

## General Data Protection Regulations (GDPR)

Raytell Electrical Co Ltd is committed to protecting and respecting your privacy. Thanks to technological advances, the amount of personal data being generated is rapidly increasing. This is why the law has been updated to better protect people. The new law is the General Data Protection Regulations (GDPR) and comes into force on 25 May 2018.

GDPR will give you more control over your personal data. You can choose who contacts you and how. You can change your mind at any time. You can find out what personal data a company holds on you and you also have the right to be forgotten.

Raytell Electrical collects personal data from you by the forms you fill out for us, by letter, by corresponding with us by phone and by email.

We use your information in the following ways:

- 1) Data on the people we employ to be used for payroll and personnel purposes to ensure that they are paid the correct amounts and we comply with relevant Employment laws.
- 2) Data on tenants who occupy the buildings we are carrying out work on. This is to ensure that we meet the residents' mobility requirements and to ensure that any health needs are met during the works.

Under GDPR you must give your consent to Raytell processing your personal data specifically for the purposes identified.

Your data will only be shared by us with third parties, where it is necessary to perform the above processes. For example Her Majesty's Revenue and Customs, Department of Social Security, Local Authorities who have contracted us to carry out work on their properties.

We must only use your data for legitimate reasons to ensure that we can carry out the processes as detailed above.

We will only hold your data for as long as it is necessary to carry out our processes. You have a right to access the data held by us by contacting Raytell in writing or by phone at Raytell Electrical Co Ltd, 9 Hampden Way, Southgate, N14 5DJ telephone number 02083611113 or by email to [info@raytell.co.uk](mailto:info@raytell.co.uk). Our staff have received relevant training and will be able to respond.

You also have the right to be forgotten and that your data is removed by contacting Raytell at the details given above.

Raytell has reviewed its computer systems and processes to ensure that your data is held securely. However, GDPR states that in the event of a data breach, data processors have to notify their data controllers and customers of any risks within 72 hours. Financial penalties can be imposed on companies who do not comply with this.