

Company Name:	Three R's Teacher Recruitment ('the Company')
Company Contact details:	0345 130 3338 Sarah Charman data protection lead in the Company Alison Nightingale data protection controller
Document DP5A	Privacy Notice (when personal data is obtained from the data subject)
Topic:	Data protection
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Version:	1

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 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:

- Contractual obligation

b. Recipient/s of data

We will not share information about you with third parties without your consent unless the law allows us to. We are required, by law, to pass on some of this personal data to:

- The Department for Education (DfE)
- The client school you will be engaged at

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

- APCS Checking services (in order to complete Enhanced DBS Checks)
- Nest Pensions (As part of the Auto Enrolment Pension Scheme)

c. 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:

- Work finding services will cease

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 and sensitive personal data, we will do so in line with our retention policy a copy of which can be found on our website. 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 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 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 Sarah Charman, Office Manager or Alison Nightingale Data Controller.

3. Automated decision-making

Three R's Teacher Recruitment will typically build up a profile of a candidate, setting our parameters of the role; specific qualifications, experience, location, and or preferences.

All candidates are informed at registration and via our online registration form and the website that automated decision making may sometimes be used.

No discriminatory searches will be used; our software searches those candidates available on a certain day; this information is acquired directly from the candidates and then those potential candidates are assessed by the recruitment team.

Our software filters candidates on a daily basis by availability and dismisses the candidates that our not available.

Our software can also filter candidates according to qualifications, and this would be used when shortlisting for a specific vacancy.

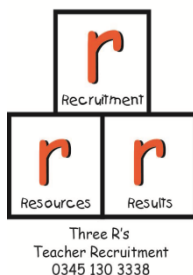
It is our policy to also consider candidates outside of these searches.

At no time will a candidate be placed purely on an Automated Decision.

4. Complaints or queries

If you wish to complain about this privacy notice or any of the procedures set out in it please contact: Alison Nightingale – Three R's Teacher Recruitment 8 Highpoint Business Village Henwood TN23 3RB

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.



0345 130 3338

www.3rs-ltd.co.uk

