



## Privacy Policy

WirePro Electrical Limited

Effective date: 4<sup>th</sup> January 2026

WirePro Electrical Limited (“we”, “us”, “our”) is committed to protecting and respecting your privacy. This Privacy Policy explains how we collect, use, store, and protect personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

### 1. Company Information

WirePro Electrical Limited is the data controller responsible for your personal data. Our contact details are as follows:

Registered address: 37 Linden Avenue, East Grinstead, RH19 1LS UK

Email address: [info@wireproelectrical.co.uk](mailto:info@wireproelectrical.co.uk)

Telephone number: +44 7454771521

### 2. Personal Data We Collect

We collect and process personal data that you voluntarily provide to us when you contact us, request a quotation, engage our services, complete a contact form on our website, or subscribe to our marketing communications. This may include your name, postal address, email address, telephone number, company name (where applicable), and details relating to your enquiry or the electrical services required.

When you visit our website, we may also automatically collect limited technical information such as your IP address, browser type, operating system, and information about how you interact with our website. This information is collected for website functionality, analytics, and security purposes only.

### 3. How We Use Your Personal Data

We use your personal data to respond to enquiries, provide quotations, carry out electrical works, communicate with you regarding appointments or ongoing projects, issue invoices, maintain business and financial records, and comply with our legal and regulatory obligations.

Where you have chosen to subscribe to our mailing list, we will also use your personal data to send you marketing emails or newsletters relating to our services, promotions,

or company updates. Your personal data will only be used for the purposes for which it was collected, or for closely related purposes where permitted by law.

#### **4. Lawful Basis for Processing**

We process personal data on the basis that it is necessary for the performance of a contract or to take steps at your request prior to entering into a contract. We also rely on our legitimate interests in operating and promoting our business, provided those interests are not overridden by your rights and freedoms. Where required, we process personal data to comply with legal obligations, such as tax and accounting requirements.

Marketing emails and newsletters are sent only where you have provided explicit consent by subscribing via our website. You may withdraw this consent at any time.

#### **5. Contact Forms and GDPR Compliance**

When you submit a contact form on our website, the personal data you provide will be used solely for the purpose of responding to your enquiry and, where relevant, providing our services. By submitting a contact form, you acknowledge that your data will be processed in accordance with this Privacy Policy.

We ensure that all data collected via our contact forms is processed lawfully, fairly, and transparently, and is not used for marketing purposes unless you have explicitly opted in.

Our website uses automated spam prevention measures, including reCAPTCHA, to protect against misuse and unauthorised submissions.

#### **6. Marketing Emails and Newsletters**

If you choose to subscribe to our marketing emails or newsletters via our website, we will use your name and email address to send you communications relating to our services, offers, and company updates. We will not send marketing communications without your clear and affirmative consent.

You have the right to unsubscribe from our marketing communications at any time by clicking the unsubscribe link included in every email or by contacting us directly. Once you unsubscribe, your details will be removed from our marketing list without undue delay.

## **7. Sharing Your Personal Data**

We do not sell, rent, or trade your personal data. Your information may only be shared with trusted third parties where necessary for business operations, such as accountants, payment providers, or professional advisers, or where we are legally required to do so. Any third parties we engage are required to handle your data securely and in compliance with data protection legislation.

## **8. Data Storage and Security**

We take appropriate technical and organisational measures to safeguard your personal data against unauthorised access, loss, misuse, or disclosure. Personal data is stored securely and access is restricted to those who require it for legitimate business purposes.

We retain personal data only for as long as is necessary to fulfil the purposes for which it was collected. Customer and financial records are typically retained for up to six years in order to comply with HMRC and other legal requirements.

## **9. Your Rights Under Data Protection Law**

Under UK GDPR, you have the right to request access to your personal data, request correction of inaccurate or incomplete data, request the erasure of your data where applicable, restrict or object to processing, and request the transfer of your data to another party. Where processing is based on consent, you have the right to withdraw that consent at any time.

Requests relating to your rights should be made using the contact details provided above.

## **10. Complaints**

If you believe that your data has been handled unlawfully or improperly, you have the right to lodge a complaint with the Information Commissioner's Office (ICO), the UK's data protection authority. Their details can be found at [www.ico.org.uk](http://www.ico.org.uk). We would, however, welcome the opportunity to address your concerns directly before a complaint is made.

## **11. Changes to This Privacy Policy**

We reserve the right to update this Privacy Policy from time to time to reflect changes in legislation or our business practices. The current version will always be made available on our website.



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