

Luxe Loom Cleaning Ltd – Subcontractor Privacy Notice

Introduction

Luxe Loom Cleaning Ltd (“we”, “our”, “us”) is committed to protecting your personal data. This Privacy Notice explains what information we collect from subcontractors, why we collect it, how it is used, and how it is stored.

1. What Data We Collect

When you apply to work with us as a subcontractor, we may collect the following information:

- Name, address, phone number, and email
- Proof of right to work in the UK (passport, visa, BRP, share code)
- Photo ID (passport or driving licence)
- Proof of address (utility bill or bank statement dated within 3 months)
- References from previous work (if provided)
- Bank details (for payment purposes only)
- Emergency contact information

2. Why We Collect This Data

We collect and use this data in order to:

- Verify your identity and right to work in the UK (legal obligation)
- Manage subcontractor onboarding and work allocation (contractual necessity)
- Process payments for services you provide (contractual necessity)
- Ensure health & safety and maintain emergency contact information (legitimate interest)

3. How We Store and Protect Your Data

- All records are stored securely (password-protected digital systems).
- Access is limited to authorised management personnel only.
- Data will not be shared with third parties unless required by law (e.g. HMRC, Home Office).
- Data will be retained only as long as necessary for legal and operational purposes.

4. Your Rights

Under GDPR, you have the right to:

- Request access to the data we hold about you
- Request correction of inaccurate information
- Request deletion of your data (unless required by law to retain)
- Object to processing in certain circumstances

5. Contact

If you have any questions about this notice or your data rights, please contact:

Luxe Loom Cleaning Ltd
Email: luxeloomcleaning@gmail.com
Phone: +44 7375 203905
Web: www.luxeloomcleaning.org

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