

Privacy Policy

Information We Collect

We may collect and process personal and business-related information in the course of providing our services, including:

- **Personal Identification Information:** Name, email address, phone number, and postal address.
- **Business Information:** Company name, project details, and billing information.
- **Financial Information:** Payment details and invoicing records.
- **Site & Project Information:** Property addresses, building plans, and specifications.
- **Digital Information:** IP addresses, browser type, and cookies for analytics and security purposes.

Capital Sky processes personal data in accordance with the [UK General Data Protection Regulation \(UK GDPR\)](#) and the [Data Protection Act 2018](#).

Lawful Basis for Processing

We process personal data under one or more of the following lawful bases:

- Performance of a contract.
- Compliance with a legal obligation.
- Legitimate interests (such as business operations, service improvement, and security).
- Consent (for marketing communications and non-essential cookies where required).

How We Use Your Information

We use your information to:

- Provide and manage construction services and projects.
- Communicate with you regarding projects, invoices, or enquiries.
- Maintain records for legal, regulatory, and contractual compliance.
- Improve our services, website, and customer experience.
- Send marketing communications where you have provided consent or where otherwise permitted by law.

Information Sharing and Disclosure

We do not sell or rent your personal information.

We may share your information only where necessary to:

- Engage subcontractors, suppliers, or service providers involved in delivering your project.
- Comply with legal obligations, regulatory requirements, or court orders.
- Protect the rights, safety, and property of Capital Sky, our clients, and third parties.

All third parties are required to maintain confidentiality and process personal data only for specified purposes in accordance with UK GDPR.

Data Storage and Retention

We retain personal data only for as long as necessary to fulfil the purposes for which it was collected, including legal, accounting, and reporting requirements.

Retention periods are determined based on legal obligations, contractual requirements, and operational necessity.

Data Security

We implement appropriate technical and organisational measures to protect your personal data against unauthorised access, alteration, disclosure, or destruction.

While we take all reasonable steps to protect your information, no method of electronic transmission or storage is completely secure.

Your Rights

Under UK GDPR, you may have the right to:

- Access the personal data we hold about you.
- Request correction or updating of your information.
- Request deletion of your data, subject to legal and contractual obligations.
- Object to or restrict certain types of processing.
- Withdraw consent where processing is based on consent.
- Opt out of marketing communications at any time.

To exercise these rights, please contact: admin@capitalsky.uk

Cookies and Website Usage

Our website uses cookies and similar technologies to improve user experience, analyse website traffic, and support security functions.

Where required, we will obtain your consent before placing non-essential cookies. You can manage cookie preferences through your browser settings.

Third-Party Links

Our website may contain links to third-party websites. We are not responsible for the privacy practices or content of external sites and encourage you to review their privacy policies.

Complaints

If you are unhappy with how we handle your personal data, we encourage you to contact us first so we can try to resolve your concerns directly. You also have the right to lodge a complaint with the [Information Commissioner's Office \(ICO\)](#).

Changes to This Policy

Capital Sky reserves the right to update this Privacy Policy from time to time. Any changes will be published on our website with an updated effective date.

Controller Information

Capital Sky Ltd is the data controller for the purposes of [UK GDPR](#).

Contact: admin@capitalsky.uk.

Name: Martin Maloney

Position: Chief Executive Officer

Signature:



Dated: 15/05/2026

Latest Review Date: 15/05/2027