



PRIVACY NOTICE

WHO WE ARE

Key Education is a recruitment business which provides recruitment services to its clients and therefore, must process personal data so that it can provide these services – in doing so, Key Education acts as a data controller.

You may give your personal details to Key Education directly, such as over the phone (including mobile), via email or other electronic means or via the post and it must have a legal basis for processing your personal data. For the purposes of providing you with recruitment services Key Education will only use your personal data in accordance with the terms of the following statement.

CONTACT DETAILS

Company Name: Key Education Services Limited

Company contact details: Samantha Dyson, Gothic Building, Chantry Mills, Haverhill, Suffolk, CB9 8AZ Tel: 01440 764430 Email: samantha@keyteacher.co.uk

COLLECTION AND USE OF PERSONAL DATA

Purpose of processing and legal basis

Key Education will collect your personal data, for example your name, email address and telephone number and will process your personal data for the purposes of providing you with its recruitment services. This includes for example, contacting you about teaching staff who are available for bookings you have asked us to fill, arranging invoices for the supply of teaching staff and developing and managing our services and relationship with you.

You will receive a booking confirmation via email from Key Education for every booking that we fill – it is our legal obligation to do so and;

You will receive invoices weekly via email from Key Education (processed by UHY Hacker-Young and Evertime) in order for Key Education to fulfil a contractual obligation it has with you.

You will only receive marketing emails if Key Education has your consent to do so.

In some cases, we may be required to use your data for the purpose of investigating, reporting and detecting crime and also to comply with laws that apply to us. We may also use your information during internal audits to demonstrate our compliance with certain industry standards.

The legal bases Key Education rely upon to offer these services to you are:

- Your consent
- Where we have a legitimate interest
- To comply with a legal obligation that we have
- To fulfil a contractual obligation that we have with you

Legitimate interest

This is where Key Education has a legitimate reason to process your data provided it is reasonable and does not go against what you would reasonably expect. Where Key Education has relied on a legitimate interest to process your personal data its legitimate interest is as follows:

- Providing recruitment services that you have requested from Key Education



Recipient/s of data

Key Education will process your personal data with the following recipients:

- Agency Workers (for the purpose of bookings)
- UHY Hacker-Young and Evertime (for the purpose of invoicing)
- Lucid Systems Ltd (IT services provider)
- Employment Agencies Standards Inspectorate (EASI)
- The Recruitment and Employment Confederation (our trade body)

Statutory/contractual requirement

Your personal data is required by contractual requirement. You are obliged to provide the personal data and if you do not the consequences of failure to provide the data are:

- Key Education will be unable to offer its recruitment services to you.

OVERSEAS TRANSFERS

Key Education will not transfer the information you provide to us to countries outside the European Economic Area ('EEA') for the purposes of providing you with its recruitment services. The EEA comprises the EU member states plus Norway, Iceland and Liechtenstein.

DATA RETENTION

Key Education will retain your personal data only for as long as is necessary and for the purpose it was collected. Different laws may also require Key Education to keep different data for different periods of time. At all times Key Education will do its utmost to store and process your personal data securely.

The Conduct of Employment Agencies and Employment Businesses Regulations 2003, require Hirer records to be kept for at least one year from (a) the date of their creation or (b) after the date on which Key Education last provided you with recruitment services.

Financial records must also be kept as long as is legally required by HMRC.

Where Key Education has obtained your consent to process your personal data, it will do so in line with its retention policy. Upon expiry of that period Key Education will seek further consent from you. Where consent is not granted Key Education will cease to process your personal data.

YOUR RIGHTS

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

- The right to be informed about the personal data Key Education processes on you;
- The right of access to the personal data Key Education 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 Key Education processing your personal data you have the right to withdraw that consent at any time by contacting Samantha Dyson on 01440 764430 or samantha@keyteacher.co.uk.



There may be circumstances where Key Education will still need to process your data for legal or official reasons, and you will be informed if this is the case. Where this is the case, Key Education will restrict the data to only what is necessary for the purpose of meeting those specific reasons.

If you believe that any of your data that Key Education processes is incorrect or incomplete, please contact us using the details above and reasonable steps will be taken to check its accuracy and correct it where necessary.

You can also contact Key Education using the above details if you want to restrict the type or amount of data Key Education process for you, access your personal data or exercise any of the other rights listed above.

COMPLAINTS OR QUERIES

If you wish to complain about this privacy notice or any of the procedures set out in it, please contact Samantha Dyson on 01440 764430 or samantha@keyteacher.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.