



REd (Recruitment for Education) Privacy Notice

(personal data obtained from a third party)

Company details:	Contact	REd Ltd, ICM2, Maidstone Road, Chatham, Kent ME5 9FD office@redteachers.com	01634 823344
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REd is a recruitment business which provides work-finding services to its clients and work-seekers. REd must process personal data (including sensitive personal data) so that it can provide these services – in doing so, REd acts as a data controller.

You may give your personal details to REd 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. REd 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
- Legitimate interest
- Legal obligation
- Contractual obligation

b. Categories of data

REd has collected the following personal data on you:

Personal data:

- Name/ contact details/ employment history/ referees' details and any other details provided on the Curriculum Vitae posted online

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 provide work-finding services

d. Recipient/s of data

The Company will not process your data with any third party.

2. Overseas Transfers

The Company may transfer only the information you provide to us to countries outside the European Economic Area (“EEA”) for the purposes of providing you with work-finding services. We will take steps to ensure adequate protections are in place to ensure the security of your information. The EEA comprises the EU member states plus Norway, Iceland and Liechtenstein.

3. Data retention

REd 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 REd has obtained your consent to process your personal and sensitive personal data, we will do so in line with our retention policy (see Appendix A). Upon expiry of that period REd will seek further consent from you. Where consent is not granted the Company will cease to process your personal data and sensitive personal data.

4. 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 REd processing your personal data and sensitive personal data you have the right to withdraw that consent at any time by contacting REd Ltd, ICM2 Maidstone Road, Chatham, Kent ME5 9FD office@redteachers.com 01634 823344

5. Source of the personal data

The Company sourced your personal data/sensitive personal data by the following means:

- Online job boards such as Reed, CV Library, PNet
- Social media forums such LinkedIn, Twitter, Facebook

This information came from a publicly accessible source.

6. Complaints or queries

If you wish to complain about this privacy notice or any of the procedures set out in it please contact:

Sian Beytell of REd Ltd, ICM2 Maidstone Road, Chatham, Kent ME5 9FD office@redteachers.com

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.



Appendix A

Retention Policy

REd Ltd keeps personnel and financial records in order to run the business efficiently and to comply with statutory requirements. The type of record determines the length of time the record is retained.

- All records are kept in accordance with data protection laws;
- REd Ltd is registered with the Information Commissioner's Office Reg No. Z2000851;
- When erasing or destroying records, destruction is completed securely.

The following table shows how long records are retained for our work-seekers and clients:

Document	Destroyed after.....(amount of time)
Work Seeker records (including references)	1 year from the last date of supply or introduction to the client
Client records	1 year from the last date of supply or introduction to the client
Terms of engagement with temporary worker and terms of business with clients	6 years in order to deal with any civil action in the form of contractual claim
Right to work in the UK records	2 years after employment or engagement has ended
DBS Checks	6 months from the last date of supply or introduction to the client, to allow for the consideration and resolution of any disputes or complaints.
Statutory maternity, paternity, adoption pay	3 years from the end of the tax year to which it relates.
Pensions auto-enrolment	6 years except for opt out notices which are kept for 4 years.
Payroll and ITEPA information	3 years from the end of the tax year to which they relate.

