



PRIVACY NOTICE

WHO WE ARE

Key Education is a recruitment business which provides work-finding services to its work-seekers. Key Education must process personal data (including sensitive 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 and mobile apps), in an email or on a registration form. Key Education must have a legal basis for processing your personal data. For the purposes of providing you with work-finding services and information relating to roles relevant to you it will only use your personal data in accordance with the terms of the following statement.

CONTACT DETAILS

Company details: Samantha Dyson, Key Education Services Limited, Unit 1 Cherry Gardens, Helions Bumpstead Road, Haverhill, Suffolk, CB9 7AA
Tel: 01440 764430 Email: sam.dyson@key-education.co.uk

COLLECTION AND USE OF PERSONAL DATA

Purpose of processing and legal basis

1. Key Education 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. This includes for example, contacting you about job opportunities, assessing your suitability for those opportunities, updating its databases, putting you forward for job opportunities, arranging payments to you and developing and managing its services and relationship with you.
2. You will receive a booking confirmation via email from Key Education for every booking you agree to do as it is a legal obligation to do so.
3. Payroll is processed by Key Education using Tempaid5 software and you will receive your payslip via email in order to fulfil the contractual obligation.
4. You will only receive marketing emails if Key Education has your consent to do so or, if it needs to communicate information to fulfil a legal or contractual requirement.
5. In some cases, Key Education may be required to use your data for the purpose of investigating, reporting and detecting crime and also to comply with applicable laws. It may also use your information during the course of internal audits to demonstrate compliance with certain industry standards.

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

- Your consent
- Where it has a legitimate interest
- To comply with a legal obligation
- To fulfil a contractual obligation

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 interests are as follows:

- Managing its database and keeping your records up to date
- Contacting you to seek your consent where needed
- Providing work-finding services to you, including sending your information to clients where you have demonstrated an interest in doing that particular type of work but not expressly consented to Key Education passing on your details
- Passing your information to debt collection agencies

Recipient/s of data

Key Education will/may process your personal data and sensitive personal data with the following recipients:

- Clients (Educational establishments)
- Former or prospective new employers where we obtain or provide references
- Aspire Software (our database)
- Tempaid5 Software (for the purpose of payroll)
- Oxford Software – the providers of Tempaid5 and Aspire (for technical support purposes)
- Waters Edge Accounting Ltd (for the purpose of payroll)
- Lucid Systems Ltd (IT services provider)
- NEST (for the purposes of auto enrolment for your pension)
- Trust ID (for the purpose of digital ID and Right to Work checks)
- Disclosure and Barring Service (DBS) to process a DBS or, if relevant, to make a referral
- Update Service to run a check on your DBS for registration purposes
- National College for Teaching and Leadership (NCTL) to run a prohibition report or, if relevant, to make a referral



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- Society for Education and Training (SET) to confirm your membership for QTLS status
- Adobe for completion of forms required for registration and to keep your file up to date
- Employment Agencies Standards Inspectorate (EASI) for inspections
- Local Authority Designated Officers (LADO) for safeguarding referrals
- Police
- The Recruitment and Employment Confederation (REC) (our trade body) for audits and to obtain legal advice
- Doxbond for disposal of confidential waste

Statutory/contractual requirement

Your personal data is required by law and a contractual requirement (clients require this personal data), and a requirement necessary to enter into a contract. You are obliged to provide personal data however, if you do not wish to do so Key Education will be unable to provide you with work-finding services.

OVERSEAS TRANSFERS

Key Education will not transfer the information you provide to countries outside the European Economic Area ('EEA') for the purposes of providing you with work-finding 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 for the purpose we collect it. Different laws may also require us to keep different data for different periods of time. Please contact the office if you wish to see a copy of our Retention Policy.

The Conduct of Employment Agencies and Employment Businesses Regulations 2003, require work-seeker 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 provide you with work-finding services.

Key Education 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 Key Education has obtained your consent to process your personal and sensitive personal data, it will do so in line with its retention policy. Upon expiry of that period Key Education may seek to obtain further consent from you, if not, we will securely dispose of the data. If we request consent to process your data for a longer period of time and consent is not granted, Key Education will securely dispose of the 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 and sensitive personal data you have the right to withdraw that consent at any time by contacting Samantha Dyson on 01440 764430 or sam.dyson@key-education.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 process 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 Key Education to restrict the type or amount of data we 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 sam.dyson@key-education.co.uk

You also have the right to raise concerns with the 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.