

Schedule 6

Data about our directors and staff, consultants, secondees, those on work experience, temporary staff, former directors and staff, next of kin, spouses, beneficiaries

What we collect	We may use your information for the following purposes, based on the following legal grounds:	Recipients
<ul style="list-style-type: none"> • Contact details (work) such as name, work address, landline/mobile phone or fax numbers, email address. • Contact details (personal) and other personal information such as home address, landline/mobile phone number, email address, previous addresses, emergency contact details, date of birth, marital status, next of kin, spouse, beneficiaries' names and contact details. 	<ul style="list-style-type: none"> • Necessary for the performance of our contract in our capacity as your employer. • Necessary to protect the vital interests of the individual concerned for the purposes of security and prevention of crime. • Our legitimate interest in processing such information (work contact details) for contacting individuals where we need to do so in the individual's capacity as employee, director or other member of staff. • Our legitimate interest in processing such information (personal contact details) for the purpose of contacting individuals where we need to do so in the individual's capacity as employee, director/shareholder or other member of staff, in order to keep appropriate employment records, for obtaining/verifying evidence of identity or for contacting next of kin, spouses and beneficiaries if the circumstances require (such as in an emergency). • Compliance with a legal obligation to comply with right to work legislation. 	<p>How we share information within the Limelight Group</p> <p>We may share information about you with Limelight Sports Group Ltd for the purposes of financial and business performance reporting.</p> <p>How we share information outside the Limelight Group</p> <p>Please note that personal information we are holding about you may be shared with and processed by:</p> <ol style="list-style-type: none"> 1. <u>(contact details only)</u> our clients, sponsors and event participants; 2. <u>(contact details only)</u> other professional advisers of our clients and sponsors; 3. <u>(contact details only)</u> other parties and/or their professional advisers involved during the course of services provided to our clients, sponsors and event participants; 4. <u>(contact details; employment and performance related information; and payment and financial information only)</u> third party providers of benefits (such as
<ul style="list-style-type: none"> • Employment and performance related information such as position/title, date of birth, employment history and CV, references from previous employees, professional specialisms, education and qualifications, salary and benefits, disciplinary records, performance records, appraisals, performance feedback, interview notes, languages spoken, 	<ul style="list-style-type: none"> • Necessary for the performance of the employment contract in order to keep appropriate employment records and carry out our contractual obligations as employer. • Our legitimate interest in processing such information in order to keep appropriate employment records, for assessing their continued suitability for their role and for planning progression. 	

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<p>practising certificate details and caveats, professional indemnity information, working patterns (days worked and non-work days).</p>		<p>childcare vouchers, life insurers, pension providers);</p> <p>5. regulators or other third parties for the purposes of monitoring and/or enforcing our compliance with any legal and regulatory obligations, including statutory or regulatory reporting or the detection or prevention of unlawful acts;</p>
<ul style="list-style-type: none"> • Payment and financial information such as bank details, transaction history, salary and benefits, life insurance, pension related information, tax-related information, National Insurance number, payroll documentation (P45 / P60 / P11D). 	<ul style="list-style-type: none"> • Necessary for the performance of the employment contract to pay or compensate the individual. • Our legitimate interest in processing such information in order to keep appropriate employment records and to allow the individual to receive pension and other benefits. • Consent in order to allow nominated family members or beneficiaries to receive benefits or insurance funds. 	<p>6. credit reference and fraud prevention agencies;</p> <p>7. any third party in the context of actual or threatened legal proceedings, provided we can do so lawfully (for example in response to a court order);</p>
<ul style="list-style-type: none"> • Information contained in or provided to us as part of our recruitment or take on process such as details included in copy personal photographs and residential ID documents we receive. • Visa documentation (right to work in the UK). 	<ul style="list-style-type: none"> • Our legitimate interest in processing such information for obtaining/verifying evidence of identity. • Compliance with a legal obligation in order to confirm that the individual is entitled to work in the UK and for the purpose of security and prevention of crime. 	<p>8. other parties and/or their professional advisers involved in a matter where required as part of the conduct of the services;</p>
<ul style="list-style-type: none"> • DBS check (basic disclosure). 	<ul style="list-style-type: none"> • Compliance with a legal obligation pursuant to Schedule 1, Part 1(1)(1)(a) of the Data Protection Act 2018 to satisfy our legal obligations as their employer or as the entity to which members belong and for security and prevention of crime purposes. 	<p>9. our own professional advisers and auditors for the purpose of seeking professional advice or to meet our audit responsibilities;</p> <p>10. our service providers and agents (including their subcontractors) or third parties which process information on our behalf (e.g. internet service and platform providers, data storage providers, typing service providers, administrative support, third party payroll processors, audit providers</p>

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		<p>and our bank);</p> <p>11. another organisation to whom we may transfer our agreement with you or if we sell or buy (or negotiate to sell or buy) our business or any of our assets (provided that adequate protections and safeguard are in place).</p>
<ul style="list-style-type: none"> • IP addresses and cookies (temporary staff only) 	<ul style="list-style-type: none"> • If it is in our legitimate business interests to do so: for insight purposes (e.g. to analyse market trends and demographics, and develop our understanding of events at which you or other individuals may volunteer in the future). • Consent: your cookie information is obtained with your explicit consent and is subject to our cookie policy at: https://livetotri.co.uk/london/cookie-policy 	
<ul style="list-style-type: none"> • “Special categories of information” such as: information about your health, health and sickness records such as details of any absences (other than holidays) from work including time on statutory parental leave and sick leave 	<p>We will use your particularly sensitive personal information in the following ways, and based on the following legal grounds:</p> <ul style="list-style-type: none"> • Pursuant to Schedule 1, Part 1(1)(1) of the Data Protection Act 2018, we will use information relating to leaves of absence, which may include sickness absence or family related leaves, to comply with employment and other laws. We will use information about your physical or mental health, or disability status, to ensure your health and safety in the workplace and to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits including statutory maternity pay and statutory sick pay. • We do not need your consent if we use special categories of your personal information in accordance with our written policy to carry out our legal obligations or exercise specific rights in 	<p>Please note that sensitive personal information we are holding about you may be shared with and processed by our service providers (such as data storage, typing, administrative support and audit), or otherwise disclosed with your consent.</p> <p>Health data may be provided to medical professionals.</p>

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	<p>the field of employment law. In limited circumstances we may approach you for your written consent to allow us to process certain particularly sensitive or other personal data. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent. You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.</p>	
<p>Please note that some of the information referred to above may have been obtained from recruitment agencies.</p>		