



Academic Choice Limited

PRIVACY POLICY

Adopted: May 2018

Academic Choice Limited

Privacy Policy

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation ("GDPR").

2. Who are we?

Under Data Protection legislation Academic Choice Limited ("Company"/"We") are the data controller and can be contacted at: The White House, 7 Station Road, West Hagley, Stourbridge, West Midlands, DY9 0NU or Telephone: 01562 882008. Data Protection legislation allows us to process this information as we regard it as being in the company's legitimate interest. We are committed to protecting and respecting your privacy and to the importance of keeping your personal information secure and confidential.

3. How do we process your personal data?

The Company complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive or unnecessary amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To recruit, support and manage staff
- To manage our employees and agency workers data base
- To secure your employment in our client schools
- To obtain employment references
- To provide safeguarding details to client schools
- To maintain our Company accounts and records
- To inform you of news, events, services provided by the Company
- To share your payroll information with our payroll company
- To manage our in house PAYE Scheme, process Tax and National Insurance payments and deductions to HMRC
- To make applications to the Disclosure & Barring Service (DBS) and online record checks
- To respond effectively to enquirers and handle complaints
- To verify your qualifications, your right to work in this country and the Teachers Barred list with the NCTL

4. Sharing your personal data

Academic Choice collects personal information from you when you register with the agency. Your personal data will be treated as strictly confidential and will only be shared with others in order to carry out our service to client schools and for purposes connected with the business. We will only share your data with the following third parties outside of the company with your consent.

- Ann Richards Payroll Services Limited
- Client Schools
- HMRC
- Disclosure and Barring Service
- Social Security Department
- Nest pension scheme
- Dropbox

In line with Principle 8 of the Data Protection legislation, where We wish to use the services of a cloud provider (Dropbox) to store personal data We will ensure the provider meets the requirements of the Data Protection legislation.

We will not disclose any information to any other third party unless there are safeguarding concerns or are required to do so by law. For further information explaining how your information is used, how we maintain the security of your information, and your rights to access information We hold, please contact: Kate Ready (Office Manager), our Data Protection Officer.

5. How long do we keep your personal data?

We will not keep personal data longer than is necessary for the purposes that it was collected for. We will comply with official guidance relevant to our sector about retention periods for specific records. Information about how long We will keep records for can be found in our Data Retention Schedule.

6. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which Academic Choice holds about you;
- The right to request that Academic Choice corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Academic Choice to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data

directly to another data controller, (known as the right to data portability), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].

- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- The right to lodge a complaint with the Information Commissioners Office.

7. Further processing

If We wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then We will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

8. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact Academic Choice by email at Kate@academicchoice.co.uk or in writing at The White House, 7 Station Road, West Hagley, Stourbridge, West Midlands, DY9 0NU.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.