

## **Data Protection Policy**

### **Advantage Education Recruitment Ltd**

**Effective Date:** 1<sup>st</sup> March 2025

**Last Updated:** 1<sup>st</sup> March 2025

#### **1. Introduction**

Advantage Education Recruitment Ltd ("we," "our," "us") is committed to protecting and respecting your privacy. This Data Protection Policy outlines how we collect, use, store, and safeguard your personal data in accordance with the General Data Protection Regulation (GDPR) and other applicable data protection laws.

As an education recruitment agency, we collect and process personal data to provide recruitment services to candidates and clients. We are committed to ensuring that all personal data is handled responsibly and securely, and that your rights are respected at all times.

#### **2. Purpose of This Policy**

This policy explains our approach to data protection, including:

- How we collect and process personal data.
- The purposes for which we use your personal data.
- How we ensure that your personal data is protected.
- Your rights under data protection laws.

#### **3. Data Controller**

Advantage Education Recruitment Ltd is the data controller for the personal data we process. You can contact us at:

- **Email:** info@advantage-education.co.uk
- **Address:** Unit 13 The Sidings Industrial Est, Southampton, Hampshire, United Kingdom, SO31 5QA

#### **4. Types of Personal Data We Collect**

We may collect and process the following categories of personal data:

- **Identification Information:** Name, date of birth, contact details (phone number, email address), address, nationality.
- **Professional Information:** Curriculum Vitae (CV), education history, qualifications, work experience, professional memberships.
- **Application Information:** Job preferences, job application history, interview details, references.
- **Compliance Information:** Right to work documents, criminal records checks (where applicable).
- **Sensitive Personal Data:** Health data, criminal convictions, or other special category data only where necessary and legally required, and with your explicit consent.

## 5. How We Collect Personal Data

We collect personal data directly from you when you:

- Apply for job opportunities through our website or recruitment platform.
- Register as a candidate with our agency.
- Submit your CV or other documentation related to recruitment.
- Communicate with us via email, phone, or other channels.

We may also collect data from third-party sources, such as job boards or publicly available professional networks (e.g., LinkedIn), when legally permissible and necessary.

## 6. Purposes for Processing Personal Data

We process your personal data for the following purposes:

- **Recruitment:** To assess your suitability for job opportunities within the education sector.
- **Communication:** To inform you about job openings, interview invitations, feedback, and other recruitment-related communications.
- **Compliance:** To verify your eligibility to work in the UK, perform background checks (e.g., criminal records checks), and comply with legal obligations.
- **Client Services:** To provide recruitment services to our clients, including sharing candidate information with them (with your consent).
- **Improvement of Services:** To monitor and improve our recruitment processes and services.

## 7. Legal Basis for Processing Personal Data

We rely on the following legal bases to process your personal data:

- **Contractual necessity:** We process your data to fulfil a contract (e.g., to assist in job placement).
- **Consent:** Where we have obtained your explicit consent to process your sensitive personal data, such as health information or criminal records.
- **Legal obligation:** To comply with employment law or other legal requirements, including right to work checks.
- **Legitimate interests:** To assess candidates for recruitment purposes or to improve our services, provided that our interests are not overridden by your rights and freedoms.

## 8. Data Sharing and Disclosure

We may share your personal data with the following parties:

- **Clients:** We may share your personal data with potential employers (our clients) for job placement purposes. We will always seek your consent before doing so.

- **Service Providers:** We may share your data with third-party service providers (e.g., background check companies, IT service providers) who assist us in operating our business.
- **Legal Authorities:** We may disclose your data if required to do so by law or in response to legal requests (e.g., for the prevention of fraud, compliance with a court order).

We do not sell your personal data to third parties.

## 9. Data Retention

We retain your personal data for as long as necessary to fulfil the purposes for which it was collected, or as required by law. This may include:

- **Candidate data:** Retained for a period of 6 years after your last interaction with us or until you request that your data be deleted.
- **Client data:** Retained for the duration of the recruitment process and for any legal requirements.

If we no longer need your data, we will securely delete or anonymize it.

## 10. Data Security

We take the security of your personal data seriously. We implement appropriate technical and organizational measures to protect your personal data from unauthorized access, alteration, disclosure, or destruction. These measures include:

- Encrypting personal data where necessary.
- Ensuring access to personal data is limited to authorized personnel only.
- Regularly testing and evaluating our security practices to ensure data protection.

## 11. Your Data Protection Rights

Under the GDPR, you have the following rights regarding your personal data:

- **Right to Access:** You can request a copy of the personal data we hold about you.
- **Right to Rectification:** You can request that we correct any inaccurate or incomplete data we hold about you.
- **Right to Erasure:** You can request that we delete your personal data in certain circumstances (e.g., if it is no longer needed for the purposes for which it was collected).
- **Right to Restriction:** You can request that we limit the processing of your personal data in certain circumstances.
- **Right to Portability:** You can request a copy of your personal data in a structured, commonly used format and transfer it to another service provider.
- **Right to Object:** You can object to the processing of your data in certain situations, such as when we rely on legitimate interests for processing.

To exercise any of these rights, please contact us at [info@advantage-education.co.uk](mailto:info@advantage-education.co.uk). If you are not satisfied with our response, you have the right to lodge a complaint with the Information Commissioner's Office (ICO).

## **12. International Transfers**

We do not routinely transfer personal data outside of the UK or the European Economic Area (EEA). If such a transfer is required, we will ensure that appropriate safeguards are in place to protect your personal data.

## **13. Changes to This Policy**

We may update this Data Protection Policy from time to time. Any changes will be communicated through appropriate channels and will be reflected on this page with an updated "Effective Date." Please check back periodically to stay informed about how we are protecting your data.

## **14. Contact Us**

If you have any questions or concerns about this policy, or about how we process your personal data, please contact us at:

- **Email:** [info@advantage-education.co.uk](mailto:info@advantage-education.co.uk)
- **Address:** Unit 13 The Sidings Industrial Est, Southampton, Hampshire, United Kingdom, SO31 5QA

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### **Advantage Education Recruitment Ltd**

Thank you for trusting us with your personal data.