Please get in touch if you have any concerns with the above policy or if you wish to find out more information or wish to be removed from our records. Please contact us at [property@churchillcountry.com](mailto:property@churchillcountry.com)