



# ROME CONSTRUCTION COMPANY LIMITED

## PRIVACY POLICY

At **Rome Construction Company Limited** ("Rome Construction" or "the Company"), we value your trust and are committed to safeguarding your privacy and data rights. We prioritize transparency in how we collect, process, store, and share personal data related to our clients and other relevant individuals.

This Privacy Policy outlines our approach to handling your personal information, including how we collect, use, and protect your data while providing you with exceptional services.

### 1. INFORMATION WE COLLECT

The personal data we collect may include but are not limited to the following:

PERSONAL DATA	DESCRIPTION OF PERSONAL DATA
IDENTITY DATA	Your personal details such as your full name, date of birth, or other identification information
CONTACT DATA	Your contact details such as your phone number, email address, or postal address.
TRANSACTION DATA	Details of transactions between you and the Company, in addition to data necessary for processing payments and fraud prevention, including related billing information.
TECHNICAL DATA	Internet protocol (IP) address, details of browser and operating system, time zone setting and location, browser plug-in types and versions, platforms and other technology such as device id, geolocation, IP, model and user agent on the devices used to access the Company's website.
USAGE DATA	Information about how data you use our website, products and services
MARKETING AND COMMUNICATIONS DATA	Information about your communications with the Company. Preferences in receiving marketing e-mails and consents given by you to the Company.
OTHERS	business information necessarily processed in a project or contractual relationship with Rome Constructions or voluntarily provided by you, such as orders placed, payments made, requests and projects;

## 2. HOW WE USE YOUR INFORMATION

At Rome Construction, we process and use your personal information for the following purposes:

- To provide and deliver our products and services tailored to your specific needs.
- To fulfill the terms of any service contract you have with us.
- To enhance your overall service experience.
- To effectively conduct and manage our business operations.
- To maintain and strengthen our relationship with you.
- To continuously improve our services.
- Marketing & Communications: With your consent, we may send newsletters, updates, and promotional materials about our projects, events, and services.

## 3. CONSENT

We only collect your personal information when it is necessary to provide or enhance our products and services. We ensure that we have your consent before collecting, using, or, where required, sharing your information with our trusted partners and suppliers who assist in serving you.

By visiting our website, submitting your personal data, or entering into a contractual agreement with Rome Construction, you are deemed to have given your consent for the processing of your personal information.

## 4. YOUR RIGHTS UNDER THIS PRIVACY POLICY

In accordance with the provision of **Nigerian Data Protection Act 2023 (NDPA)**, Nigeria, and other relevant data regulations, you as a data subject have certain rights. The following rights are available to you under this Policy:

- The right to object to processing of your personal data or request data portability.
- The right to lodge a complaint with the Nigeria Data Protection Commission.
- The right not to be subject to a decision solely based on automated processing of Personal Data including profiling which produces a legal effect or similar significant effect.
- The right to information on the source of data not collected directly from you
- The right to request access to, rectification, erasure or restriction of your personal data, subject to certain legal conditions, you may request access.
- The right to request a copy of the personal data that we hold about you. If you make this request repeatedly, we may make an adequate charge for this.
- The right to withdraw your consent at any time.

## **5. COOKIES**

Cookies are small text files sent to your browser by a website you visit. They help websites, including ours, remember information about your visit.

We use cookies to optimize your browsing experience, distinguish you from other users, and enhance the functionality of our website. This allows us to provide you with a more personalized and efficient experience.

## **6. INFORMATION SHARING AND DISCLOSURE**

At Rome Construction, we do not sell, trade, or rent your personal information to third parties.

However, we may share your personal information with trusted third-party service providers who assist in operating our business, delivering services, or managing our website. These providers are contractually obligated to maintain the confidentiality and security of your information.

Additionally, we may disclose your information when required by law or to protect our legal rights, property, safety, or that of others.

## **7. DATA SECURITY AND PROTECTION**

We maintain physical, electronic and procedural safeguards in accordance with the legal data protection requirements to protect your personal data from unauthorized access or intrusion. These safeguards include implementing specific technologies and procedures designed to protect your privacy, such as secure servers, firewalls and SSL encryption. We will comply with applicable laws and regulations regarding the confidentiality and security of personal data.

## **8. RETENTION**

We will retain your personal information for such lengths of time as may be required by law, regulations and the internal policies of Rome Construction. This retention period has been established to enable us to use your personal data for the necessary and legitimate purposes identified, in full compliance with the legal and regulatory requirements.

Your personal data will be deleted when legally required and in accordance with Rome Construction's data retention policy.

## **9. UPDATES TO THIS PRIVACY POLICY**

We may update this policy from time to time. Where there are changes in the way we use your personal information we will notify you by posting a notice on our website.