



Privacy Policy

This privacy policy applies to Lift Out Limited Timesheet Apps & website www.liftout.net.

This privacy policy explains how we use any personal information we collect about you.

It includes details on;

- What information do we collect about you?.
- Why do we process personal information about you.
- Who has access to the data.
- How do we protect the data.
- How long do we keep data.
- Your rights.
- Cookies.
- Changes to our privacy policy
- How to contact us.

The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information do we collect?

The organisation collects and processes a range of information about you.

This includes;

- Any information that you disclose when you voluntarily send an enquiry through our app's website and email address info@liftout.net.
- Personal or business information when you are employed by us, more detailed information can be obtained through info@liftout.net within our Employee Privacy Policy.

The organisation collects this information in a variety of ways, for example, hours worked is collected via our time sheet apps. Data is also collected through application forms and CV's, or when you contract with us for employment.

Data is stored in a range of different places, including hard copy files and IT systems, (including the organisations email systems and payroll software).

Why does the organisation process personal data.

The organisation needs to process data for a variety of reasons;

- To enter into an employment contract, to allow the organisation to maintain accurate staff records. To maintain accurate payment records.
- For operational and business administration purposes for defence against potential legal claims.
- For the necessary performance of a contract or to enter into a contract necessary for compliance with a legal obligation.
- Necessary for the legitimate interests of the organisation. Where the organisation relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of individuals and has concluded that they are not.

Who has access to the data?

Your information will be shared internally , including with members of the HR, recruitment team, managers and project managers in the business area where applicable to the data and finance and IT Staff if access to the data is necessary for the performance of their roles.

The organisation may share the data with third parties in the context of carrying out our due business such as HR, finance and IT matters. In those circumstances the data will be subject to confidential requirements.

The organisation takes the security of your data seriously. The organisation has internal policies and controls in place to try to ensure your data is not lost, accidentally destroyed, misused or disclosed and is not accessed except by its employees in the performance of their duties.

For how long does Lift Out keep the data?

The organisation will hold personal data for the necessary duration to fulfil its business needs and obligations. The periods for which your data is held are set out in the data register available from the person names in the contact us section of the policy.

Your rights

As a data subject, you have a number of rights.

You can;

- 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 a legal ground for processing.
- Ask the organisation to stop processing data for the 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 bonnie@liftout.net.
If you believe that the organisation has not complied with your data protection rights, you can complain to the information commissioner.

Changes to our Privacy Policy

We keep our privacy policy under regular review and we will alter our privacy policy accordingly.

This Privacy policy was last updated in February 2026.

Contact Us

Please contact us if you have any questions about our privacy policy or information we hold about you; The person with the responsibility for data protection compliance is June Lidsey.

Contact Details;-

Email: j.lidsey@liftout.net

Telephone 01322 331122

Addsress' Lift Out Ltd, 9 Landau Way,

Darent Ind Park,

Erith, Kent, DA8 2LF

Signed: Mr William Lidsey
Position: Managing Director
Date: 01st February 2026
Expiry Date: 01st February 2027