



Candidate Privacy Notice

33 Recruitment t/a Educ8sen, London W1T 5DB, Company No: 11668398 (“We”, “Us”, “Our”) are committed to protecting and respecting your privacy. This Privacy Notice (together with any other documents referred to herein) sets out the basis on which the personal data collected from you, or that you provide to Us, will be processed by Us in connection with Our recruitment processes. Please read the following carefully to understand Our views and practices regarding your personal data and how We will treat it.

For the purpose of the General Data Protection Regulation (“GDPR”) the Data Controller is Rudolfos Neofytou.

Where you apply for a job opening posted by Us, these Privacy Notice provisions will apply to Our processing of your personal information in addition to Our other Privacy Notice which has been provided to you separately or is available on Our Website.

Where you apply for a job opening via the application function on a job site or similar online service provider (“Partner”), you should note that the relevant Partner may retain your personal data and may also collect data from Us in respect of the progress of your application. Any use by the Partner of your data will be in accordance with the Partner’s Privacy Notice.

1. YOUR PERSONAL INFORMATION

Information We collect from You

We collect and process some or all of the following types of information from you:

- Information that you provide when you apply for a role. This includes information provided through an online job site, via email, in person at interviews and/or by any other method.
- In particular, We process personal details such as name, email address, address, gender, previous names, telephone numbers, references, national insurance number, overseas police checks date of birth qualifications, experience, information relating to your employment history, criminal records checks (DBS), emergency contact details, barring lists, skills and experience that you provide to Us.
- If you contact Us, We may keep a record of that correspondence.
- A record of your progress through any hiring process that we may conduct.
- Details of your visits to our Website or Partner’s including, but not limited to, traffic data, location data, weblogs and other communication data, the site that referred you to Website and the resources that you access.

We may also collect, store and use the following “special categories” of more sensitive personal information:

- a) Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
- b) Information about your health, including any medical condition, health and sickness records.
- c) Information about criminal convictions and offences.

Please note that you can amend/update any of your information we hold by contacting our Data Protection Officer. Any requests must be made to HR@educ8sen.co.uk



Information We Collect From Other Sources

We may receive your personal data from a third party who recommends you as a candidate for a specific job opening or for our business more generally.

2. DATA PROTECTION PRINCIPLES

We will comply with data protection law and principles, which means that your data will be:

- a) Used lawfully, fairly and in a transparent way.
- b) Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- c) Relevant to the purposes we have told you about and limited only to those purposes.
- d) Accurate and kept up to date.
- e) Kept only as long as necessary for the purposes we have told you about.
- f) Kept securely.

3. HOW IS YOUR PERSONAL INFORMATION COLLECTED?

We collect personal information about candidates from the following sources:

- a) You, the candidate.
- b) Civil & Corporate Security Limited (our background check provider), from which we collect the following categories of data: all information contained within background checks they are instructed to carry out.
- c) Disclosure and Barring Service in respect of criminal convictions.
- d) Your named referees, from whom we collect the following categories of data: performance related information, general conduct information e.g. punctuality and attendance records. Please note that you can request a copy of our reference request form prior to it being sent to your named referee.
- e) The following data from third parties is from a publicly accessible source, including but not limited to: job boards, social media sites such as Facebook, LinkedIn, Twitter, Instagram, YouTube and Spotify, personal recommendations and face-to-face contact at recruitment events.

4. WHAT WILL WE DO WITH INFORMATION ABOUT YOU

We will use the personal information we collect about you to:

- a) Assess whether our service is correct for you
- b) Assess your skills, qualifications, and suitability for the role.
- b) Carry out background and reference checks
- c) Communicate with you about the recruitment process.
- d) Keep records related to our hiring processes.
- e) Comply with legal or regulatory requirements.



5. SECURITY

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. Details of these measures may be obtained from our Data Protection Officer.

6. RETENTION

We will retain your personal information for a period of 12 months after our most recent reciprocal communication with you regarding work finding services. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with our data retention policy.

We may retain safeguarding information indefinitely. We retain this information in order to ensure that we are aware of any substantiated safeguarding issues relating to you in the event of any future applications you may submit to us.

7. CONSENT TO WITHDRAW

Where you provide us with consent in relation to us processing your personal information for the purposes of the recruitment, you have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact HR@educ8sen.co.uk. Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our retention policy, we will dispose of your personal data securely.