

Document Title: Privacy Policy	
Document Reference: CG-P-78	Version No: 1
Applicable to: Group	

This policy applies to all companies under Churchill Contract Services Group Holdings Ltd to include the following subsidiaries and trading names:

- ▀ Churchill Contract Services (CCS)
- ▀ Churchill Contract Services Rail (CCSR)
- ▀ Churchill Security Solutions (CSS)
- ▀ Churchill Environmental Services (CES)
- ▀ Radish (RAD)
- ▀ Churchill Complete Compliance (CCC)
- ▀ Churchill Emergency Support Ambulance Services (CESAS)
- ▀ Churchill Make Ready Ambulance Services (CMRAS)

1. PURPOSE

This privacy policy sets out how Churchill and its subsidiaries uses and looks after any information that you give Churchill when you use this website. By using the Site, you agree to the collection and use of information in accordance with this policy.

2. SCOPE

Should you provide certain information by which you can be identified when using this website, we will only use it in line with this policy statement. We may change this policy from time to time and will update this page. You should check this page from time to time to ensure that you are happy with any changes. The last time we updated this policy was 24/05/18.

3. IMPLEMENTATION OF THE POLICY

We may collect and process the following data about you:

- Information that you provide by filling in forms on the web site. This includes information provided at the time such as name, contact email or phone number etc
- If you contact us, we may keep a record of that correspondence
- We may also ask you to complete surveys that we use for research purposes, although you do not have to respond to them.

This data includes but is not limited to contact information including name, email, address, telephone, etc.

What uses are made of the information collected

Churchill uses the data we collect to operate our business and provide you with information on the services we offer, which includes using data to improve our services.

We also may use the data to communicate with you, for example, informing you about any changes or providing updates of service information.

We also use the information to keep our internal records up to date.

If you do not want us to use your data in this way, please tick the relevant box situated on the form on which we collect your data (the registration form).

Issue Date: May 2018	Department Owner: IT	
Author: K Magor	Page 1 of 3	Authorised by: J. Briggs

Cookies

Cookies are files containing a small amount of data, which may include an anonymous unique identifier. Cookies are sent to your browser from a web site and stored on your computer's hard drive. Like many sites, we use "cookies" to collect information. You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to use some areas of our web site.

IP addresses

We may collect information about your computer, including where available your IP address, operating system and browser type, for system administration and to report aggregate information to our advertisers. This is statistical data about our users' browsing actions and patterns, and does not identify any individual.

Security

The security of your Personal Information is important to us. In order to prevent unauthorised access we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

Our website may contain links to other external websites of interest. However, once you have used these links to leave our site, we do not have any control over those websites. You should check the privacy statement applicable to the website in question.

Marketing

We may wish to send you information about our services. You have a right to stop us from contacting you for marketing purposes or giving your information to any other members of the Churchill group.

If you no longer wish to be contacted for marketing purposes, please contact us here data@churchillservices.com

We will not sell, distribute or lease your personal information to third parties for marketing purposes.

How to control your personal information

You have the right to request a copy of the information that we hold on you. If you would like a copy of some or all of the information please email data@churchillservices.com or write to us at:

HelpPoint
Churchill Service Solutions
Unit 1 40 Coldharbour Lane
Harpenden
Hertfordshire
AL5 4UN

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us at the above address as soon as possible. We will promptly correct any information found to be incorrect.

Contact Us

If you have any questions about this Privacy Policy, please contact us at data@churchillservices.com

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4. RELEVANT LEGISLATION

The main legislation applicable to this Policy, includes:

- The General Data Protection Regulation (GDPR) (EU) 2016/679

This policy will be formally reviewed annually and updated as required.

Signed on behalf of Churchill Contract Services Group Holdings Ltd



J.M. Briggs, Group Managing Director

Date: May 2018

Review date: May 2019

Version history				
Version No.	Date	Section	Page	Summary of changes
1	May 18	All	All	New Document