Candidate Privacy Notice

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Data Protection Officer:	Craig Sanders, Managing Director craig@visionteaching.co.uk

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• Updated to ensure compliance with ICO

Contents

1 Collection and use of personal data 3
1.1 Collection and use of personal data 3
1.2 Legitimate interest 3
1.3 Statutory / contractual requirement 3
1.4 Recipient/s of data 3
2 The personal data we collect 4
3 How we collect your data 4
4 International transfer 5
5 Data retention 5
6 Your rights 5
7 Cookies 6
8 Login Files 6
9 Links to external websites 6
10 Sale of business 6
11 Data Security 6
12 Changes to privacy statement 7
13 Complaints or queries 7

Vision Teaching is a recruitment business which provides work-finding services to its clients and work-seekers. Vision Teaching must process personal data (including special categories of personal data) so that it can provide these services – in doing so, Vision Teaching acts as a data controller.

You may give your personal details to Vision Teaching 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. Vision Teaching 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 roles relevant to you, we will only use your personal data in accordance with this privacy statement. We will comply with current data protection laws at all times.

1 Collection and use of personal data

1.1 Collection and use of personal data

The Company will collect your personal data (which may include special categories of 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.

If you have opted-in we may also send you marketing information and news via email/text. You can opt-out from receiving these at any time by clicking "unsubscribe" when you receive these communications from us.

On some occasions we may be required to use your data for the purpose of investigating, 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 a legal obligation that we have
- To fulfil a contractual obligation that we have with you
- Special category and criminal data

1.2 Legitimate interest

This is where the Company has a legitimate reason to process your data provided it is reasonable and does not go against what you would reasonably expect from us. Where the Company has relied on a legitimate interest to process your personal data our legitimate interests is/are as follows:

- 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 to those that you will have used from us recently;

1.3 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 in some circumstances safeguarding requirements). Our clients may require this personal data, and we may need your data to enter into a contract with you. If you do not give us the personal data we need to collect In order to comply with our statutory and legal requirements, we may not be able to continue to provide work-finding services to you.

1.4 Recipient/s of data

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

- Clients (who we may introduce or supply you to)
- Your former employers who we may seek references from
- Payroll service providers who manage payroll on our behalf or other payment intermediaries who we may introduce you to
- Other recruitment agencies in the supply chain
- Auditors who are assessing the compliance and processes of the business to ensure its adherence to all relevant legislation and good practice guidance

- Third party organisations that we use to carry out suitability checks on work-seekers including The Disclosure and Barring Service and Teacher Regulation Authority.
- Government law enforcement agencies and other regulators who may request your information including the Police, Home Office, HMRC and Local Authority Designated Officers (LADO's).

2 The personal data we collect

We may collect and process the following categories of personal data:

Identity & contact information

- Name, date of birth, gender
- Address and postcode
- Email address and phone number

Professional information

- CVs, applications, work history and qualifications
- Teaching status, QTS, registration numbers
- References and interview notes
- Assignment history and availability

Safeguarding & compliance data

- Right-to-work status
- DBS check status and reference number
- Safeguarding declarations
- Fitness to work information where required

Financial & employment information (where applicable)

- Payroll and payment details
- Tax and NIC information
- Pension auto-enrolment data

Special category data

Where necessary, we may process:

- health information (e.g. reasonable adjustments),
- equality and diversity information (on a voluntary basis).

Special category data is handled with additional safeguards.

3 How we collect your data

We collect personal data from:

- you directly,
- job boards and recruitment platforms,
- referees,
- previous employers,
- safeguarding and compliance bodies (where legally permitted).

4 International transfer

Your personal data is stored and processed within the UK. If an international transfer is ever required, we will ensure appropriate safeguards are in place.

5 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 are required to keep your records relating to the right to work in the UK 2 years after employment or the engagement has ended alterable and working time records including your 48 hour opt out notice annual leave/holiday records 2 years from the time they were created.

Additionally, 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 special categories of personal data/specify which personal data, we will do so in line with our data retention policy. 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.

6 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 Craig Sanders, craig@visionteaching.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.

7 Cookies

We may obtain data about you from cookies. These are small text files that are placed on your computer by websites that you visit. They are widely used to make websites work, or work more efficiently, as well as to provide information to the owners of the site. Cookies also enable us to deliver more personalised content.

Most web browsers allow some control of most cookies through the browser settings. To find out more about cookies, please refer to our Cookie Policy.

8 Login Files

When you visit our website, we may collect technical information including your IP address, browser type, device information and website activity through server logs and analytics tools.

We use this information to:

- maintain the security and operation of our website;
- analyse website performance and usage trends;
- diagnose technical issues; and
- improve our services and user experience.

We process this information on the basis of our legitimate interests in operating, securing and improving our website.

Although we do not ordinarily use IP addresses to identify individual visitors, IP addresses may constitute personal data under data protection law and will be processed in accordance with this Privacy Notice.

9 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 and every website that collects personally identifiable information. This privacy statement applies solely to information collected by the Company's website.

10 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. Where the sale of the business results in the transfer of your details to a different data controller we will notify you of this.

11 Data Security

The Company takes every precaution to protect users' information.

Physical security

- Controlling access to buildings, rooms, cabinets where data, computers, media or hardcopy materials are held
- Logging the removal of, and access to, media or hardcopy material in storerooms
- Transporting sensitive data only under exceptional circumstances, even for repair purposes; for example, giving a failed hard drive containing sensitive data to a computer manufacturer may cause a breach of security

Network security

- Not storing sensitive data such as those containing personal information on servers or computers connected to an external network, particularly servers that host internet services
- Firewall protection and security-related upgrades and patches to operating systems to avoid viruses and malicious code

Security of computer systems and files

- Locking computer systems with a password
- Ensuring computer software is up-to-date
- Protecting servers by power surge protection systems through line-interactive uninterruptible power supply (UPS) systems
- Implementing password protection and controlled access to data files, for example 'no access', 'read only', 'read and write' or 'administrator-only' permission
- Controlling access to files, folders or entire hard drives encryption
- Not sending personal or confidential data via email or other file transfer means without first encrypting them
- Destroying data in a consistent manner when needed: deleting files and reformatting a hard drive will not prevent the possible recovery of data; consult our guidance on data disposal
- Imposing non-disclosure agreements for managers or users of confidential data

Only employees who need the information to perform a specific job (for example, consultants, our accounts clerk or a marketing assistant) 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 Craig Sanders craig@visionteaching.co.uk

12 Changes to 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.

13 Complaints or queries

If you wish to complain about this privacy notice or any of the procedures set out in it, please contact Craig Sanders, craig@visionteaching.co.uk

You also have the right to raise concerns with the Information Commissioner's Office on 0303 123 1113 or at https://ico.org.uk/make-a-complaint/ or any other relevant authority should your personal data be processed outside of the UK and you believe that your data protection rights have not been adhered to.