

Schools Mutual Services

Privacy Notice under GDPR (updated January 2025)

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Schools Mutual Services is a recruitment business dedicated to the education sector providing supply and permanent recruitment services to its clients and work-seekers within schools and academies. 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 the Company 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 or our data collection forms. The Company 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 supply roles relevant to you we will only use your personal data in accordance with the terms of the following statement. At all times we will comply with current data protection laws.

1. Collection and use of personal data

a. Purpose of processing and legal basis

The Company will collect 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. This includes for example, contacting you about job opportunities, assessing your suitability for those opportunities, updating our databases, putting you forward for job opportunities, arranging payments to you and developing and managing our services and relationship with you and our clients.

In some cases, we may be required to use your data to investigate, reporting and detecting crime and to comply with laws that apply to us. We may also use your information during internal audits to demonstrate our compliance with certain industry standards.

We must have a legal basis to process your personal data. The legal bases we rely upon to offer our work-finding services to you are:

- Your Consent
- Where we have a Legitimate interest
- To comply with Legal obligation that we have with you
- To fulfil a Contractual obligation that we have with you

b. Legitimate interest

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

To provide work finding services to both candidates and clients as part of our business. We process personal data to be able to provide these services – we need to check the identity of candidates, their right to work and qualifications as well as process pay and manage entitlement to certain statutory rights. It is in the legitimate interests of all parties involved Schools Mutual Services, the work seeker and the client are aware that the recruitment business can process personal data.

- Managing our database and keeping work-seeker records up to date.
- Providing work-finding services to you and our clients.
- Contacting you to seek your consent where we need it.
- Giving you information about similar products or services that you have used from us recently:

c. Statutory/contractual requirement

The Company has certain legal and contractual requirements to collect personal data (e.g. to comply with the Conduct of Employment Agencies and Employment Businesses Regulations 2003, immigration and tax legislation, and safeguarding requirements.) Our clients may also require this personal data, and/or we may need your data to enter a contract with you. If you do not give us personal data we need to collect we may not be able to continue to provide work-finding services to you.

We will be unable to provide suitable work finding services.

We would be unable to process weekly wages and make governmental deductions including NI, Tax and Auto-Enrolment Pension Contributions.

d. Recipient/s of data

The Company will process your personal data and/or sensitive personal data with the following recipients:

- Clients (whom we may introduce or supply you to)
- Former employers whom we may seek references from
- HMRC and NOW Pensions for payroll purposes
- Agreed National Contracts with whom we work with.

2. Information to be provided when data collected not from the data subject

Categories of data: The Company occasionally source your personal data / sensitive personal data through job boards (Indeed / Job Centre, Reed or any social media sites) which you are already registered and would have previously consented to.

The data we would only collect, and hold are:

Personal data:

- Name, address, mobile no., email
- CV including experience, training and qualifications
- National Insurance number
- Bank details – for payment purposes only (temporary workers)

If this information came from a publicly accessible source, we would request your consent prior to registration and processing of your data.

3. Data retention

The Company will retain your personal data only for as long as is necessary for the purpose we collect it. Different laws may also require us to keep different data for different periods of time. For example, 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. This is currently 3 to 6 years.

Where the Company has obtained your consent to process your personal and sensitive personal data, we will do so in line with our retention policy (PERSONAL DATA RECORD KEEPING POLICY – is available upon request). Upon expiry of that period the Company will seek further consent from you. Where consent is not granted the Company will cease to process your personal data AND sensitive personal data.

4. 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;
- 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 the Company processing your personal data and sensitive personal data you have the right to withdraw that consent at any time by contacting either Leigh Rackham or Sean Mansfield by email to info@schoolsmutualservices.co.uk. Please note that if you withdraw your consent to further processing that does not affect any processing done prior to the withdrawal of that consent, or which is done according to another legal basis.

There may be circumstances where the Company will still need to process your data for legal or official reasons. Where this is the case, we will tell you and we will restrict the data to only what is necessary for those specific reasons.

If you believe that any of your data that the Company processes is incorrect or incomplete, please contact us using the details above and we will take reasonable steps to check its accuracy and correct it where necessary.

You can also contact us using the above details if you want us to restrict the type or amount of data we process for you, access your personal data or exercise any of the other rights listed above.

5. Automated decision-making

Schools Mutual Services do not use any form of automated decision making / profiling.

6. Cookies

This website uses cookies which are stored on your browser. You can usually modify your browser settings to prevent this happening. However, by disabling cookies, or certain types of cookie, you may hinder your user experience on this and other websites, or prevent them from working entirely.

The only way you can however disable ALL cookies from any website is to disable accepting cookies from them in your browser. Although we can't help you with that we do suggest consulting the Help section of your browser or taking a look at the About Cookies website which offers guidance for all modern browsers section.

This cookie policy applies to this website only and does not apply to any websites that this website may link to.

By continuing to use this website without adjusting your browser's cookie settings, you agree that Schools Mutual Services can place these cookies on your device.

7. Log Files

We use IP addresses to analyse trends, administer the site, track users' movements, and to gather broad demographic information for aggregate use. IP addresses are not linked to personally identifiable information.

8. Links to external websites

The Company's website may contain links to other external websites. Please be aware that the Company is not responsible for the privacy practices of such other sites. When you leave our site, we encourage you to read the privacy statements of each website that collects personally identifiable information. This privacy statement applies solely to information collected by the Company's website.

9. Sale of business

If the Company's business is sold or integrated with another business your details may be disclosed to our advisers and any prospective purchasers and their advisers and will be passed on to the new owners of the business.

10. Data Security

The Company takes every precaution to protect our users' information. This includes all security measures in relation to the personal data processing – firewalls, browser certification technology, encryption, limited access, use of passwords etc.

Only employees who need the information to perform a specific job are granted access to your information.

The Company uses all reasonable efforts to safeguard your personal information. However, you should be aware that the use of email/ the Internet is not entirely secure and for this reason the Company cannot guarantee the security or integrity of any personal information which is transferred from you or to you via email/ the Internet.

If you share a device with others, we recommend that you do not select the "remember my details" function when that option is offered.

If you have any questions about the security at our website, you can email Leigh Rackham or Sean Mansfield on info@schoolsmutualservices.co.uk

11. Changes to this privacy statement

We will update this privacy statement from time to time. We will post any changes on the statement with revision dates. If we make any material changes, we will notify you.

12. Complaints or queries

If you wish to complain about this privacy notice or any of the procedures set out in it, please contact: Leigh Rackham or Sean Mansfield at info@schoolsmutualservices.co.uk

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.