email: dataprotection@4myschools.org Tel: **01245 353808**

4myschools Data Protection Privacy Notice

4myschools is a recruitment business which provides work-finding services to its clients and work-seekers. 4myschools (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 4myschools 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. 4myschools 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 for candidates who submit their details on Jobs Boards or referrals

Purpose of processing and legal basis

4myschools has collected and will process your personal data (which may include sensitive 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:

Legitimate interest

We believe it's reasonable to expect that if you are looking for employment or have posted your CV on a jobs board or professional networking site, you are happy for us to collect and otherwise use your personal data to offer or provide our recruitment services to you, share that information with prospective employers and assess your skills against our vacancies.

Categories of data

4myschools has collected the following personal data on you:

Personal data:

- Name
- Contact details
- Employment History
- And other details submitted from your CV

2. Collection and use of personal data of candidates who we have spoken to directly

Purpose of processing and legal basis

4myschools 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:

Legitimate interest

Statutory/contractual requirements

Legitimate interest and categories of data

Where 4myschools has relied on a legitimate interest to process your personal data our legitimate interests is/are as follows:

In order to provide the best possible employment opportunities and comply with keeping children safe in education we need to process certain information about you. We only ask for details that will help us to help you and schools we work with, such as your name, age, contact details, education details, employment history, emergency contacts, immigration status, bank details (so we can process your pay), NI number and referee details (and of course you may choose to share other relevant information with us). Where appropriate and for legal requirements, we may also collect information related to your health, diversity information or details of any criminal convictions. Additionally, as part of our recruitment process, we conduct online searches on candidates, including of publicly available social media accounts. Only verifiable sources are considered, any information identified that would be filtered is disregarded, information is only retained for the recruitment process, and any information that indicates unsuitability is discussed with you to ensure accuracy and to provide an opportunity to respond.

Referee, referral and emergency contact details we receive from candidates and staff:

In order to provide candidates with suitable employment opportunities and to provide for every eventuality for them and our staff, we ask for basic contact details, so that we can get in touch with you either for a reference, because you've been listed as an emergency contact or to process a referral fee.

Statutory/contractual requirement

Your personal data may be required by law and a contractual requirement (e.g. our client may require this personal data), and a requirement necessary to enter into a contract. You are obliged to provide the personal and sensitive personal data and if you do not the consequences of failure to provide the data to 4myschools will be that 4myschools will not be able to provide work finding services without your personal and sensitive personal data.

3. Recipient/s of data

4myschools will process your personal data and/or sensitive personal data with the following recipients:

- Companies trading as “4myschools”;

- Individuals and organisations who hold information related to your reference or application to work with us, such as current, past or prospective employers, educators and examining bodies and employment and recruitment agencies;

- HMRC, compliance auditors such as the Recruitment and Employment confederation, or other authorities, when we believe in good faith that the law or other regulation requires us to share this data (for example, because of a request by a tax office or in connection with any anticipated litigation);

- Third party service providers who perform functions on our behalf (including payroll providers, external consultants, business associates and professional advisers such as lawyers, auditors and accountants, technical support functions and IT consultants carrying out testing, development work on our business technology systems and umbrella companies);

- Third party outsourced IT and document storage providers where we have an appropriate processing agreement (or similar protections) in place;

- Marketing technology platforms and suppliers;

- In the case of Candidates: potential employers and other recruitment agencies/organisations to increase your chances of finding employment;

- In the case of Candidates: third party partners, job boards and job aggregators where we consider this will improve the chances of finding you the right job;

- In the case of Candidates: Managed Service Providers suppliers as part of our clients' MSP programmes;

- In the case of Candidates and our Candidates' and prospective members of Staff's referees: third parties who we have retained to provide services such as reference, qualification and criminal convictions checks, to the extent that these checks are appropriate and in accordance with local laws;

- If 4myschools merges with or is acquired by another business or company in the future, (or is in meaningful discussions about such a possibility) we may share your personal data with the (prospective) new owners of the business or company.

4. Data retention

4myschools 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. We will also keep any safeguarding and employment history for future employer's reference requests in line with our Data retention policy.

Where 4myschools has obtained your consent to process your sensitive personal data for a DBS check, we will do so in line with DBS retention policy. Upon expiry of that period the Company will seek further consent from you. Where consent is not granted 4myschools will cease to process your sensitive personal data

4myschools will keep work-seeker records for a minimum of 3 years from (a) the date of their creation or (b) after the date on which we last provide you with work-finding services.

5. 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 where consent has been used as the legal basis;
- 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 4myschools processing your personal data and sensitive personal data you have the right to withdraw that consent at any time by contacting 4myschools Data Protection Officer by emailing dataprotection@4myschools.org.

6. Complaints or queries

If you wish to complain about this privacy notice or any of the procedures set out in it, please contact: 4myschools Data Protection Officer dataprotection@4myschools.org or call **01245 353808**

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.