

Privacy Policy for Spirea Ltd

This privacy policy will explain how Spirea Ltd uses the personal data we collect from you when you use our website.

Topics:

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- How do we collect your data?
- How will we use your data?
- How do we store your data?
- Marketing
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What data do we collect?

Spirea Ltd collects the following data:

- Personal identification information (Name, email address)

How do we collect your data?

You directly provide Spirea Ltd with most of the data we collect. We collect data and process data when you:

- Voluntarily contact us via email.
- Use or view our website via your browser's cookies.

How will we use your data?

Spirea Ltd collects your data so that we can:

- Respond to your enquiries

How do we store your data?

Spirea Ltd securely stores your data at Wix CRM.

Spirea Ltd will keep your personal data for 6 months. Once this time period has expired, we will delete your data if we are no longer in contact.

What are your data protection rights?

Spirea Ltd would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

The right to access – You have the right to request Spirea Ltd for copies of your personal data. We may charge you a small fee for this service.

The right to rectification – You have the right to request that Spirea Ltd correct any information you believe is inaccurate. You also have the right to request Spirea Ltd to complete the information you believe is incomplete.

The right to erasure – You have the right to request that Spirea Ltd erase your personal data, under certain conditions.

The right to restrict processing – You have the right to request that Spirea Ltd restrict the processing of your personal data, under certain conditions.

The right to object to processing – You have the right to object to Spirea Ltd's processing of your personal data, under certain conditions.

The right to data portability – You have the right to request that Spirea Ltd transfer the data that we have collected to another organisation, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: contact@spirea.co.uk

Cookies

Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. When you visit our websites, we may collect information from you automatically through cookies or similar technology

For further information, visit allaboutcookies.org.

How do we use cookies?

Spirea Ltd uses cookies in a range of ways to improve your experience on our website, including:

- Understanding how you use our website

What types of cookies do we use?

There are a number of different types of cookies, however, our website uses:

- **Functionality** – Spirea Ltd uses these cookies so that we recognise you on our website and remember your previously selected preferences. These could include what language you prefer and location you are in. A mix of first-party and third-party cookies are used.

How to manage cookies

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

Privacy policies of other websites

The Spirea Ltd website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

Changes to our privacy policy

Spirea Ltd keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 17th June 2020.

How to contact us

If you have any questions about Spirea Ltd's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: contact@spirea.co.uk

How to contact the appropriate authority

Should you wish to report a complaint or if you feel that Spirea Ltd has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office.

Email: myriam.oublier@spirea.co.uk / adam.collier@spirea.co.uk

Address: Windsor House, Cornwall Road, Harrogate, England, HG1 2PW