

Privacy Policy

When processing data SPS Architectural Services Ltd shall ensure:

- The processing is lawful
- We are transparent about what the data is being used for
- Data is collected for a specific purpose and is necessary
- Will be kept up to date and not held for any longer the necessary
- Will be kept safe and secure

It is necessary for us to process personal data to perform a contract with you or for us to take steps on your instruction prior to entering into a contract with you. For this purpose, SPS will collect the customers name, address, phone number, email address and site address. Data is captured directly from the client or through a 3rd party such as the 'Planning Portal', 'Local Surveyors Direct' or 'Bark'. This data is only used to contact the customer as necessary during the quotation, design, planning, building regulations, product information, on-site operations and invoicing of their specific project.

We will pass personal data within our internal departments to enable our quotation, design and invoicing to be completed.

Data will be held within secure servers and access to it restricted to those that need it to perform their duties. After a set period all personal data held will be erased/securely destroyed. For initial enquiries which go no further, the data will only be held for 12 months, whilst for completed projects the data is securely archived for 10 years after which it will be erased/securely destroyed.

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CCTV is used to monitor movement within the premises for employees and members of the public's personal safety and security. This footage is automatically deleted after 30 days.