

Company name	Privacy Notice for work seekers (when personal data is obtained from the data subject)
Policy title	TeacherActive Limited ('the Company')
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Company Number: 05302511

Registered Office: Fifth Floor Interchange Place, 151-165 Edmund Street, Birmingham, England, B3 2TA

Company Contact details: Rachael Quinn (assistant to the DPO), Richard Taylor (DPO)
0121 200 3224 DPO@teacheractive.com

The Company is a recruitment business which provides work-finding services to its clients and work-seekers.

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. This privacy notice sets out how we use your personal data and notifies you of certain rights you may have. The Company may change how it processes personal data from time to time. If we do so we will update this notice and provide you with details of the change.

1. Collection and Use of Personal Data

Purpose of Processing and Legal Basis The Company will collect your personal data (which, if you consent, may include sensitive personal data and criminal conviction data) and will process your personal data for the purposes of providing you with work-finding services.

The legal bases we rely upon to offer these services to you are:

- Consent
- Legitimate interest
- Legal obligation
- Contractual obligation

a. Consent

Where you give your consent the Company will process sensitive personal data and criminal conviction data for the purposes of providing job seeking services to you. You are free to withdraw your consent to the Company's processing this data at any time.

b. Legitimate Interest

The Company relies on its legitimate interest to process your personal data for the purposes of contacting you following your placing your CV on a job board to enable us to formalise an engagement with you and to contact you from time to time in respect of other work seeking opportunities.

Additionally, some of our premises have Closed-Circuit Television (CCTV) systems installed. CCTV systems will only be used in public areas where there is a legitimate need for the protection and security of our premises, assets or people, and all use shall be clearly signposted.

c. Legal Obligation

The Company is required to process your personal data under the Conduct of Employment Agencies and Employment Businesses Regulations 2003 and pursuant to tax, minimum wage and social security laws

d. Contractual Obligation

The Company processes your personal data to provide work seeking services to you under our contract with you. If you don't provide the Company with your CV the Company will not be able to provide our services to you under its contract with you.

2. Overseas Transfers

We will not send your personal data overseas.

3. Data Retention

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.

Where you withdraw your consent the Company will cease to process your personal data and sensitive personal data other than as required to comply with the law.

Additional to the above, TeacherActive use the following timelines for the retention of data:

Document type	How long will it be kept?*
Candidates not attending interview	
Basic work seeking records (name, telephone numbers, email address, skills, CV)	2 years from the last date of providing work seeking services
Candidates attending interview	
Basic work seeking records (telephone numbers, email address, skills, CV)	4 years from the last date of providing work seeking services (with reminder to update sent at two years- also stating we will keep basic working seeking details for another two years but delete all other details as per the below information)
Application history (application form, clearance checks and interview notes)	2 years from the date of interview if not worked; 25 years from last date of providing work seeking services if worked
Working time records	2 years from the time they were created
Terms of engagement with temporary worker and terms of business with the client	6 years in order to deal with any civil action in the form of contractual claim
Hirer records (client, assignment and vacancy details)	25 years from the time they were created
Safeguarding details	Never deleted

After the period set out above, we will retain your contact details for a further year unless you agree that we may keep these for longer.

Recorded visual data will be held for a maximum of 90 days, unless it is the subject of an open request or investigation. In these circumstances, the data access log will be updated to include the amended retention period.

4. Third Party Recipients

The Company will share your personal data with the clients of the Company that you notify us you wish to work for.

We share your personal data with third party service providers to us.

We will not share your personal data with any other third parties unless we have your consent to do so.

5. Your Rights

Please be aware that you have the following data protection rights:

- To be informed about the personal data the Company processes on you;
- Of access to the personal data the Company processes on you;
- To rectification of your personal data;
- To erasure of your personal data in certain circumstances;
- To restrict processing of your personal data;
- To data portability in certain circumstances;
- To object to the processing of your personal data that was based on a public or legitimate interest;
- Not to be subjected to automated decision-making and profiling; and
- 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 Rachael Quinn (assistant to the DPO), Richard Taylor (DPO) 0121 200 3224 at DPO@teacheractive.com

6. Complaints or Queries

Doing our job well is very important to us. We take complaints very seriously, and where we get things wrong, we do everything we can to put that right.

If you have a question or wish to complain about this privacy notice or any of the procedures set out in it, in the first instance please contact Rachael Quinn (assistant to the DPO), Richard Taylor (DPO) 0121 200 3224 DPO@teacheractive.com

You also have the right to raise concerns with the 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.

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