



Roman Electrical LTD Privacy Policy 2026

1. Purpose

This policy sets out how Roman Electrical Ltd. ("the Company", "we", "us", "our") handles personal data to ensure that we comply with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and other relevant laws.

As an electrical contractor, we process personal data relating to customers, employees, suppliers, and other business contacts. We take data protection seriously and are committed to safeguarding the privacy and rights of all individuals whose data we hold.

2. Scope

This policy applies to all employees, subcontractors, agency workers, and anyone who processes personal data on behalf of the Company.

It covers all forms of data processing, whether electronic, paper-based, or verbal.

3. Data Protection Principles

We adhere to the following data protection principles under Article 5 of the UK GDPR. Personal data will be:

1. Processed lawfully, fairly, and transparently.
 2. Collected for specified, explicit, and legitimate purposes.
 3. Adequate, relevant, and limited to what is necessary.
 4. Accurate and kept up to date.
 5. Kept no longer than necessary.
 6. Processed securely to maintain confidentiality and integrity.
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4. Lawful Basis for Processing

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

- **Contract:** to perform our services and fulfil obligations under contracts with customers, suppliers, or employees.
 - **Legal obligation:** to comply with tax, employment, and health & safety laws.
 - **Legitimate interests:** to manage our business operations, such as maintaining contact details, invoicing, and quality control.
 - **Consent:** where we use data for marketing or optional communications.
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5. Types of Data We Process

Depending on the relationship, we may process:

- **Customers:** names, addresses, contact details, job specifications, and payment information.
 - **Employees/Subcontractors:** personal contact details, next of kin, bank details, qualifications, and health/safety records.
 - **Suppliers:** contact details and payment information.
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6. Data Security

We apply appropriate technical and organisational measures, including:

- Secure password-protected systems
 - Encrypted data storage and backups
 - Controlled access to personal data
 - Locked filing cabinets for paper records
 - Regular staff data protection training
 - Confidential disposal of sensitive documents
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7. Data Retention

Personal data is kept only as long as necessary for the purpose for which it was collected, or as required by law.

- Customer records: typically retained for **7 years** for tax and warranty purposes.

- Employee/subcontractor records: retained in line with employment and health & safety regulations.
Data that is no longer required will be securely deleted or destroyed.
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8. Data Subject Rights

Individuals have the right to:

- Access their personal data
- Request correction or deletion
- Object to processing
- Restrict processing
- Request data portability
- Withdraw consent (where applicable)

Requests should be made in writing to:

Sebastian Botiz – seb@romanelectrical.co.uk

We will respond within one month of receiving a valid request.

9. Data Breaches

If a personal data breach occurs, the Company will:

- Contain the breach and assess its impact
 - Notify the Information Commissioner's Office (ICO) within 72 hours, where required
 - Inform affected individuals if there is a high risk to their rights and freedoms
 - Keep a record of all breaches
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10. Responsibilities

- **Data Protection Officer (DPO)** or Responsible Person: –
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 - **All staff and subcontractors** must follow this policy and report any suspected data breaches immediately.
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11. Review

This policy will be reviewed annually or sooner if legislation or business practices change.

Signed:

Sebastian Botiz

Roman Electrical LTD

Director

January 2026