

## **Privacy Notice Luv4 Marketing (Work Force)**

This privacy notice explains how we collect, process and manage information for the Luv4 Marketing workforce. That includes employed members of staff, clients, licensees, franchisees and any other individual we require data from.

### **The categories of information that we collect, process, hold and share include:**

- \_personal information (such as name, employee or national insurance number)
- \_special categories of data including characteristics information such as gender, age, ethnic group
- \_contract information (such as start dates, hours worked, post, roles and salary information)
- \_work absence information (such as number of absences and reasons)
- \_qualifications (and, where relevant, subjects taught)
- \_medical information
- \_other personal information
- \_references

### **We use and share information to comply with statutory, regulatory, practice and contractual obligations. These may include, but are not limited to:-**

- \_improving the management of workforce data across the sector
- \_enabling development of a comprehensive picture of the workforce and how it is deployed
- \_pay salaries and pension contributions
- \_informing the development of recruitment and retention policies
- \_allowing better financial modeling and planning
- \_enabling ethnicity and disability monitoring
- \_staff sickness insurance
- \_internal reviews and quality monitoring

If we are required to comply with other legal obligations not listed above we will share data only when it is lawful to do so.

### **The lawful basis on which we collect and process this information**

We must make sure that information we collect and use about our contacts is in line with the GDPR and Data Protection Act. This means that we must have a lawful reason to collect the data, and that if we share that with another organisation or individual we must have a legal basis to do so.

### **Collecting this information**

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide additional information to us or if you have a choice in this.

### **Storing this information**

We hold Luv4 Marketing data in accordance with our Policy.

### **Who we share this information with**

We may share this information with organisations such as:

- \_our local authority
- \_Payroll services
- \_Legal Advisers
- \_Insurance providers
- \_HMRC
- \_Health professionals

### **Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact [info@luv4marketing.com](mailto:info@luv4marketing.com)

You also have the right to:

- \_object to processing of personal data that is likely to cause, or is causing, damage or distress

- \_prevent processing for the purpose of direct marketing
- \_object to decisions being taken by automated means
- \_in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- \_claim compensation for damages caused by a breach of the Data Protection regulations

More details about how we use and manage data can be found in the Data protection Policy and other relevant policies on the website.

