



PRIVACY POLICY



Model Policy Name: Privacy Policy

Privacy Policy

Education Experts Ltd is a recruitment business which provides work-finding services to its clients and work-seekers. We must process personal data (including sensitive personal data) so that it can provide these services – in doing so, Education Experts Ltd acts as a data controller.

You may give your personal details to Education Experts Ltd directly, such as on an application or registration form, or via our website, or we may collect them from another source such as a jobs board. Education Experts Ltd must have a legal basis for processing your personal data. For the purposes of providing you with work-finding services and/or information relating to roles relevant to you we will only use your personal data in accordance with the terms of the following statement.

This Company monitors own compliance with data protection policies and regularly reviews the effectiveness of data handling and security controls. This Company also manages information risks in a structured way so that management understands the business impact of personal data related risks and manages them effectively.

Collection and use of personal data. Purpose of processing and legal basis

Education Experts Ltd will collect your personal data (which may include sensitive personal data) and will process your personal data for the purposes of providing you with work-finding services. The legal bases we rely upon to offer these services to you are:

- Consent of the individual for one or more specific purposes.
- Processing is necessary for the performance of a contract with the individual or in order to take steps at the request of the individual to enter into a contract.
- Processing is necessary for compliance with a legal obligation that the controller is subject to.
- Processing is necessary to protect the vital interests of the individual or another person.
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller.
- Processing is necessary for the purposes of legitimate interests pursued by the controller or a third party, except where such interests are overridden by the interests or fundamental rights or freedoms of the individual which require protection of personal data, in particular where the individual is a child

Legitimate interest

Where Education Experts Ltd has relied on a legitimate interest to process your personal data our legitimate interests is/are as follows:

- To be compliant with legal guidelines to provide work-finding service.

Recipient/s of data

Education Experts Ltd will process your personal data and/or sensitive personal data with the following recipients:

- Payroll companies for pay rolling purposes
- Submission of details to clients for roles we are advertising, or you request to be put forward for.

Statutory/contractual requirement

Your personal data is required by law and/or a contractual requirement (e.g. our client may require this personal data), and/or a requirement necessary to enter into a contract. You are obliged to provide the personal data and if you do not the consequences of failure to provide the data are:



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- The consequences of failing to provide the data will prevent Education Experts Ltd to provide work-finding services.

Data retention

Education Experts Ltd will retain your personal data only for as long as is necessary. Different laws require us to keep different data for different periods of time.

The Conduct of Employment Agencies and Employment Businesses Regulations 2003, require us to keep work-seeker records for at least one year from (a) the date of their creation or (b) after the date on which we last provide you with work-finding services.

We must also keep your payroll records, holiday pay, sick pay and pensions auto-enrolment records for as long as is legally required by HMRC and associated national minimum wage, social security and tax legislation.

Where Education Experts Ltd has obtained your consent to process your personal and sensitive personal data, we will do so in line with our retention policy (a copy of which is attached). Upon expiry of that period Education Experts Ltd will seek further consent from you. Where consent is not granted Education Experts Ltd will cease to process your personal data and sensitive personal data.

Your rights

Please be aware that you have the following data protection rights:

- The right to be informed about the personal data Education Experts Ltd processes on you;
- The right of access to the personal data Education Experts Ltd processes on you;
- The right to rectification of your personal data;
- The right to erasure of your personal data in certain circumstances;
- The right to restrict processing of your personal data;
- The right to data portability in certain circumstances;
- The right to object to the processing of your personal data that was based on a public or legitimate interest;
- The right not to be subjected to automated decision making and profiling; and
- The right to withdraw consent at any time.

Where you have consented to Education Experts Ltd processing your personal data and sensitive personal data you have the right to withdraw that consent at any time by contacting Laura Omelchuk see contact details below.

Complaints

If you wish to change your communication preferences or complain about this privacy notice please contact:

Contact: Laura Omelchuk, Managing Director

Email: laura@education-experts.co.uk

You also have the right to raise concerns with Information Commissioner's Office on 0303 123 1113 or at <https://ico.org.uk/concerns/>, or any other relevant supervisory authority should your personal data be processed outside of the UK, if you believe that your data protection rights have not been adhered to.



**Collaborating with
Education Professionals
at all levels**