



Roman Electrical LTD Privacy Notice 2026

1. Who We Are

Roman Electrical Ltd. is an electrical contracting company providing installation, maintenance, and inspection services.

Registered Address: 60 Cannon Street, London, EC4N 6NP

Contact Email: info@romanelectrical.co.uk

Telephone: 020 7060 7175

We are committed to protecting your personal data and respecting your privacy.

2. The Information We Collect

We may collect and process the following personal data:

- Customers: name, address, contact details, property access information, and billing details.
- Employees/Subcontractors: personal details, employment records, training certificates, and bank details.
- Suppliers: contact and payment details.

We do not collect more data than is necessary for our business operations.

3. How We Use Your Information

We use personal data to:

- Provide electrical services and fulfil contracts
 - Arrange appointments and communicate with clients
 - Process payments and manage accounts
 - Maintain health & safety compliance
 - Manage staff, training, and payroll
 - Send updates or information related to our services (with consent)
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4. Sharing Your Data

We may share data with:

- Subcontractors or employees involved in carrying out work
- Service providers (e.g., accountants, insurers, IT providers)
- Regulatory or legal authorities (e.g., NICEIC, HMRC) where required by law

All third parties are contractually required to handle data securely and lawfully.

5. Data Storage and Security

We store personal data securely in electronic and paper formats with appropriate safeguards in place to prevent loss, misuse, or unauthorised access.

6. How Long We Keep Your Data

- Customer records: kept for 7 years after the last service provided.
- Employee/subcontractor records: retained as required by employment law.
- Supplier data: retained for 6 years after last transaction.

After this, data will be securely deleted or anonymised.

7. Your Rights

You have the right to:

- Access your personal data
- Request correction or deletion
- Object to processing
- Withdraw consent (where consent is used)
- Lodge a complaint with the ICO

ICO Contact: <https://ico.org.uk> | Tel: 0303 123 1113

8. Cookies and Website Use

If we operate a website, we may use cookies to enhance performance and user experience.

You can manage cookie preferences in your browser settings.

9. Contact Us

For questions about this notice or your personal data, please contact:

Sebastian Botiz - seb@romanelectrical.co.uk

020 7060 7175

Signed:

Sebastian Botiz

Roman Electrical LTD

Director

January 2026