



PRIVACY POLICY

Date of policy: June 2023

This policy will be reviewed every 12 months (as a minimum) by Billy Jackson

Review Date: June 2024

Create Education Processing Notice

Create Education is committed to complying with GDPR. This notice aims to advise you on where we obtain data and how we use it.

What information is being collected?

C.V 's and personal details including phone numbers, email addresses, addresses and date of birth. When someone comes in to register we are obliged to collect safeguarding documents such as ID, proof of address, proof of NI number, DBS and Qualification certificates. Personal Information will be kept no longer than necessary although we are required by compliance plus to hold candidate data for the minimum of two years. Please see our Records Retention Policy for more information.

Who is collecting it?

This data is collected by Create Education staff including Recruitment Consultants, Administrators and Directors.

How is it collected?

Create Education obtains data from a variety of sources, these include:

- Through our website.
- Through our social media including Twitter, Facebook, LinkedIn and Instagram.
- Through phone enquiries.
- Through Job applications.
- Through CV Watchdogs i.e.. when a CV is uploaded.

Why is it being collected? How will it be used?

We use data always with the goal of obtaining work for an individual, with their permission details of experience and work history will be passed to our clients.

Data will be stored on our internal systems which will always be password encrypted, all paper files will be kept in locked cabinets.

Who will it be shared with?

We use data always with the goal of obtaining work for an individual, with their permission details of experience and work history will be passed to our clients. We may also provide data to trusted payroll providers with the individual's permission to ensure they get paid.

What will be the effect of this on the individuals concerned?

Once data is added to our database, the individual can expect to receive notification within one month explaining where we obtained the data from and a link to this notice.

We use data always with the goal of obtaining work for an individual, with their permission details of experience and work history will be passed to our clients.

We may contact you via phone or email or social media to inform you of:

- Job opportunities.
- Obtain your availability to work.
- Events we think might be of interest.
- Confirmation of work.
- CPD opportunities.
- Changes within our businesses e.g. Consultant changes, opening hours etc.

This will be no more than once a week although if you are in a placement and require information associated with that it may be more regular.

Is the intended use likely to cause individuals to object or complain?

We believe that adhering to this processing policy means that all data is dealt with in an appropriate way. Should individuals wish to complain they may do so in line with our complaints policy. An individual may unsubscribe at any time by emailing Abby@Create-education.co.uk

For further info please see our SAR (Subject Access Request) policy and data protection policy.