

Lift Up Project Candidate and Participant Privacy Notice

As part of our Lift Up Project activities we collect, process and store personal information which may directly or indirectly identify you. This Privacy Notice sets out:

- why we collect your personal information;
- what information is collected and;
- how it is processed within the Lift Up Project

Throughout this Privacy Notice we use the term “processing” to cover all activities involving your personal information, including collecting, handling, storing, sharing, accessing, using, transferring and disposing of the information.

1) Why do we collect your personal information?

We only process your personal information where we are lawfully permitted for one or more of the purposes set out below. Please note, not all of the purposes set out below will apply to you all of the time.

- **Application:** activities carried out in the course of receiving and assessing candidate applications for the Lift Up Project, including reviewing application data.
- **Assessment:** activities carried out in the course of assessing candidate suitability for the lift up project which may involve the processing of your application data, and telephone interview.
- **Programme attendance:** activities carried out in the course of your completing the Lift up Project Programme which may involve the processing of your personal data

2) What personal information do we collect?

We collect personal information directly from you when you provide this personal information directly to us in connection to the Lift Up Project, or information that we learn about you through your interactions with Gym Group. Here are some examples of the type of information we may process about you:

- Personal details such as name, address, email address, telephone number
- Work history/job data; previous employers, positions, dates, etc
- Education and work history including professional qualifications and skills
- Assessment data and results e.g. telephone interview notes
- Photographs and images taken during your attendance of Lift Up Programme and from on-site CCTV;

3) How might we process your personal data?

The Gym Group’s entitlement to process your personal information is governed by a number of processing conditions. This means that we may rely on more than one of these conditions in order to process elements of your personal information throughout the application process and, if successful your participation on the Lift Up Project Programme:

- It is in the legitimate interests of the Gym to process your personal information in the administration of your application and attendance to the Lift up Project;
- The Gym will also process your personal information where it is required by law or regulation. This processing will always be fair and lawful and will at all times comply with

the principles of applicable privacy laws in the country where you have applied to be employed;

4) Who do we share your personal information with?

To enable your application process and attendance on the Lift Up Programme, your personal information may be shared internally but this information is limited to what is required by each individual to perform their role in the application process and the delivery of the Lift Up Programme.

Your personal information may be shared internally within the Gym Group with the following people:

- Employees who have responsibilities within the application process i.e. telephone screening;
- Those employees who would have supervisory responsibility for attendees of the Lift up programme
- Gym and Facilities managers for facilities / premises.

5) How do we protect your information?

Our IT systems are protected to ensure that unauthorised or unlawful processing of personal information, accidental loss or destruction of, or damage to, personal information does not occur.

6) How long do we keep your data?

If your application for the Lift Up Project is unsuccessful, your data will be securely destroyed within 6 months of your application.

If your application for employment is successful, the personal data gathered during the application will be retained for the duration of the Lift Up Project Programme and will be securely destroyed within 6 months of the programme completion.

7) Your Rights

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the data protection team at dataprotection@thegymgroup.com

If you believe that the organisation has not complied with your data protection rights, you can complain to the [Information Commissioner](#).