

Privacy Policy

1. Introduction

This privacy notice outlines how Leap29 collects, uses, processes, and stores personal data for individuals engaging with our services, including recruitment candidates, individuals employed via our EOR services, individuals on our payroll, and contractors.

Data will be protected in accordance with the General Data Protection Regulation (GDPR) and relevant UK data protection laws.

2. Data Controller

Name: Leap29 Holdings Limited

Address: Bollin House, Riverside Park, Wilmslow, SK9 1DP, United Kingdom

Contact: privacy@leap29.com

3. Data protection principles

Adherence to data protection law requires that personal information is used lawfully, fairly, and transparently. It must be collected for specified purposes, be relevant and limited to those purposes, and be accurate and up to date. Data should be kept only as long as necessary, and held securely.

4. Personal Data We Collect

Various types of personal information may be collected, stored, and used, including:

- Identity data: Name, title, date of birth, gender, nationality.
- Contact details: Addresses, phone numbers, email addresses, emergency contacts.
- Employment history: Qualifications, skills, experience, references, CV details.
- Financial data: Bank details, payroll records, salary, tax status.
- Immigration data: Right-to-work documents.
- Health data: Sickness records, medical conditions (where provided or necessary).
- Criminal convictions data: Where legally permitted and relevant.
- Performance data: Appraisal, grievance, and disciplinary information.
- Technical, Profile, Usage, and Marketing/Communication data: Information related to your interactions with our website and services.

Data can be collected directly from you or from third parties.

5. Purpose of Data Processing

We process your personal data for the following purposes:

- Assessing your suitability for roles
- Communicating with you during the recruitment process
- Conducting background and reference checks
- Complying with legal obligations (e.g. right to work checks)
- Administering payroll and benefits
- Managing employment contracts
- Complying with HMRC and other legal obligations
- Providing HR support and employee relations services
- Marketing communications
- Data analysis to improve services

6. Legal Basis for Processing

We rely on the following legal bases:

- Consent (where applicable)
- Contractual necessity (to fulfil employment contracts)
- Legal obligation (e.g. tax reporting, statutory sick pay)
- Legitimate interests (e.g. improving recruitment processes, workforce management)

7. Data Sharing

Your data may be shared with the following categories of third parties:

- IT and cloud service providers
- Clients offering job opportunities
- Background check providers
- Legal or regulatory authorities (if required)
- HMRC and other government bodies
- Pension providers
- Payroll software vendors
- Benefit administrators
- Legal and compliance advisors

8. International Transfers

If data is transferred outside the UK, we ensure appropriate safeguards are in place, such as Standard Contractual Clauses or adequacy decisions.

9. Data Retention

We will retain recruitment data for 5 years unless you request deletion sooner.

10. Your Rights

You have the right to:

- Access your data
- Rectify inaccurate data
- Erase your data
- Restrict or object to processing
- Data portability
- Withdraw consent (where applicable)
- Right to object to certain processing (e.g. profiling)

To enact these rights, contact our privacy team: privacy@leap29.com

11. Complaints

You may lodge a complaint with the Information Commissioner's Office (ICO) at www.ico.org.uk.

12. Changes to this privacy notice

This notice may be updated. Please review it periodically.