



SKYKLASS Privacy Notice 2024

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Skyklass Privacy Notice

Who We Are

Skyklass LTD ('we' or 'us' or 'our') gather and process your personal information in accordance with this privacy notice and in compliance with the relevant data protection Regulation and laws. This notice provides you with the necessary information regarding your rights and our obligations, and explains how, why, and when we process your personal data.

Skyklass registered office is at **Admirals Park Victory Way, Crossways Business Park, Dartford, England, DA2 6QD** and we are a company registered in England and Wales under company number **6845221**. We are registered on the Information Commissioner's Office Register; registration number **ZB680379**, and act as the data controller when processing your data.

Information That We Collect

Skyklass LTD process your personal information to meet our legal, statutory, and contractual obligations and to provide you with our products and services. We will never collect any unnecessary personal data from you and do not process your information in any way, other than as specified in this notice.

The personal data that we collect from is: -

- Name
- Address
- Email address
- Date of birth
- Health History
- Right to work status
- Bank/credit card details
- National Insurance Number
- Unique Tax reference
- Emergency Contact Details
- Training/Qualifications/Studies documents

We collect information in the below ways:

- **Subcontractor Personal Information Form (Hard form and Online form)**
- **Copies Of any relevant trainings and qualifications.**

How We Use Your Personal Data (Legal Basis for Processing)

Skyklass take your privacy very seriously and we will never disclose, share, or sell your data without your consent, unless required to do so by law. We only retain your data for as long as is necessary and for the purpose(s) specified in this notice.

The purposes and reasons for processing your personal data are detailed below: -

- *We collect and store your personal data as part of our legal obligation for business accounting and tax purposes.*

Your Rights

You have the right to access any personal information that **Skyklass LTD** process about you and to request information about: -

- What personal data we hold about you
- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed
- How long we intend to store your personal data for

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to do so as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing (*where applicable*) in accordance with the data protection laws; as well as to object to any direct marketing from us. Where applicable, you have the right to data portability of your information.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

Sharing and Disclosing Your Personal Information

We do not share or disclose any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement.

Safeguarding Measures

Skyklass LTD takes your privacy seriously and takes every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorized access, alteration, disclosure, or destruction and have several layers of security measures in place, **including: SSL, TLS, encryptions, restricted access, IT authentication, firewalls, anti-virus/malware**

How Long We Keep Your Data

Skyklass LTD only retain personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations. We are required under UK tax law to keep your basic personal data (*name, address, contact details*) for a minimum of 6 years after which time it will be destroyed.

Lodging A Complaint

Skyklass LTD only process your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws. If, however, you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how we have handled your information, you have the right to lodge a complaint with the Commissioner.

Skyklass LTD
Admirals park, Victory Way Regus Building, Dartford DA2 6QD
07765 296980
office@skyklass.com

Information Commissioner's Office
Wycliffe House, Water Lane, Wilmslow SK9 5AF
Telephone: 0303 123 1113 (*local rate*) or 01625 545 745 (*national rate*)
Fax: 01625 524 510
Email: enquiries@ico.org.uk

Revision History

VERSION	REVISION DATE	SECTION REVISED	REASON FOR REVISION	DESCRIPTION OF REVISION