

## Privacy Policy

Your privacy is very important to us. Accordingly, we have developed this Policy in order for you to understand how we collect, use, communicate, disclose and make use of personal information. The following outlines our privacy policy.

- As both a data controller and processor we only collect personal information to enable us to determine suitability for assignments and eligibility to work in the UK
- We will collect personal information by lawful and fair means and with the consent of the individual concerned.
- The Personal data we collect will be relevant to the purposes for which it is to be used, and, to the extent necessary for those purposes, will be accurate, complete, and up-to-date as far as possible.
- We hold the following information and at times we may need to pass the following information to our clients;
  - DBS Number
  - DBS Issue Date
  - Information contained on DBS certificate
  - Proof of right to work in the UK (As required by law)
  - Name
  - Address
  - Date of Birth
  - Qualifications
  - References
- We will retain personal information for a minimum of 7 years after the end of your most recent assignment.
- We will protect personal information by reasonable security safeguards against loss or theft, as well as unauthorised access, disclosure, copying, use or modification.
- We will make readily available to our candidates and clients, information about our policies and practices, relating to the management of personal information.
- We will comply with all legislation, as far as reasonably possible, relating to HMRC, ICO and where there is a legal requirement to release information.
- Individuals can request to have their details removed from our system by contacting the registered data controller who will then review the request, and notify them of the decisions taken.
- All candidates and clients have the following rights;
  - The right to be informed
  - The right of access
  - The right to rectification
  - The right to erasure (subject to legal and safeguarding requirements)
  - The right to restrict processing
  - The right to data portability
  - The right to object
  - The right not to be subject to automated decision-making including profiling
  - The right to complain to the ICO if a problem with our handling of their data is experienced
- Winchmore Tutors do not use automated decision making.
- Any requests for data should be directed to the Registered Data Controller (RDC) - ([rdc@winchmoretutors.com](mailto:rdc@winchmoretutors.com))

The full Data Protection Policy can be found at <http://winchmoretutors.com/web-policies/data-protection-policy>