**DATA SUBJECT PRIVACY NOTICE**

**LIGHTNING SCHOOL OF GYMNASTICS LIMITED**

**JANUARY 2021**

This **Privacy Notice** (“Privacy Notice”) is written on behalf of Lightning School of Gymnastics Limited, a company registered in England and Wales under company number 10686374, whose registered office is Fishponds Stable Cottage, Sevenoaks Road, Seal Chart, Sevenoaks, TN15 0HB (“the Company”).

In this Privacy Notice the use of “**we**”, “**us**”, “**our**” will directly refer to the Company.

This Privacy Notice is drafted to set out how we, as your employer, process your personal information under the retained EU law version of the General Data Protection Regulation ((EU) 2016/679) (the “UK GDPR”), as it forms part of the law of England and Wales, Scotland, and Northern Ireland by virtue of section 3 of the European Union (Withdrawal) Act 2018, the Data Protection Act 2018, the Privacy and Electronic Communications Regulations 2003 as amended, and any successor legislation.

1. **How your personal information will be processed**
	1. The Company needs to keep and process information about you for general employment purposes. The personal data that we hold and process will be used for our management and administrative use only. We will keep and use it to enable us to run the business and manage our relationship with you effectively, lawfully and appropriately, your term of employment, at the time when your employment with us comes to an end, and after you have left the Company.
	2. We will process your personal data to comply with the obligations of your sub-contractor agreement, to comply with any legal requirements, pursue legitimate interests of the Company, and to protect our legal position in the event of any legal proceedings. If you do not provide this personal data, in certain circumstance, we may be unable to comply with our obligations and we will inform you of the implications of that decision.
	3. As a Company operating in the outsourced services industry, we may sometimes need to process your personal data to pursue our legitimate business interests, for example; to prevent fraud, administrative purposes, or reporting potential criminal activity. We will never process your personal data where any legitimate business interests are overridden by your own interests.
	4. Almost all of the personal data we hold will have been provided directly by you. However, in some circumstance, some of your personal information may come from other internal sources, such as senior management, or in some circumstances, external sources.
	5. The type of personal information we hold is set out below. From time to time we may ask you for further personal information but will explain why this is necessary. Your personal information held by us includes, but is not limited to;
		1. sub-contractor agreements;
		2. bank details;
		3. UTR Number, CIS information;
		4. HMRC tax reference details;
		5. records of sickness and other absences;
		6. information required for company policy monitoring; and
		7. emergency contact details.
	6. Where necessary, we may keep information relating to sub-contractor engagement. This personal information will be processed in order to comply with our health and safety obligations.
	7. Where we process personal information, which under the UK GDPR is considered special category data, relating to; race, ethnic origin, politics, religion, trade union membership, genetics, biometrics, health, sex life, or sexual orientation, we will always obtain your explicit consent to those activities, unless this is not required by law or the personal information is required to protect your health in an emergency.
	8. We will only disclose personal information about you to third parties if we are legally obligated to do so, or where we need to comply with our contractual duties to you.
	9. We may transfer personal information about you to other group companies for purposes connected with your employment or the management of the Company’s business.
	10. Your personal data will be stored by us, while you remain engaged by the Company. Should your engagement end for any reason, we will store your personal information for a period of one year following the termination. The criteria for this period is that we may need to use this information to process any post termination contractual obligations.
	11. In the future, should we need to process your personal information for purposes other than what it was collected for, we will provide you with information on that purpose and any other relevant information.
2. **What are your rights?**
	1. Under the UK GDPR, you have a number of rights in relation to your personal information which we process. You have the right to;
		1. be informed about how your personal information is being collected, and used by us;
		2. access your personal information at any time to check you are happy with how we are collecting and using it;
		3. request that your personal information be rectified or amended, if you feel that it is inaccurate or incomplete;
		4. request that your personal information be erased, which can be requested verbally or in writing;
		5. request that there be a restriction placed on how your personal data is processed by us in certain circumstance, which can be requested verbally or in writing;
		6. the portability of your data, meaning you can obtain your personal information from us, to use for your own purposes; and;
		7. object to how we use your personal data in certain circumstances, e.g, you may wish to object to us using your personal information for direct marketing, profiling, or for statistical purposes.
3. **Contact Details of Data Protection Officer**
	1. If you have any concerns on how your data is processed, you can contact our appointed Data Protection Officer;

Name: Ashley Holdaway, Aquitas Law

Telephone Number: 0207 099 4444

Email: ashley.holdaway@aquitaslaw.com