

Company Name:	Worldwide Education Recruitment LTD ('the Company')
Company Contact details:	Maria Pontillo – Data Protection Officer Worldwide Education – Unit 4 Waterside Drive, Langley SL3 6EZ 01753 306177 – DPO@worldwideeducation.co.uk ICO Registration Number – ZA085947
Document DP5B	Privacy Notice
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The Company is a recruitment business which provides work-finding services to its clients and work-seekers. The Company must process personal data (including sensitive personal data) so that it can provide these services – in doing so, the Company acts as a data controller.

You may give your personal details to the Company 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. The Company 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.

1. Collection and use of personal data

a. Purpose of processing and legal basis

The Company has collected 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** - We may use your personal information to contact you to discuss job opportunities.
- **Legitimate interest** - To be able to place you to the most suitable position according to your background and experience.
- **Legal obligation** - To comply with our legal and regulatory obligations
- **Contractual obligation** - We may use your data for the fulfilment and ongoing management of a contract where we have placed or hired you.

b. Categories of data

The Company may collect the following personal data on you:

Personal data:

- Name and Contact Details
- Name and Contact Details of your Next of Kin
- Photo ID
- Referees and end references

- 2 Proofs of ID
- 2 Proofs of Address
- Right to Work evidence if applicable
- National Insurance Number
- Qualifications
- Teachers Reference Number

Sensitive personal data:

- Disability
- Criminal conviction
- Overseas Police Clearance
- Ethnicity
- Religious Beliefs
- Health Declaration
- Suitable Persons Declaration
- Disqualification for Caring for Children
- ISA Barred List Details
- Bank Details and Starter Checklist/P45

c. Legitimate interest

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

- To act as a recruitment business which provides work-finding services to its clients and work-seekers

d. Recipient/s of data

The Company will process your personal data and/or sensitive personal data with the following recipients:

- Potential Clients within the Education Sector
- CBS Screening (DBS Applications and International Criminal Checks)
- TP Online (ISA Barred List Register)
- Umbrella Payroll Companies:
 - Leopard Contracts
 - I4 Group
 - Generate
 - EPay Me
 - Main Pay
 - A Zebra
 - Orange Genie
- Home Office (where Visa checks are applicable)
- Referees and potential employers who may look for references on our candidate
- Naric (Check of Overseas Qualifications)

2. Data retention

The Company 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 the Company has obtained your consent to process your personal data obtained from your CV, we will do so in line with our retention policy. Upon expiry of that period the Company will seek further consent from you. Where consent is not granted the Company will cease to process your CV.

Candidates CV will be retained 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.

3. Your rights

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

- The right to be informed about the personal data the Company processes on you;
- The right of access to the personal data the Company 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 the Company processing your personal data and sensitive personal data you have the right to withdraw that consent at any time by contacting Ms .Maria Pontillo, Data Protection Officer, Worldwide Education Recruitment Ltd, Unit 4 Waterside Drive, Langley SL3 6EZ Phone Number 01753 306177 and email DPO@worldwideeducation.co.uk

4. Source of the personal data

The Company sourced your personal data by the following means:

- Reed Online Job Board
- CV Library Online
- Total Jobs
- Worldwide Education own Website
- Directly from the potential candidate Via email or hand in
- Social Media Job Applications via Facebook, Twitter or Linked In
- Referrals

This information may come from a publicly accessible source.

5. Complaints or queries

If you wish to complain about this privacy notice or any of the procedures set out in it please contact: Ms. Maria Pontillo, Data Protection Officer, Worldwide Education Recruitment Ltd, Unit 4 Waterside Drive, Langley SL3 6EZ Phone Number 01753 306177 and email DPO@worldwideeducation.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.

6. Changes to this privacy notice

Any changes we may make to our privacy notice in the future will be posted on <http://worldwideeducation.co.uk/privacy-notice/>. Please check back frequently to see any updates or changes to our privacy notice.