



R.T.S recruitment

PRIVACY NOTICE

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Approved by: Darren Bryson & Nathan Schall – Directors

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1. Introduction

At R.T.S Recruitment Ltd, safeguarding the privacy and security of our users' data is central to our operations. This document explains our processes for collecting, using, storing, and safeguarding personal information across our education recruitment activities, detailing our lawful bases for handling such data as per the UK GDPR and Data Protection Act 2018.

2. Scope of Data Collection and Use

Personal Data We Collect

In our capacity as a recruitment agency for educational staff, we gather information to facilitate placements, meet safeguarding standards, and provide professional development opportunities. This includes:

Personal Identification Details: Name, contact details, date of birth, gender, nationality.

Employment and Educational Background: Previous employment history, qualifications, certifications, and training records.

Financial and Payment Information: Transactional data to facilitate payroll and manage service fees.

Legal and Compliance Data: Criminal record data, references, safeguarding records where legally required or essential to the role.

Communication Logs: Emails, recorded phone conversations, and in-person interactions pertaining to job applications and client relations.

Why We Collect This Data

Our data collection serves the following objectives:

Matching candidates with appropriate placements in educational institutions.

Conducting required legal and safeguarding checks.

Maintaining an efficient payroll and invoicing system for candidates and clients.

Communicating updates and relevant information to candidates and clients.

Ensuring our activities comply with legal obligations under the UK GDPR and education sector requirements.

3. Legal Grounds for Processing Personal Data

Our lawful bases for processing data are as follows:

Consent: Where candidates or clients provide explicit permission for particular processing activities.

Contractual Necessity: For fulfilling our recruitment service agreements.

Legal Obligations: When processing is essential for compliance with applicable laws, particularly those related to safeguarding and education standards.

Legitimate Interests: In certain cases, we process data to support our operational effectiveness and meet reasonable recruitment agency standards while respecting data protection rights.

4. Data Sources

We collect data directly from candidates, educational institutions, and where relevant, third-party databases or background check providers. We may also verify publicly available information as permitted by law to ensure comprehensive assessments.

5. Data Retention and Deletion

R.T.S Recruitment Ltd holds personal data for periods essential to meet our service and compliance needs:

Temporary Workers: Personal data related to temporary placements will be retained for up to two years from the conclusion of employment unless an extended retention is legally mandated.

Client Contacts: Data associated with our client relationships will be kept for the duration of our contractual engagements and a further retention period of one year to allow for any post-contractual matters.

All data is securely erased or anonymized once it is no longer required under our Data Retention Policy.

6. Security and Data Sharing

Our Security Measures

We employ robust security measures to safeguard data, including data encryption, access restrictions, and routine security audits. Only authorized personnel have access to data, and all processing activities are tracked and documented.

Data Sharing

We may share personal data with:

- a. Recruitment Funding Solutions for payroll processing.
- b. Third-party background check providers for necessary compliance and safety verifications.
- c. Regulatory bodies, educational institutions, and legal authorities, as legally mandated or to fulfill our safeguarding responsibilities.

7. Data Subject Rights

In accordance with UK GDPR, users have the following rights:

Access: Request copies of personal data processed by us.

Rectification: Correct inaccuracies in personal data.

Erasure: Request deletion when data retention is no longer necessary.

Restriction: Limit data processing under specific conditions.

Data Portability: Transfer data to other organizations upon request.

Objection: Object to processing based on legitimate interests or direct marketing.

For any data rights requests, please contact our Data Protection Officer at:

rtsrecruitment247@gmail.com

8. Consent Withdrawal

Where processing relies on consent, individuals may withdraw consent at any time. This action can be initiated by contacting our DPO at the address listed in this notice. Upon receipt, we will discontinue processing specific data as requested, and securely delete or archive the data in line with our Data Retention Policy.

9. Complaints and Contact Information

If you believe we have mishandled your data, you may contact our Data Protection Officer to discuss concerns. For further recourse, complaints can be submitted to the Information Commissioner's Office (ICO), the UK's supervisory authority for data protection.

The ICO's address:

Information Commissioner's Office

Wycliffe House, Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

10. Data Protection Officer

Our designated Data Protection Officer (DPO) oversees data protection compliance. Contact the DPO at rtsrecruitment247@gmail.com for any inquiries or concerns related to this privacy notice or data processing practices.

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