

Candidate Privacy Notice

How Certus Education collects, uses, shares and protects candidate information

Policy owner	Eleanor McInerney, Compliance and Candidate Lead
Policy date	1 May 2026
Next review date	1 September 2026
Version	2026.1
Data protection contact	Rhys Fowler

About this notice

Certus Education is a recruitment business providing work-finding services to candidates and clients. In delivering those services, Certus Education may act as a data controller and must process personal information lawfully, fairly and transparently.

1. Why we use personal information

We may use information to register and manage your candidate record, identify suitable roles, assess suitability, introduce or supply you to clients, communicate about assignments, administer payments, maintain records and improve our services.

- Where you have agreed to receive marketing, we may send relevant news or service information by email, text or similar channels. You can withdraw marketing consent or opt out at any time.
- We may use information to investigate or prevent crime, respond to legal requirements, protect people and demonstrate compliance with applicable professional or regulatory standards.

1.1 Lawful bases

- Consent, where required.
- Legitimate interests, where processing is reasonable, proportionate and consistent with your expectations.
- Compliance with a legal obligation.
- Performance of a contract or steps requested before entering into a contract.
- Additional lawful conditions applicable to special category or criminal offence data where relevant.

1.2 Our legitimate interests

- Keeping candidate records accurate and up to date.
- Providing work-finding services to candidates and clients.
- Contacting candidates where consent or other permission is needed.
- Communicating information about services similar to those previously used, where permitted.

1.3 Legal and contractual requirements

Some information is required to comply with employment agency and employment business rules, immigration and tax requirements, safeguarding obligations or contractual requirements. If required information is not provided, we may be unable to provide or continue work-finding services.

1.4 Who may receive your information?

- Clients to whom we introduce or supply you.
- Former employers and referees for reference purposes.
- Payroll providers and payment intermediaries.
- Other recruitment businesses participating in an agreed supply chain.
- Auditors and professional advisers assessing compliance and business processes.
- Suitability-check providers, including relevant safeguarding and regulatory bodies where appropriate.
- Government departments, law enforcement bodies and regulators where they have a lawful basis to request information.

2. Information we may collect

Identity and contact details

- Name, date of birth and gender where required
- Address/postcode
- Email address and telephone number

Professional information

- CV, applications, work history and qualifications
- Teaching status, QTS and registration details where relevant
- References and interview notes
- Assignment history and availability

Safeguarding and compliance information

- Right-to-work information
- DBS status/reference information where applicable
- Safeguarding declarations
- Fitness-to-work information where necessary

Financial and employment information

- Payroll and payment details
- Tax and National Insurance information
- Pension auto-enrolment information

Special category information

- Health information where necessary, including reasonable adjustments
- Equality and diversity information where voluntarily provided

3. How information reaches us

- Directly from you, including registration and application information.
- Job boards and recruitment platforms.
- Referees and previous employers.
- Safeguarding, regulatory and compliance organisations where legally permitted.

4. International transfers

Candidate information will normally be stored and processed within the UK. If an international transfer is required, Certus Education will use appropriate safeguards and comply with applicable data protection requirements.

5. Retention

We retain personal information only for as long as necessary for the purpose for which it was collected and for any period required by law. Work-seeker records may need to be retained for at least one year under the Conduct of Employment Agencies and Employment Businesses Regulations 2003; other records may

have longer statutory periods. Detailed retention periods are set out in Certus Education's Data Retention Policy.

6. Your data protection rights

- Right to be informed about how your information is used.
- Right to access your personal information.
- Right to request correction of inaccurate information.
- Right to request deletion in circumstances where there is no lawful reason to retain it.
- Right to request restriction of processing in appropriate circumstances.
- Right to object to processing based on legitimate interests and to direct marketing.
- Rights relating to data portability where applicable.
- Right to withdraw consent where processing is based on consent.

Some rights are subject to legal exemptions and may not apply in every circumstance.

7. Cookies and online services

Certus Education's websites and online systems may use cookies or similar technologies for functionality, security, analytics and service improvement. Where consent is required, appropriate controls will be provided.

8. Login files and technical security

Technical information may be generated when you use online services, including login and security records. We use appropriate organisational and technical measures to protect personal information against unauthorised access, loss, misuse, alteration or disclosure.

9. External websites

Our website or communications may contain links to third-party websites. Certus Education is not responsible for the privacy practices of external sites, and you should review their own privacy information before submitting personal data.

10. Sale or transfer of the business

If Certus Education's business or assets are sold, transferred or reorganised, personal information may be transferred where necessary as part of that transaction, subject to applicable data protection requirements and appropriate safeguards.

11. Changes to this notice

This notice may be updated to reflect changes to our services, legal requirements or data protection practice. The current approved version should always be used.

12. Questions and complaints

If you have a question, wish to exercise a data protection right or want to raise a concern, contact Certus Education through your usual company contact or the designated Data Protection Officer. You may also complain to the Information Commissioner's Office or another competent supervisory authority where appropriate.

Document control

Item	Detail
Policy date	1 May 2026
Review date	1 September 2026