



ELITE JOURNEY ORGANISATION PRIVACY NOTICE

1. Our contact details

Name: Elite Journey UK Ltd

Address: 1st Floor, 44 Worship Street, London, United Kingdom, EC2A 2EA

Phone Number: 07922 957538

E-mail: info@elitejourney.co.uk

2. What type of information we have

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics of workers (for example name, contact details and qualifications)
- Personal identifiers, contacts and characteristics of students (for example name, ClassIn account details and parent or carer contact details)
- Payroll or payment information of workers
- Photographs and recordings of lessons
- Promotional videos

3. How we get the information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Worker payment and health and safety
- Student health and safety
- Marketing and promotions
- Training and monitoring

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- a. We have a contractual obligation.
- b. We have a legitimate interest.

4. What we do with the information we have

We use the information that workers have given us in order to process payments, to make any reasonable adjustments for disabilities or allergies, to know who to contact in an emergency, and to keep a record of staff employment history with us. We may also use this information to contact workers for future employment opportunities.

We may share some worker information with schools or partners we work with, if needed for health and safety.

We use information shared by students and/or their parents and carers in order to coordinate programme logistics, to make any reasonable adjustments for disabilities or allergies, and to know who to contact in an emergency.

We may share some student information with schools or partners we work with, if needed for health and safety.

5. How we store your information

Your information is securely stored online.

We keep all personal information of workers for six years from when you leave the company. We will then dispose of your information by deleting it from our server.

We keep all lesson recordings for no longer than a year after the event took place. We will then dispose of this information by deleting it from our server.

6. Your data protection rights

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your information in certain circumstances.
- **Your right to object to processing** - You have the right to object to the processing of your personal data in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at info@elitejourney.co.uk if you wish to make a request, with the subject line "Privacy Request".

7. How to complain

You can also complain to the ICO if you are unhappy with how we have used your data. The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Date: 02/03/2021